

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202
BOARD ROOM
5211 CENTER AVENUE
LISLE, ILLINOIS 60532
Board of Education Meeting
January 24, 2022
7:30 PM

Members of the public are welcome to attend all meetings of the Lisle Community Unit School District 202 Board of Education, including those held via video conferencing. Anyone wishing to view the meeting or provide comment is encouraged to review the information below.

In-Person Meeting Viewing: Guests are welcome to attend the meeting in-person in the Board Room and the Junior High Auditorium. Capacity will be limited based on social distancing guidelines.

Remote Meeting Viewing: The proceedings of the meeting will be streamed live and can be viewed using the following link: <http://www.youtube.com/c/LisleDistrict202>. Guests will join the meeting in view-only mode and will not be seen or heard in the meeting. A recording of the meeting will also be available on the School District website.

Public Comment: Public comments can be made in-person or via email at publiccomment@lisle202.org. Comments must be received by 5:00 p.m. on the day in which the meeting is held. Comments submitted by the deadline will not be read aloud during the meeting, but rather will be provided to the School Board prior to the start of the meeting and will become part of the meeting record.

Please see the "Meeting Dates, Agendas and Minutes" page for links to the Board of Education meeting agendas, minutes and video feeds.

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Mission Statement

Lisle District 202 is committed to providing our learning community with the essential education, skills, and experiences for future success.

FOR INFORMATION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Return to School Plans for the 2021-2022 School Year

BACKGROUND DATA: The Administration will provide a brief overview of the District's operations since the last Board Meeting and answer Board Member questions.

Specific attention will be given to:

- 1) Overview of [positive COVID cases and quarantines](#) since the start of the school year
- 2) [New Safety Protocols](#) – Effective January 12, 2022
- 3) [Booster Clinic](#) – January 26, 2022 – 2:30 pm to 5:00 pm at Lisle High School

Useful "[Lisle CUSD 202 Back to School](#)" Covid related resources for the 2021-2022 School Year

January 24, 2022

Adam Roth
Lisle IL, 60532

To the Board of Education and community of Lisle School District 202

We must return to normal

We need to go back to normal, and we have to discuss how to do that.

First, though, let me acknowledge what a difficult position the board and administration have been in these past two years. In the midst of a health crisis, widespread fear and anger, and misinformation from all sides, you are the ones who've had to sail the ship facing headwinds from all directions—from the state, the county, your staff, the parents, all while trying to do right by the students. As if this wasn't a hard enough job during peacetime, right? Yours has been an impossible task, and everyone owes you our thanks and compassion.

Unfortunately, there is more to do. The board and this community are going to have to balance all these concerns as we proceed back to normal. How are we going to do that?

Accurately Assessing the Risk

If we want to field the appropriate mitigation measures, we must accurately assess the risk posed by this virus. What is the risk of the disease, now, heading into the Spring of 2022?

In a paper published in the CDC's MMWR the week of January 7, they show a mortality rate of .0033% in vaccinated individuals. This is 30 times less than the risk posed by the flu.

It gets so much better. That data was from delta. Omicron is another order of magnitude less virulent. Plus we have antivirals and monoclonal antibodies promising another 80-95% reduction in risk.

Further, health bodies are now officially recognizing that the death and hospitalization numbers have been inflated by a failure to distinguish between those suffering *from* COVID as opposed to those *with* an incidental infection. So take the the number of severe outcome and cut them in half again.

There's more. The CDC has finally acknowledged that immunity acquired from previous infection is stronger than that of the vaccines. And they estimate over half of school children have already gotten it. What was once a risk to children comparable to that of the flu, is now many, many times less.

Take all this together and we don't have to be beholden to fear, and we don't have to continue with the mitigation measures that have defined our children's experiences for the past two years.

Accurately Assessing our Options

Measures such as all-day universal masking, asymptomatic testing, and the quarantining of healthy students imply a goal of avoiding contact with the virus indefinitely. If this were ever a realistic goal, it certainly no longer is.

Those previously hoping to eradicate the virus—including Dr. Fauci—have acknowledged that the virus is endemic, and everyone will get it. Indeed, while it looked hopeful during the summer of 2021 that the vaccination programs could drive an end to community transmission, that is no longer a realistic goal. Every country, college campus, blue state and red state have seen record cases this past winter no matter their vaccination level. There are no more tools of control. Everyone will come into contact with this virus.

Our return to normal must acknowledge this fact.

Changing policies worldwide

We can see this new reality play out in policy changes throughout the world. The U.K. just rescinded all COVID restrictions. They removed their mask mandates, and ended their vaccine passports.

South Africa has ended contact tracing. The NBA and NFL have ended asymptomatic testing. So has Virginia, and that's not just a function of their new GOP governor. For example, the Democrat governor of New York state Kathy Hochul has stated publicly that when their mask mandate ends next month she expects the majority of schools to elect to go mask optional.

Policy Changes Coming Soon

Change is coming fast.

By the time this board meets next month, Illinois' daily average of new cases will have dropped from a peak of 30,000 to just 3000. Mask-optional schools will not just be some myth told about far off lands like Sweden and Indiana, but will right here in DuPage County. Asymptomatic testing and the quarantining of healthy students will become the exception, not the norm. Pending the results of the Tom Devore-led lawsuit currently pending, some of these changes may come by the end of the week.

Lisle 202 should be a leader in implementing the change back to normal.

Roadblocks

Now, *how* do we move forward? Even with all I just pointed out, this board knows there are scared teachers, and scared parents, who would see a return to normal as reckless. There are many, many citizens who—far from being ready to drop their masks—are looking to put on a second or third.

We've all been brutalized by fear, and those who are in its grips deserve our compassion and support. But they do not deserve the false promise of a risk-free universe paid for by our children's suffering.

Frankly, while some policies may change fundamentally—like dropping mandatory masking—I expect actual behavior to change more gradually. People need to

acclimate to the world as we once knew it. It is likely that many students and teachers will continue to mask for a time, only gradually feeling safe enough to release their faces to the world. Just as closing schools was a message to the community about the seriousness of the threat as we understood it in March 2020, returning the schools to normal now will show our communities that there is a safe and deliberate path out of our restrictions and warped reality.

The End of the Road

The world we are going back to is the one we knew in 2019. No masks, no testing, no quarantine of healthy people, and one set of rules for everyone, vaccinated or not. This is the way our schools must operate at the start of the 2022-23 school year, and in fact should be our reality before the end of *this* school year.

The public servants of this board have more experience in the realities of implementing controversial change than I do, and I fully recognize this fact. Please let me know if I can be of service in any way. I'm willing to craft arguments, prepare and present data, engage in debate, and fight for our children's future. I'll do so with the gravity and urgency the issue demands, but also with the respect and empathy that our citizen stakeholders deserve.

most sincerely,
Adam Roth

FOR ACTION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Approval of Board of Education Meeting Minutes

SUGGESTED MOTION - That the Board of Education approve the Regular and Closed Session Minutes from the December 20, 2021 and January 10, 2022 Board of Education Meetings.

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
BOARD OF EDUCATION
REGULAR MEETING MINUTES
December 20, 2021

Record of Minutes of the Regular Meeting of the Board of Education of Lisle Community Unit School District 202, DuPage County Illinois, which was held in the Board Room of the Administrative Offices at 5211 Center Avenue Lisle, IL on December 20, 2021.

The meeting was called to order at 7:30 p.m. by Vice President Ahlmann.

Present: Pam Ahlmann
Eunice McConville
Lisa Kiener-Barnett
Steve Lesniak
Wendy Nadeau
Greg Nagler

Absent: Daniel Helderle

Also Present: Dr. Keith Filipiak, Superintendent
Dr. Linda Kotalik, Assistant Superintendent
Jen Law, Director of Student Services
David Wilkinson, Director of Finance
Jenna Engler, Communications Coordinator
Melissa Payne, Lisle Elementary School Principal
Chris Rzemieniecki, Lisle Elementary School Assistant Principal of Student Services
Kathleen Dineen-Hendricks, Lisle Elementary School Assistant Principal
Constituents

The Pledge of Allegiance was recited.

Mrs. Ahlmann read the District Mission Statement.

Discussion Items

Student In-Person/Remote Learning Plan Update

- Approximately 20 staff members participate each week in on-site testing
- COVID-19 Screening Testing for athletes at the high school and junior high is currently in place for sports that do not require masks
- All high school student athletes who are competing or practicing during Winter Break will be required to submit a negative test result prior to their first practice/competition over break. A testing clinic will be offered on December 27th from 7-10am.

- After Winter Break, all athletes and coaches at the high school and junior high school will be required to participate in on-site screenings three times per week.
- A second dose Vaccine Clinic was held on December 1st. Approximately 220 children ages 5-11 received the vaccine.
- There is no cost to students for participating in COVID-19 through District programs.
- The Centers for Disease Control endorsed the Test to Stay program.
- Our school district has implemented the mitigation strategies with fidelity, resulting in less than 1% of our students testing positive and no classroom transmission to date.
- The District does not plan to utilize an adaptive pause after the holidays unless recommended by the DuPage Health Department.

Public Comment

- Adam Roth - Mr. Roth shared concerns regarding remote learning/adaptive pause for students.

Consent Agenda

Motion by Mr. Nagler, seconded by Mr. Lesniak

TO APPROVE/ACCEPT THE FOLLOWING CONSENT AGENDA ITEMS AS PRESENTED;

- Minutes of Regular Meeting of November 22, 2021
- November 2021 Payroll Pay Orders in the amount of \$1,621,633.25
- November 2021 Vendor Pay Orders in the amount of \$1,717,761.01
- Personnel:
 - Certified Resignation
 - Kathleen Dineen-Hendricks, Lisle Elementary School Assistant Principal, has submitted her request to retire at the beginning of 2022-2023 school year to be eligible to retire without penalty under the Illinois Teachers Retirement Plan.
 - Certified Leave of Absence Request
 - Stephanie Slade, Lisle Elementary School teacher, has requested 4 weeks FMLA leave at the end of the 2021-2022 school year.
 - Classified Leave Request
 - Stacey Weeks, Lisle Elementary School Resource Center Aide, has requested 10 weeks FMLA leave from January 10, 2022 through March 18, 2022 to complete her student teaching assignment.
 - Classified Employment
 - Cynthia Dodge, Inclusion Aide at Lisle High School, is placed at a Step 10 (\$17.34/hour).
 - Janet Ducharme, Lunch Supervisor at Lisle Elementary School, is placed at a standard rate of \$16.89/hour.
 - Classified Resignation
 - Bonnie Ratzer, Inclusion Aide at Lisle Junior High School, is resigning on January 10, 2022.
 - Extra-Duty Resignation
 - April Sanko, Assistant Boys Tennis Coach at Lisle High School, resigned from coaching tennis effective December 7, 2021.
 - 2021 Real Estate Tax Levy - It was noted that the Board previously discussed the 2021 Real Estate during recent Finance and Board Meetings.

Consent Agenda cont.

Answering to a roll call vote:

AYE: Nagler, Lesniak, Kiener-Barnett, Nadeau, McConville, Ahlmann

NAY: None

Motion carried 6-0

Financial Information

The Board Acknowledges Receipt of the following Reports:

- Financial Report - November 2021
- Treasurer's Report - November 2021
- Post-Bond Issuance Tax Compliance Report

Discussion Item

Lisle Elementary School Improvement Plan

- The Lisle Elementary School Team shared information on their progress and updates regarding the 5 Core Functions.
- A new Social Studies Curriculum is being implemented.
- A new English Language Arts (ELA) curriculum for grades 2-5 is being evaluated and piloted.
- An Intervention Block began during remote learning and has continued due to the benefit to students. During this time students receive support or enrichment based on their individual needs.
- Assessments including iReady, Fast Bridge and IAR are used to evaluate student progress and learning. iReady and Fast Bridge are used to monitor progress during the school year as well as provide intervention support and IAR is the State test given in the spring.
- Lisle Elementary School has implemented a Mentor Program which pairs teachers/staff with students to support their social emotional needs.
- Building culture and staff trust has been a focus in part based on the 5Essentials survey data.
- Professional development has included special education procedures for student services staff, additional learning for new teachers, and collective efforts to support student teachers through strategies such as Inquiry Journals.
- The Building Leadership Team has been restructured and is serving as a valuable building resource.

Board Policies - PRESS Packet 108

- Deferred for first reading at a January meeting to allow for additional time for reading the numerous updates.
- A separate Policy Meeting may be considered due to the volume of content and updates to be reviewed.

Freedom of Information Requests

The District received Freedom of Information Act request(s) from the following individual(s):

- Yueh Liu
- Dan Grecco

Superintendent Report

- See Board Meeting Agenda for full report.

Committee Reports

Board Committee Report summaries are located in Board Books unless otherwise indicated.

- EDUCATIONAL EQUITY & EXCELLENCE (E3) - did not meet
- FACILITY MASTER PLANNING – did not meet
- FINANCE Committee – See Finance Agenda
- POLICY Committee - first reading of updates will be deferred until January

Board Representative Reports

Board Representative Report summaries are located in Board Books unless otherwise indicated.

- Home and School Organization - did not meet
- IASB Delegate to Board - did not meet, January 10th at 5:15 p.m. Board Self-Evaluation Meeting
- Intergovernmental – did not meet
- Legislative Education Network of Dupage (LEND)
- Lisle Education Foundation - did not meet
- SASSED - Mr. Lesniak shared an overview of SASSED’s policy review

Future Agenda Topics

- PRESS Packet 108 Policy Updates for 1st Reading at a January meeting.

Motion to Adjourn to Closed Session

At 8:38 p.m., motion by Mrs. Nadeau, seconded by Mr. Nagler

ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, PERFORMANCE, COMPENSATION OR DISMISSAL OF EMPLOYEES

Answering to a roll call vote:

AYE: Nadeau, Nagler, Kiener-Barnett, Lesniak, McConville, Ahlmann

NAY: None

Motion carried 6-0

Motion to Return to Open Session

At 9:23 p.m., motion by Mr. Nagler, seconded by Mrs. Nadeau
RETURN TO OPEN SESSION
Motion carried with a voice vote of 6-0

Motion to Adjourn

At 9:23 p.m., motion by Mr. Lesniak, seconded Mrs. Nadeau
THAT THE MEETING BE ADJOURNED.
The motion carried with a voice vote of 6-0

ATTEST:

President

Secretary

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JANUARY 10, 2022

Record of Minutes of the Special Meeting of the Board of Education of Lisle Community Unit School District 202, DuPage County, Illinois, which was held in the Board Room of Administrative Office, 5211 Center Avenue, Lisle, Illinois on January 10, 2022.

The meeting was called to order at 5:20 p.m. by President Helderle with a roll call attendance.

Present: Dan Helderle
 Pamela Ahlmann
 Eunice McConville
 Wendy Nadeau
 Lisa Kiener-Barnett
 Steven Lesniak
 Greg Nagler

Absent: None

Also Present: Keith Filipiak, Superintendent
 Dee Molinare, IASB Field Services Director

Public Comment

None

To Adjourn To Closed Session For The Purpose Of Board Self-Evaluation, Practices And Procedures Or Professional Ethics With A Representative Of The Illinois Association Of School Boards

Adjourn to Closed At 5:21 p.m., motion by Mrs. Ahlmann, seconded by Mr. Nagler

Answering to a roll call vote:

AYE: Ahlmann, Nagler, Leskiak, Kiener-Barnett, McConville, Nadeau, Helderle

NAY: None

Motion carried 7-0

Return to Open Session

At 7:21 p.m., motion by Mrs. Ahlmann , seconded by Mr. Lesniak

Motion carried with a voice vote 7-0

Motion to Adjourn

At 7:21 p.m. motion by Mr. Lesniak, seconded by Mrs. Nadeaus

THAT THE MEETING BE ADJOURNED

Motion carried with a voice vote of 7-0

ATTEST:

President

Secretary

LISLE COMMUNITY UNIT SCHOOL DISTRICT #202

PAYROLL PAY ORDERS

This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following payroll pay orders: January 24, 2022

PAYROLL CHECKS ISSUED	Beginning	n/a	and Ending	n/a
PAYROLL ACH DEPOSIT	Beginning	9000030683	and Ending	9000030975
	Beginning	9000031013	and Ending	9000031307
PAYROLL ACH VOID	Beginning	n/a	and Ending	n/a

FUND DISTRIBUTION

EDUCATIONAL		\$ 1,494,220.88
OPERATIONS & MAINTENANCE		\$ 93,757.49
DEBT SERVICES		\$ -
TRANSPORTATION		\$ 5,478.16
IMRF/SOCIAL SECURITY		\$ -
CAPITAL PROJECTS		\$ -
WORKING CASH		\$ -
	TOTAL	<u>\$ 1,593,456.53</u>

President - Board of Education

Date

Secretary - Board of Education

Date

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030683	Buchholz, Marilyn	000	2,371.27	1,424.61
9000030684	Engler, Jennifer R	000	4,768.62	3,192.55
9000030685	Filipiak, Keith	000	8,961.63	3,310.92
9000030686	Fitzpatrick, Luann	000	807.20	677.06
9000030687	Hinton, Jeffery	000	2,935.38	1,624.56
9000030688	Kempfer-Kotalik, Linda	000	7,254.13	3,642.72
9000030689	Law, Jennifer S	000	6,571.92	4,408.22
9000030690	McCormick, Jennifer	000	2,039.71	1,092.71
9000030691	Navarro, Lawrence M	000	1,991.03	1,321.46
9000030692	Posego, John C	000	5,621.07	3,429.25
9000030693	Quinlan, Kevin	000	2,479.47	1,516.19
9000030694	Rannochio, Alisa	000	2,005.39	1,442.48
9000030695	Rich, Mary Beth	000	2,646.59	1,863.49
9000030696	Schalk, Trent J	000	3,288.92	1,629.64
9000030697	Tsamis, Anna	000	2,909.38	889.65
9000030698	Van Volkenburg, Nancy L	000	2,892.75	2,005.97
9000030699	Wilkinson, David	000	6,236.75	1,953.62
9000030700	Anderson, Erik D	100	3,386.92	2,748.25
9000030701	Anderson, Herbert	100	4,312.69	2,907.24
9000030702	Bamboate, Darius	100	3,575.08	2,638.72
9000030703	Begley, Elizabeth	700	1,514.72	799.48
9000030704	Biezynski, Jenna A	100	851.03	552.86
9000030705	Blankenship, Brian	100	4,696.53	3,762.12
9000030706	Brady, Jennifer L	100	3,274.04	2,527.12
9000030707	Burdett, Paul	100	1,802.85	1,056.43
9000030708	Bylsma, Nathan	100	5,193.29	3,767.50
9000030709	Bylsma, Svea	100	4,598.70	3,194.36
9000030710	Chandhok, Mona A	100	2,860.04	2,308.00
9000030711	Clarke, Jeannette	100	3,386.92	2,550.47
9000030712	Costello, Sheri	100	4,712.58	3,541.49
9000030713	Czyl, Maureen	100	1,174.63	763.44
9000030714	Davis, John	100	5,438.26	4,190.63

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030715	Dent, Nathan	100	759.53	376.11
9000030716	Ferenzi, Daniella	100	1,524.32	1,196.62
9000030717	Fitzgerald, Karen	100	2,080.96	591.06
9000030718	Gansberg, Michele	100	1,121.31	722.72
9000030719	Gomez, Vasilici	100	3,010.58	2,358.69
9000030720	Gucciardo, Anjanette	100	3,800.88	3,019.69
9000030721	Gumina, Scott	100	4,983.24	3,305.91
9000030722	Hall, Jacqueline	100	753.94	432.83
9000030723	Hamann, Kelly	100	3,499.83	1,015.26
9000030724	Hamilton, Mary Pat	100	829.42	510.42
9000030725	Hardy, Venessa	100	4,350.34	2,714.52
9000030726	Henrichs, Greg	100	3,612.71	2,637.53
9000030727	Hochstetter, Judith	100	1,540.49	1,072.15
9000030728	Holmes, Steven	100	1,744.35	1,254.21
9000030729	Honzel, Robin	100	4,535.08	2,412.12
9000030730	Howard, Jeffrey	100	7,655.38	5,298.25
9000030731	Irvine, Karin	100	4,186.21	3,309.85
9000030732	Jaegle, Christine A	100	3,707.79	2,984.62
9000030733	Jaegle, Ronald	100	5,031.83	3,388.60
9000030734	Jenkins, David A	100	2,085.90	1,477.47
9000030735	Jensen, Christine	100	3,642.82	2,992.64
9000030736	Johnson, Patrick	100	817.95	628.49
9000030737	Kehoe, Debra	100	4,535.08	3,226.09
9000030738	Kern, Erin	100	3,575.09	2,472.53
9000030739	Klempic, Mirza	100	2,719.07	1,906.49
9000030740	Kohorn, Paul	100	1,679.11	1,191.60
9000030741	Kuefner, Julie	100	3,876.13	2,666.45
9000030742	LaScala, Mark	100	5,544.37	4,096.03
9000030743	Maldre, Sarah	100	3,703.04	2,400.37
9000030744	Marcum, Thomas C	100	4,727.13	3,813.09
9000030745	Martinez, Brian	100	1,661.70	1,215.66
9000030746	Matariyeh, Yousef	100	4,844.41	3,454.95

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030747	Meyer, Kendra	100	4,302.50	3,161.19
9000030748	Milinki, Jennifer	100	4,143.35	2,908.57
9000030749	Mlynarski, Tim	100	834.23	515.03
9000030750	Multhaupt, Courtney	100	5,080.39	3,861.97
9000030751	Musbach, Darlene	100	4,186.21	2,490.03
9000030752	Nadolny, Mary	100	825.83	377.31
9000030753	Ng, Joanna	100	3,274.04	2,125.94
9000030754	Novak, Emily	100	3,981.52	2,524.62
9000030755	Ogan, Elizabeth	100	4,535.08	3,472.10
9000030756	O'Hara, James	100	3,794.92	2,953.93
9000030757	Perez, Kevin E	100	3,349.29	2,511.90
9000030758	Perretta, Mia	100	4,207.31	3,180.04
9000030759	Polinski, Michael	100	3,010.58	2,495.75
9000030760	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,790.25
9000030761	Provenzano, Lisa	100	1,083.17	860.43
9000030762	Renguso, Amy	100	3,394.44	2,417.07
9000030763	Ridges, Daniel	100	888.83	567.33
9000030764	Sanko, April	100	4,561.69	3,189.30
9000030765	Sanko, Daniel	100	5,318.58	3,608.17
9000030766	Schwartz, Rebecca	100	4,749.21	3,418.62
9000030767	Smith, Justin	100	3,951.42	3,039.76
9000030768	Steben, James	100	6,115.64	4,700.08
9000030769	Stelk, Scott	100	1,734.30	936.22
9000030770	Stellmacher, James M	100	4,325.60	3,259.75
9000030771	Strietelmeier, Katelyn	100	2,600.42	2,014.34
9000030772	Thome, Nicholas	100	1,883.65	1,142.07
9000030773	Todd, Adam	100	1,646.91	1,166.47
9000030774	Waibel, Scott	100	3,785.81	2,690.00
9000030775	Wallenberg, Michelle	100	3,446.92	2,524.75
9000030776	Weissinger, Derek C	100	2,256.01	1,475.92
9000030777	Wolak, Brandon P	100	1,762.61	1,263.53
9000030778	Woyna, Eric	100	3,769.83	2,585.69

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030779	Woyna, Patrick	100	3,589.83	2,300.50
9000030780	Alexander, Jarvis	200	774.64	538.25
9000030781	Blatchley, Monica	200	4,242.66	389.10
9000030782	Bossenga, Emmy	200	4,101.96	2,469.89
9000030783	Braun, Katherine	200	2,829.95	1,991.25
9000030784	Breeden, Anne	200	1,496.25	1,381.40
9000030785	Broadus, Gretchen	200	3,424.54	2,781.37
9000030786	Burdeaux, Jessica	200	781.95	553.55
9000030787	Burris, Karen M	200	1,357.49	704.52
9000030788	Byrne, Sharon	200	3,447.11	2,825.03
9000030789	Cerny, Marie	200	2,784.79	2,290.56
9000030790	Cervený, Karen	200	3,349.29	2,386.94
9000030791	Chiappetta, Rebecca	200	1,973.44	1,662.73
9000030792	Cornfield, Betty	200	4,535.08	1,768.52
9000030793	Dale, Kelley	200	634.86	580.79
9000030794	De Nichols, Patricia	200	4,327.75	2,420.35
9000030795	Dooley, Tara	200	1,260.07	837.55
9000030796	Dybeck, David	200	4,064.30	2,428.97
9000030797	Erickson, Tor	200	4,150.88	3,125.72
9000030798	Grau, Jason	200	3,386.92	2,552.27
9000030799	Hanson, Janet	200	4,535.08	1,814.72
9000030800	Hazard, Jean	200	956.92	628.77
9000030801	Henning, Mary	200	866.29	561.96
9000030802	Huschart, Kelly	200	3,161.13	2,446.83
9000030803	Joy, Emma P	200	1,816.18	1,078.51
9000030804	Kearney, David	200	5,933.13	4,098.90
9000030805	Keigher, Natalie	200	3,910.27	2,778.78
9000030806	Kim, Paul	200	4,628.81	3,068.44
9000030807	Klepper, Mary	200	3,070.58	2,306.76
9000030808	Lemke, Nanette	200	912.78	622.03
9000030809	Leon, Miyax	200	1,505.30	1,232.90
9000030810	Lima, Valerie	200	1,020.69	671.50

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030811	Lumsden, Jason	200	4,252.47	3,198.98
9000030812	Malcolm, Lauren	200	3,304.12	2,538.32
9000030813	Marriner, Carmen M	200	1,107.17	693.96
9000030814	McIntyre, Celeste	200	3,876.15	2,823.89
9000030815	McLear IV, Robert	200	3,522.17	2,711.18
9000030816	Meyer, Peter	200	4,941.53	2,650.80
9000030817	Meyer, Phillip	200	2,860.05	2,091.89
9000030818	Miller, Jaime	200	3,274.02	2,417.71
9000030819	Nelson, Kelli	200	4,825.13	3,465.25
9000030820	Norwood, Lindsay	200	3,875.00	3,133.33
9000030821	Oros, Natalie	200	2,190.20	1,711.28
9000030822	Park, Aimee	200	3,917.80	2,729.49
9000030823	Pilon, Erica	200	4,475.89	3,218.10
9000030824	Pivek, Elena	200	3,085.85	2,416.16
9000030825	Ptak, Jeff R	200	2,034.55	1,382.53
9000030826	Rankin, Chrysan	200	2,483.75	1,956.56
9000030827	Ratzer, Bonnie	200	822.66	615.02
9000030828	Reband, Jennifer	200	4,320.20	3,320.52
9000030829	Rohlicek, Daniel	200	1,895.73	1,267.75
9000030830	Sauer, Mary	200	3,311.63	2,547.34
9000030831	Schindler, Dorene	200	882.66	644.38
9000030832	Schmidt, Michael	200	5,325.36	3,787.38
9000030833	Schraub, Daniel	200	3,958.92	2,563.67
9000030834	Seastrom, Tamela	200	1,735.82	965.26
9000030835	Sergeant, Andrew H	200	1,828.77	1,322.74
9000030836	Slowiak, Vincent	200	3,462.17	2,238.00
9000030837	Smid, Jason	200	3,793.36	2,745.70
9000030838	Stevens, Patricia	200	4,647.98	3,362.97
9000030839	Twaddle, Debra	200	944.73	523.17
9000030840	Weissinger, Zachary T	200	1,751.40	1,236.95
9000030841	Westerhoff, Daniel	200	1,753.70	1,327.79
9000030842	Wiertel, Jason	200	4,576.13	3,429.11

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030843	Altic, Megan	300	3,462.17	2,323.31
9000030844	Bell, Courtney	300	1,005.24	641.11
9000030845	Bonini, Susan	300	1,026.08	550.80
9000030846	Briggs, Patricia L	300	2,156.33	1,199.61
9000030847	Campian, James, JR	300	2,860.04	1,956.52
9000030848	Carlson, Susan M	300	1,051.44	824.41
9000030849	Chasensky, Lauren	300	3,353.30	2,390.55
9000030850	Cornyn, Mary Beth	300	529.25	467.47
9000030851	Cyrus, Richard	300	4,101.96	3,072.26
9000030852	Cyrus, Tonia	300	3,161.13	2,419.83
9000030853	Dahleen, Shayla	300	2,935.33	2,099.85
9000030854	Davis, Brianne	300	4,026.67	3,038.41
9000030855	Davis, Courtney	300	1,962.17	1,444.69
9000030856	Dawson, Rachel	300	3,462.17	2,374.45
9000030857	Dineen-Hendricks, Kathleen	300	4,111.29	3,418.31
9000030858	Donahue, Renee	300	1,284.60	950.24
9000030859	Drake, Alissa	300	747.18	364.90
9000030860	DuBois, Heidi	300	2,935.33	2,166.10
9000030861	Emde, John C, II	300	2,305.49	670.32
9000030862	Gibson, Kayla	300	2,972.96	2,383.60
9000030863	Gilbert, Jennifer	300	1,496.25	1,235.03
9000030864	Gomez, Benigno	300	2,481.92	1,731.40
9000030865	Graff, Patrick	300	2,777.31	2,157.34
9000030866	Grimm, Rhonda	300	1,040.75	773.94
9000030867	Han, Jieun	300	2,784.79	2,163.28
9000030868	Hausler, Linda	300	3,349.29	2,294.00
9000030869	Heneghan, Dipti	300	864.34	661.58
9000030870	Herrmann, Mary Jo	300	865.42	563.06
9000030871	Hicks, Dena	300	4,250.56	2,894.06
9000030872	James, Lauren	300	2,709.54	2,015.62
9000030873	Jezyk, Anna	300	3,048.25	2,152.73
9000030874	Johnson, Diane	300	4,535.08	2,022.64

Payroll Run Check Listing for Board

Payroll	12/15/2021				Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000030875	Jung, Diane	300	1,030.50	545.19	
9000030876	Kennedy, Nicole	300	2,822.46	2,173.73	
9000030877	Kerback, Patricia M	300	821.89	677.53	
9000030878	Kimmerly, Suzanne	300	3,161.13	2,285.90	
9000030879	Klepadlo, Scott E.	300	3,149.81	2,078.22	
9000030880	Klimes, Christy	300	4,302.50	3,011.43	
9000030881	Kolacz, Jolanta	300	1,056.59	573.31	
9000030882	Konior, Mandy	300	753.85	443.40	
9000030883	Lapham, Kathleen	300	3,906.24	3,075.96	
9000030884	Larson, Richard W	300	2,399.67	1,762.07	
9000030885	Lauten, Theresa	300	4,132.03	2,395.85	
9000030886	Leonard, Arlene	300	4,528.30	3,501.11	
9000030887	Livolsi-Hudgens, Carmella	300	761.85	585.34	
9000030888	Madonia, Lindsey	300	3,304.12	2,705.94	
9000030889	Marino, Jillian	300	3,951.42	2,786.73	
9000030890	Martin, Stacey	300	3,010.58	2,121.17	
9000030891	Martinez-Alvear, Aldo	300	2,312.40	1,612.69	
9000030892	Masa, Janelle	300	764.17	429.48	
9000030893	McCormick, Meredith	300	4,130.92	3,245.79	
9000030894	Miller, Anna	300	2,303.08	1,622.48	
9000030895	Murphy, Trisha	300	3,838.52	2,828.06	
9000030896	Navarro, Michael	300	1,500.80	986.48	
9000030897	Nelson, Christa	300	701.08	582.75	
9000030898	Nelson, Nicole	300	4,535.08	3,594.81	
9000030899	Neustadt, Leslie	300	4,056.78	2,942.00	
9000030900	Nielsen, Joan	300	957.07	723.72	
9000030901	Noreen, Diane C	300	1,097.96	299.97	
9000030902	O'Connor-Young, Sheri	300	826.06	632.59	
9000030903	Oliver, Jana	300	1,948.23	1,485.52	
9000030904	Ortiz, Carmen	300	1,837.93	1,249.86	
9000030905	O'Shea, Amy	300	3,605.16	2,376.36	
9000030906	Parker, Elizabeth	300	4,101.96	2,955.19	

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030907	Pavilionis, Vincent	300	2,935.33	2,117.72
9000030908	Payne, Melissa	300	6,280.79	4,635.02
9000030909	Peterson, Marybeth	300	3,537.42	2,046.40
9000030910	Polmanteer, Colette	300	3,304.12	2,147.73
9000030911	Poremba, Katherine	300	3,687.96	2,454.31
9000030912	Potempa, Tracey	300	3,386.92	2,585.17
9000030913	Pridmore, Elizabeth	300	3,274.04	1,922.84
9000030914	Puetz, Lauren	300	2,927.78	1,914.88
9000030915	Pupillo, Lauren	300	3,386.92	2,393.97
9000030916	Rasner, Kimberly	300	2,093.10	1,310.83
9000030917	Remigio, Maria	300	4,411.91	3,101.36
9000030918	Reyes, Cathy M	300	1,021.05	627.28
9000030919	Rydel-Boesso, Eileen M	300	3,161.13	2,633.10
9000030920	Rzemieniecki, Christopher	300	3,875.00	3,472.98
9000030921	Schlessinger, Lukas	300	2,972.96	1,581.42
9000030922	Schroeder, Sara	300	2,935.33	2,257.54
9000030923	Schwarz, Jeanene	300	875.30	89.79
9000030924	Shehee, Wendy	300	950.82	563.08
9000030925	Siegel, Caitlyn J.	300	2,483.75	1,827.57
9000030926	Skonieczny, Sandra	300	744.75	357.98
9000030927	Slade, Stephanie	300	2,709.54	2,077.81
9000030928	Smith, Elisa	300	4,069.92	2,891.52
9000030929	Soukup, Stephanie	300	2,248.54	1,460.29
9000030930	Spell, Michael	300	1,881.63	1,464.82
9000030931	Sproviero, Rochelle	300	907.18	658.97
9000030932	Staley, Shannon	300	3,560.02	2,638.57
9000030933	Stefani, Colleen	300	4,418.75	3,127.41
9000030934	Strugielski, Kathryn	300	1,464.47	1,343.36
9000030935	Svejda, Michele	300	897.39	542.19
9000030936	Toby, Maureen	300	3,198.75	2,327.03
9000030937	Trotter, Suzanne	300	1,936.17	1,597.04
9000030938	Tuzzolino, Victoria	300	3,123.50	2,308.26

Payroll Run Check Listing for Board

Payroll	12/15/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030939	Weeks, Stacey	300	744.75	591.64
9000030940	Weissinger, Karla	300	972.36	625.88
9000030941	Wojcik, Jane	300	891.89	813.46
9000030942	Yaniz, Catherine	300	3,304.12	2,465.03
9000030943	Zitt, Jean	300	4,069.92	2,968.68
9000030944	Bauman, Judith	700	325.00	304.20
9000030945	Uster, Julia	700	1,531.42	1,182.72
9000030946	Angileri, Debra	800	845.00	715.27
9000030947	Balaban, Nicholas	800	1,241.87	1,146.86
9000030948	Barron, Pamela	800	781.25	657.74
9000030949	Benson, Mary Diane	800	384.25	313.87
9000030950	Bouck, Paula	800	325.00	278.51
9000030951	Clavelli, Lauren	800	1,599.38	1,450.25
9000030952	Cracco, Catherine	800	494.25	431.97
9000030953	Crenshaw, Samuel, JR	800	790.28	690.70
9000030954	Currin, Tadiza	800	384.25	335.84
9000030955	Dimaggio, Gina	800	240.00	202.06
9000030956	Gwilliam, Matthew	800	338.69	296.01
9000030957	Hamilton, Sherrie D	800	329.36	287.86
9000030958	Harris, Thomas	800	390.00	333.23
9000030959	Hernandez, Jennifer	800	384.25	325.74
9000030960	Holub, Lauren	800	260.00	211.92
9000030961	Kellan, Jeri	800	395.14	360.05
9000030962	Krestan, Kimberly S	800	329.36	292.75
9000030963	Lantz, Janet L	800	419.36	371.42
9000030964	Lapham, Megan	800	180.00	151.54
9000030965	Malinowski, Nicole	800	384.25	354.86
9000030966	Moen, Stacy	800	260.00	223.79
9000030967	Reese, Mary	800	650.00	547.23
9000030968	Rolando, Ross	800	620.94	557.40
9000030969	Stratton, Carolyn	800	325.00	278.51
9000030970	Visser, Marianne	800	384.25	340.74

Payroll Run Check Listing for Board

Payroll 12/15/2021 Lisle CUSD 202

Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000030971	Wagge, Kimberlee	800	329.36	294.04
9000030972	Weeks, Dawn	800	1,496.25	1,293.90
9000030973	Wei, Joanna	800	338.69	296.01
9000030974	Wong, Kevin David	800	360.00	314.64
9000030975	Zita, Blair	800	390.00	333.23
			791,497.04	547,270.74

Payroll Run Check Listing for Board

Payroll	12/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031013	Buchholz, Marilyn	000	2,106.27	1,273.50
9000031014	Engler, Jennifer R	000	4,565.70	3,066.51
9000031015	Filipiak, Keith	000	8,961.63	3,310.92
9000031016	Hinton, Jeffery	000	2,935.38	1,624.56
9000031017	Kempfer-Kotalik, Linda	000	7,254.13	3,542.72
9000031018	Law, Jennifer S	000	6,571.92	4,408.22
9000031019	McCormick, Jennifer	000	1,994.13	1,060.06
9000031020	Navarro, Lawrence M	000	1,991.03	1,321.46
9000031021	Posego, John C	000	5,621.07	3,429.25
9000031022	Quinlan, Kevin	000	2,549.00	1,553.77
9000031023	Rannochio, Alisa	000	1,755.66	1,263.52
9000031024	Rich, Mary Beth	000	2,635.23	1,855.36
9000031025	Schalk, Trent J	000	3,388.92	1,699.89
9000031026	Tsamis, Anna	000	2,967.57	925.52
9000031027	Van Volkenburg, Nancy L	000	2,892.75	2,005.97
9000031028	Wilkinson, David	000	6,236.75	2,280.19
9000031029	Anderson, Erik D	100	3,476.92	2,820.96
9000031030	Anderson, Herbert	100	4,312.69	2,907.24
9000031031	Bamboate, Darius	100	3,575.08	2,638.72
9000031032	Begley, Elizabeth	700	1,514.71	799.47
9000031033	Biezynski, Jenna A	100	928.03	608.06
9000031034	Blankenship, Brian	100	1,535.40	1,070.75
9000031035	Brady, Jennifer L	100	3,274.04	2,527.12
9000031036	Burdett, Paul	100	1,802.85	1,056.43
9000031037	Bylsma, Nathan	100	5,193.29	3,767.50
9000031038	Bylsma, Svea	100	4,598.70	3,194.36
9000031039	Chandhok, Mona A	100	2,860.04	2,308.00
9000031040	Clarke, Jeannette	100	3,386.92	2,550.47
9000031041	Costello, Sheri	100	4,712.58	3,541.49
9000031042	Czyl, Maureen	100	1,104.63	713.29
9000031043	Davis, John	100	5,438.26	4,190.63
9000031044	Dent, Nathan	100	759.53	376.11

Payroll Run Check Listing for Board

Payroll	12/30/2021				Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount	
9000031045	Dodge, Cynthia	100	699.72	623.43	
9000031046	Ferenzi, Daniella	100	1,524.32	1,196.62	
9000031047	Fitzgerald, Karen	100	1,951.96	497.47	
9000031048	Gansberg, Michele	100	1,046.31	667.54	
9000031049	Gomez, Vasilici	100	3,010.58	2,358.69	
9000031050	Gucciardo, Anjanette	100	3,980.88	3,165.09	
9000031051	Gumina, Scott	100	4,983.24	3,305.91	
9000031052	Hall, Jacqueline	100	753.94	432.83	
9000031053	Hamann, Kelly	100	3,499.83	1,015.26	
9000031054	Hamilton, Mary Pat	100	829.42	510.42	
9000031055	Hardy, Venessa	100	4,350.34	2,714.47	
9000031056	Henrichs, Greg	100	3,612.71	2,637.53	
9000031057	Hochstetter, Judith	100	1,440.49	1,000.48	
9000031058	Holmes, Steven	100	1,744.35	1,254.21	
9000031059	Honzel, Robin	100	4,535.08	2,412.12	
9000031060	Howard, Jeffrey	100	7,655.38	5,298.25	
9000031061	Irvine, Karin	100	4,186.21	3,309.85	
9000031062	Jaegle, Christine A	100	3,707.79	2,984.62	
9000031063	Jaegle, Ronald	100	5,031.83	3,388.60	
9000031064	Jenkins, David A	100	2,085.90	1,477.47	
9000031065	Jensen, Christine	100	3,642.82	2,992.64	
9000031066	Johnson, Patrick	100	817.95	628.49	
9000031067	Kehoe, Debra	100	4,535.08	3,226.09	
9000031068	Kern, Erin	100	3,575.09	2,472.53	
9000031069	Klempic, Mirza	100	2,431.31	1,727.76	
9000031070	Kohorn, Paul	100	1,679.11	1,191.60	
9000031071	Kuefner, Julie	100	3,966.13	2,730.23	
9000031072	LaScala, Mark	100	5,544.37	4,096.03	
9000031073	Maldre, Sarah	100	3,703.04	2,400.30	
9000031074	Marcum, Thomas C	100	4,727.13	3,813.09	
9000031075	Martinez, Brian	100	1,661.70	1,215.66	
9000031076	Matariyeh, Yousef	100	4,844.41	3,454.95	

Payroll Run Check Listing for Board

Payroll	12/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031077	Meyer, Kendra	100	4,302.50	3,161.19
9000031078	Milinki, Jennifer	100	4,188.35	2,941.10
9000031079	Mlynarski, Tim	100	834.23	515.03
9000031080	Multhaupt, Courtney	100	5,080.39	3,861.92
9000031081	Musbach, Darlene	100	4,186.21	2,490.03
9000031082	Nadolny, Mary	100	825.83	377.31
9000031083	Ng, Joanna	100	3,374.04	2,204.37
9000031084	Novak, Emily	100	3,981.52	2,524.62
9000031085	Ogan, Elizabeth	100	4,535.08	3,472.10
9000031086	O'Hara, James	100	3,794.92	2,953.93
9000031087	Perez, Kevin E	100	3,349.29	2,511.90
9000031088	Perretta, Mia	100	4,207.31	3,179.97
9000031089	Polinski, Michael	100	3,010.58	2,495.75
9000031090	Pomatto-Zimmerman, Jennifer	100	4,713.38	3,790.25
9000031091	Provenzano, Lisa	100	1,083.17	860.43
9000031092	Renguso, Amy	100	3,394.44	2,417.07
9000031093	Ridges, Daniel	100	888.83	567.33
9000031094	Sanko, April	100	4,381.69	3,073.60
9000031095	Sanko, Daniel	100	5,318.58	3,608.17
9000031096	Schwartz, Rebecca	100	4,749.21	3,418.62
9000031097	Smith, Justin	100	3,951.42	3,039.76
9000031098	Steben, James	100	6,918.14	5,205.32
9000031099	Stelk, Scott	100	2,182.33	1,234.90
9000031100	Stellmacher, James M	100	4,325.60	3,259.68
9000031101	Strietelmeier, Katelyn	100	2,600.42	2,014.34
9000031102	Thome, Nicholas	100	1,695.76	1,013.05
9000031103	Todd, Adam	100	1,646.91	1,166.47
9000031104	Waibel, Scott	100	3,785.81	2,690.00
9000031105	Wallenberg, Michelle	100	3,446.92	2,524.75
9000031106	Weissinger, Derek C	100	2,195.93	1,438.61
9000031107	Wolak, Brandon P	100	1,762.61	1,263.53
9000031108	Woyna, Eric	100	3,769.83	2,585.69

Payroll Run Check Listing for Board

Payroll	12/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031109	Woyna, Patrick	100	3,649.83	2,343.03
9000031110	Alexander, Jarvis	200	774.64	538.25
9000031111	Blatchley, Monica	200	4,242.66	389.10
9000031112	Bossenga, Emmy	200	5,061.96	3,141.48
9000031113	Braun, Katherine	200	2,829.95	1,991.25
9000031114	Breeden, Anne	200	1,496.25	1,381.40
9000031115	Broadus, Gretchen	200	3,424.54	2,781.37
9000031116	Burdeaux, Jessica	200	781.95	553.55
9000031117	Burris, Karen M	200	1,357.49	704.52
9000031118	Byrne, Sharon	200	3,447.11	2,825.03
9000031119	Cerny, Marie	200	2,784.79	2,290.56
9000031120	Cervený, Karen	200	3,349.29	2,386.94
9000031121	Chiappetta, Rebecca	200	1,973.44	1,662.73
9000031122	Cornfield, Betty	200	5,495.08	2,543.87
9000031123	Dale, Kelley	200	634.86	580.79
9000031124	De Nichols, Patricia	200	4,327.75	2,420.35
9000031125	Dooley, Tara	200	1,260.07	837.55
9000031126	Dybeck, David	200	4,124.30	2,471.43
9000031127	Erickson, Tor	200	4,150.88	3,125.72
9000031128	Grau, Jason	200	3,386.92	2,552.27
9000031129	Hanson, Janet	200	4,535.08	1,814.72
9000031130	Hazard, Jean	200	956.92	628.77
9000031131	Henning, Mary	200	866.29	561.96
9000031132	Huschart, Kelly	200	3,161.13	2,446.83
9000031133	Joy, Emma P	200	1,816.18	1,078.51
9000031134	Kearney, David	200	5,933.13	4,098.90
9000031135	Keigher, Natalie	200	3,910.27	2,778.78
9000031136	Kim, Paul	200	4,628.81	3,068.44
9000031137	Klepper, Mary	200	3,190.58	2,403.70
9000031138	Lemke, Nanette	200	912.78	622.03
9000031139	Leon, Miyax	200	1,505.30	1,232.90
9000031140	Lima, Valerie	200	1,140.69	757.49

Payroll Run Check Listing for Board

Payroll	12/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031141	Lumsden, Jason	200	4,252.47	3,198.98
9000031142	Malcolm, Lauren	200	3,304.12	2,538.32
9000031143	Marriner, Carmen M	200	1,107.17	693.96
9000031144	McIntyre, Celeste	200	3,876.15	2,823.89
9000031145	McLear IV, Robert	200	3,462.17	2,662.71
9000031146	Meyer, Peter	200	5,001.53	2,689.88
9000031147	Meyer, Phillip	200	2,960.05	2,172.94
9000031148	Miller, Jaime	200	3,274.02	2,417.71
9000031149	Nelson, Kelli	200	4,825.13	3,465.25
9000031150	Norwood, Lindsay	200	3,875.00	3,133.33
9000031151	Oros, Natalie	200	2,190.20	1,711.28
9000031152	Park, Aimee	200	3,917.80	2,729.49
9000031153	Pilon, Erica	200	4,475.89	3,218.10
9000031154	Pivek, Elena	200	3,185.85	2,497.49
9000031155	Ptak, Jeff R	200	2,104.24	1,432.48
9000031156	Rankin, Chrysan	200	2,483.75	1,956.56
9000031157	Ratzer, Bonnie	200	834.82	623.97
9000031158	Reband, Jennifer	200	4,320.20	3,320.52
9000031159	Rohlicek, Daniel	200	1,895.73	1,267.75
9000031160	Sauer, Mary	200	3,311.63	2,547.34
9000031161	Schindler, Dorene	200	1,014.82	739.07
9000031162	Schmidt, Michael	200	5,325.36	3,787.38
9000031163	Schraub, Daniel	200	3,958.92	2,563.67
9000031164	Seastrom, Tamela	200	1,735.82	965.26
9000031165	Sergeant, Andrew H	200	1,828.77	1,322.74
9000031166	Slowiak, Vincent	200	3,462.17	2,238.00
9000031167	Smid, Jason	200	3,793.36	2,745.70
9000031168	Stevens, Patricia	200	4,647.98	3,362.97
9000031169	Twaddle, Debra	200	944.73	523.04
9000031170	Weissinger, Zachary T	200	1,897.35	1,341.55
9000031171	Westerhoff, Daniel	200	1,689.09	1,281.49
9000031172	Wiertel, Jason	200	4,576.13	3,429.11

Payroll Run Check Listing for Board

Payroll	12/30/2021	Lisle CUSD 202		
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031173	Altic, Megan	300	3,462.17	2,323.31
9000031174	Bell, Courtney	300	1,039.07	665.35
9000031175	Bonini, Susan	300	1,107.00	608.77
9000031176	Briggs, Patricia L	300	2,156.33	1,199.61
9000031177	Campian, James, JR	300	2,860.04	1,956.52
9000031178	Carlson, Susan M	300	1,132.32	883.92
9000031179	Chasensky, Lauren	300	3,353.30	2,390.55
9000031180	Cornyn, Mary Beth	300	738.82	650.63
9000031181	Cyrus, Richard	300	4,281.96	3,207.98
9000031182	Cyrus, Tonia	300	3,161.13	2,419.76
9000031183	Dahleen, Shayla	300	2,935.33	2,099.85
9000031184	Davis, Brianne	300	4,026.67	3,038.41
9000031185	Davis, Courtney	300	1,988.17	1,465.70
9000031186	Dawson, Rachel	300	3,462.17	2,374.45
9000031187	Dineen-Hendricks, Kathleen	300	4,111.29	3,418.31
9000031188	Donahue, Renee	300	1,294.86	957.80
9000031189	Drake, Alissa	300	786.50	393.83
9000031190	DuBois, Heidi	300	2,935.33	2,166.03
9000031191	Emde, John C, II	300	2,193.84	590.30
9000031192	Gibson, Kayla	300	2,972.96	2,033.60
9000031193	Gilbert, Jennifer	300	1,496.25	1,235.03
9000031194	Gomez, Benigno	300	2,227.08	1,548.77
9000031195	Graff, Patrick	300	2,777.31	2,157.34
9000031196	Grimm, Rhonda	300	1,111.52	826.01
9000031197	Han, Jieun	300	2,784.79	2,163.28
9000031198	Hausler, Linda	300	3,349.29	2,294.00
9000031199	Heneghan, Dipti	300	1,169.27	896.41
9000031200	Herrmann, Mary Jo	300	919.42	607.95
9000031201	Hicks, Dena	300	4,250.56	2,894.06
9000031202	James, Lauren	300	2,709.54	2,015.62
9000031203	Jezyk, Anna	300	3,048.25	2,152.73
9000031204	Johnson, Diane	300	4,535.08	2,022.64

Payroll Run Check Listing for Board

Payroll	12/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031205	Jung, Diane	300	1,115.16	599.01
9000031206	Kennedy, Nicole	300	2,822.46	2,173.73
9000031207	Kerback, Patricia M	300	821.89	677.53
9000031208	Kimmerly, Suzanne	300	3,161.13	2,285.90
9000031209	Klepadlo, Scott E.	300	3,149.81	2,078.22
9000031210	Klimes, Christy	300	4,302.50	3,011.43
9000031211	Kolacz, Jolanta	300	1,263.75	705.00
9000031212	Konior, Mandy	300	816.17	488.55
9000031213	Lapham, Kathleen	300	3,906.24	3,075.96
9000031214	Larson, Richard W	300	2,781.45	2,035.65
9000031215	Lauten, Theresa	300	4,184.03	2,432.62
9000031216	Leonard, Arlene	300	4,528.30	3,501.11
9000031217	Livolsi-Hudgens, Carmella	300	986.17	750.38
9000031218	Madonia, Lindsey	300	3,304.12	2,705.94
9000031219	Marino, Jillian	300	3,951.42	2,786.73
9000031220	Martin, Stacey	300	3,010.58	2,121.17
9000031221	Martinez-Alvear, Aldo	300	2,254.59	1,576.80
9000031222	Masa, Janelle	300	1,152.67	715.31
9000031223	McCormick, Meredith	300	4,130.92	3,245.79
9000031224	Miller, Anna	300	2,303.08	1,622.48
9000031225	Murphy, Trisha	300	3,838.52	2,828.06
9000031226	Navarro, Michael	300	1,500.80	986.48
9000031227	Nelson, Christa	300	701.08	582.75
9000031228	Nelson, Nicole	300	4,535.08	3,594.81
9000031229	Neustadt, Leslie	300	4,056.78	2,942.00
9000031230	Nielsen, Joan	300	967.03	731.05
9000031231	Noreen, Diane C	300	1,097.96	299.97
9000031232	O'Connor-Young, Sheri	300	882.20	673.89
9000031233	Oliver, Jana	300	1,948.23	1,485.52
9000031234	Ortiz, Carmen	300	1,837.93	1,249.86
9000031235	O'Shea, Amy	300	3,605.16	2,376.36
9000031236	Parker, Elizabeth	300	4,101.96	2,955.19

Payroll Run Check Listing for Board

Payroll	12/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031237	Pavilionis, Vincent	300	2,935.33	2,117.65
9000031238	Payne, Melissa	300	6,280.79	4,635.02
9000031239	Peterson, Marybeth	300	3,537.42	2,046.40
9000031240	Polmanteer, Colette	300	3,304.12	2,147.73
9000031241	Poremba, Katherine	300	3,687.96	2,454.31
9000031242	Potempa, Tracey	300	3,510.42	2,684.93
9000031243	Pridmore, Elizabeth	300	3,274.04	1,922.84
9000031244	Puetz, Lauren	300	2,927.78	1,914.88
9000031245	Pupillo, Lauren	300	3,386.92	2,393.97
9000031246	Rasner, Kimberly	300	2,093.10	1,310.83
9000031247	Remigio, Maria	300	4,411.91	3,101.36
9000031248	Reyes, Cathy M	300	1,192.77	760.05
9000031249	Rydel-Boesso, Eileen M	300	3,161.13	2,633.10
9000031250	Rzemieniecki, Christopher	300	3,875.00	3,472.99
9000031251	Schlessinger, Lukas	300	2,972.96	1,581.42
9000031252	Schroeder, Sara	300	2,935.33	2,257.54
9000031253	Schwarz, Jeanene	300	1,511.41	611.02
9000031254	Shehee, Wendy	300	995.64	596.05
9000031255	Siegel, Caitlyn J.	300	2,483.75	1,827.57
9000031256	Skonieczny, Sandra	300	744.75	357.84
9000031257	Slade, Stephanie	300	2,709.54	2,077.81
9000031258	Smith, Elisa	300	4,069.92	2,891.52
9000031259	Soukup, Stephanie	300	2,248.54	1,460.29
9000031260	Spell, Michael	300	1,881.63	1,464.82
9000031261	Sproviero, Rochelle	300	973.96	706.82
9000031262	Staley, Shannon	300	3,560.02	2,638.57
9000031263	Stefani, Colleen	300	4,418.75	3,127.41
9000031264	Strugielski, Kathryn	300	1,464.47	1,343.36
9000031265	Svejda, Michele	300	1,132.84	720.28
9000031266	Toby, Maureen	300	3,198.75	2,327.03
9000031267	Trotter, Suzanne	300	1,936.17	1,597.04
9000031268	Tuzzolino, Victoria	300	3,123.50	2,308.26

Payroll Run Check Listing for Board

Payroll	12/30/2021			Lisle CUSD 202
Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031269	Weeks, Stacey	300	744.75	591.64
9000031270	Weissinger, Karla	300	1,066.26	703.94
9000031271	Wojcik, Jane	300	891.89	813.46
9000031272	Yaniz, Catherine	300	3,304.12	2,465.03
9000031273	Zitt, Jean	300	4,069.92	2,968.68
9000031274	Bauman, Judith	700	520.00	486.72
9000031275	Uster, Julia	700	1,075.00	838.59
9000031276	Angileri, Debra	800	1,630.00	1,298.40
9000031277	Balaban, Nicholas	800	1,241.87	1,146.86
9000031278	Barron, Pamela	800	843.75	710.36
9000031279	Benson, Mary Diane	800	548.93	441.34
9000031280	Bouck, Paula	800	520.00	442.69
9000031281	Cheek, Maria M	800	54.89	50.69
9000031282	Clavelli, Lauren	800	1,599.38	1,450.25
9000031283	Cracco, Catherine	800	828.82	692.33
9000031284	Crenshaw, Samuel, JR	800	790.28	690.70
9000031285	Curriu, Tadiza	800	439.14	383.80
9000031286	Dimaggio, Gina	800	600.00	501.91
9000031287	Edman, Kelly A	800	1,921.88	1,439.30
9000031288	Gwilliam, Matthew	800	395.15	345.36
9000031289	Hamilton, Sherrie D	800	464.48	405.96
9000031290	Hernandez, Jennifer	800	603.82	517.63
9000031291	Holub, Lauren	800	585.00	456.26
9000031292	Kellan, Jeri	800	395.14	360.05
9000031293	Krestan, Kimberly S	800	439.14	388.70
9000031294	Lantz, Janet L	800	778.82	676.46
9000031295	Lapham, Megan	800	300.00	252.57
9000031296	Malinowski, Nicole	800	603.82	548.61
9000031297	Moen, Stacy	800	520.00	442.69
9000031298	Reese, Mary	800	1,170.00	984.19
9000031299	Rolando, Ross	800	620.94	557.40
9000031300	Schmidtke, Carol	800	1,478.40	1,283.96

Payroll Run Check Listing for Board

Payroll 12/30/2021 Lisle CUSD 202

Check/ ACH	Employee	Check Location	Pay Gross	Net Amount
9000031301	Stratton, Carolyn	800	130.00	114.34
9000031302	Visser, Marianne	800	548.93	484.67
9000031303	Wagge, Kimberlee	800	603.82	533.92
9000031304	Weeks, Dawn	800	1,496.25	1,293.90
9000031305	Wei, Joanna	800	338.69	296.01
9000031306	Wong, Kevin David	800	480.00	419.52
9000031307	Zita, Blair	800	195.00	169.06
			801,959.49	555,261.62

LISLE COMMUNITY UNIT SCHOOL DISTRICT #202

VENDOR PAY ORDERS

This is to certify that the Board of Education of Lisle Community Unit School District No. 202 ratified the following vendor pay orders: January 24, 2022

GENERAL CHECKING ACCOUNT

CHECKS ISSUED	Beginning	116832	Ending	116834
	Beginning	116953	Ending	116956
	Beginning	116957	Ending	116984
	Beginning	116988	Ending	117136
WIRES ISSUED	Beginning	8000000682	Ending	8000000686
	Beginning	8000000687	Ending	8000000693
ACH DEPOSITS	Beginning	9000031598	Ending	9000031620

FUND DISTRIBUTION

EDUCATIONAL			\$	1,410,307.49
OPERATIONS & MAINTENANCE			\$	143,084.22
TRANSPORTATION			\$	222,140.16
IMRF/SOCIAL SECURITY			\$	118,535.55
CAPITAL PROJECTS			\$	1,784.10
		TOTAL	\$	<u>1,895,851.52</u>

IMPREST CHECKING ACCOUNT

CHECKS ISSUED	Beginning	9918	Ending	9957
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FUND DISTRIBUTION

EDUCATIONAL			\$	2,845.85
OPERATIONS & MAINTENANCE			\$	1,560.00
TRANSPORTATION			\$	170.71
		TOTAL	\$	<u>4,576.56</u>

GRAND TOTAL \$ 1,900,428.08

President - Board of Education

Date

Secretary - Board of Education

Date

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/15/2021 ZPAY 12/15/21

R - Regular Run Type

Check Number	Name	Net Check Amt
116832	Classified Employee	906.86
116833	Lisle CUSD #202	2,741.68
116834	Lisle Education Association	8,904.55
8000000682	Harris Bank	119,429.89
8000000683	Illinois Department Of Revenue	33,928.00
8000000684	Teachers' Health Ins Security	11,002.54
8000000685	Teachers' Retirement System	67,136.00
8000000686	U.S. OMNI	47,551.29
Regular Checks:	3	12553.09
ACH Checks:	0	0.00
Wire Transfers:	5	279047.72
Total:	8	291,600.81

AP Check Register

Lisle CUSD 202

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$244,791.51	\$0.00	\$0.00	244,791.51
20 - Operations & Maintenance	\$6,920.24	\$0.00	\$0.00	6,920.24
40 - Transportation	\$148.69	\$0.00	\$0.00	148.69
55 - Social Security	\$39,740.37	\$0.00	\$0.00	39,740.37

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/30/2021 ZPAYEOM 12/30/21

R - Regular Run Type

Check Number	Name	Net Check Amt
116953	Classified Employee	906.86
116954	Lisle CUSD #202	2,743.19
116955	Lisle Education Association	8,904.55
116956	VSP of Illinois, NFP	4,732.35
800000687	Educational Benefit Coop	380,162.58
800000688	Harris Bank	120,592.64
800000689	Illinois Department Of Revenue	34,414.22
800000690	Illinois Municipal Retirement	56,095.41
800000691	Teachers' Health Ins Security	11,051.98
800000692	Teachers' Retirement System	67,437.95
800000693	U.S. OMNI	47,901.29
Regular Checks:	4	17286.95
ACH Checks:	0	0.00
Wire Transfers:	7	717656.07
Total:	11	734,943.02

AP Check Register

Lisle CUSD 202

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$619,457.07	\$0.00	\$0.00	619,457.07
20 - Operations & Maintenance	\$36,097.28	\$0.00	\$0.00	36,097.28
40 - Transportation	\$593.49	\$0.00	\$0.00	593.49
50 - Muncipal Retirement	\$38,947.67	\$0.00	\$0.00	38,947.67
55 - Social Security	\$39,847.51	\$0.00	\$0.00	39,847.51

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/30/2021 December 2021 End of Month

R - Regular Run Type

Check Number	Name	Net Check Amt
116957	Albertsons / Safeway	843.12
116958	Amazon.com Corporate Credit	6,087.67
116959	AT&T: Acct 198-2	162.44
116960	AT&T: Acct 680	662.67
116961	AT&T: Acct 927	1,682.80
116962	AT&T: Acct 988-5	222.48
116963	Briley, Daniel	70.00
116964	Capital One / Walmart	476.02
116965	Custom Security Electronics Inc	372.00
116966	Gordon Flesch Co, Inc	1,290.67
116967	Hinckley Springs	34.99
116968	Home Depot Credit Services	630.26
116969	Illinois State Police	56.50
116970	Lisle Community Unit School	4,632.51
116971	Nextera Energy Services	15,733.36
116972	Nextera Energy Services	6,422.78
116973	Nextera Energy Services	8,550.65
116974	Nextera Energy Services	2,419.59
116975	Nextera Energy Services	962.73
116976	Quadient Leasing USA, Inc	241.62
116977	Sawicki, Steven	70.00
116978	Sunrise Southwest LLC	45,975.66
116979	T-Mobile for Government	1,000.00
116980	Village of Lisle (Utilities)	357.66
116981	Village of Lisle (Utilities)	3.70
116982	Westway Coach, Inc	5,897.43
116983	Wicks, Michael	70.00

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/30/2021 December 2021 End of Month

R - Regular Run Type

Check Number	Name		Net Check Amt
116984	Winesburg, Ray		109.00
Regular Checks:	28	105038.31	
ACH Checks:	0	0.00	
Wire Transfers:	0	0.00	
Total:	28	105,038.31	

AP Check Register

Lisle CUSD 202

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$12,988.86	\$0.00	\$0.00	12,988.86
20 - Operations & Maintenance	\$40,005.65	\$0.00	\$0.00	40,005.65
40 - Transportation	\$52,043.80	\$0.00	\$0.00	52,043.80

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
116988	1st AYD Corporation	721.80
116989	Albertsons / Safeway	381.82
116990	Allegra Marketing/Print/Mail	1,470.40
116991	Almendinger, Stacey	3,500.00
116992	Amita GlenOaks School	30,719.52
116993	Amplified IT, LLC	590.00
116994	AMS Mechanical Systems, Inc	4,028.72
116995	Anderson Pest Solutions	437.35
116996	Aramark Services, Inc	43,645.09
116997	AT&T: Acct 978-4	53.43
116998	Baillie, Christopher	70.00
116999	Barnes & Noble, Inc.	841.22
117000	Beckett, Robert	70.00
117001	Blick Art Materials	927.18
117002	BMO Harris Bank NA	4,832.85
117003	Brex Solutions Inc	2,912.00
117004	BrightStar Healthcare	5,367.77
117005	BSN Sports, LLC	6,167.06
117006	Bureau of Education &	279.00
117007	Camelot Therapeutic Schools	37,849.89
117008	Candor Health Education	1,078.00
117009	Carl Sandburg High School	250.00
117010	Cawiezel, Pat	280.00
117011	Chicago Office Technology	1,966.38
117012	Clinton, Larry M, JR	180.00
117013	Coal City High School	125.00
117014	Conserv FS Inc	785.60
117015	Cooperative Association for	1,425.60
117016	Cornwell, Greg	235.00
117017	Cugier, Donald Edward	140.00
117018	Cullen, Terry	180.00

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117019	Cyr, John	280.00
117020	Cyrus, Frank	695.00
117021	Datamation Imaging Services	3,882.81
117022	Davilo, Marc	335.00
117023	DeLeo, Mark	390.00
117024	Delmastro, Jim	570.00
117025	Demco Inc	1,054.88
117026	Dote, Joe	140.00
117027	Dupage Regional Office of	2,400.00
117028	EBSCO Information Services	5,172.00
117029	EI US, LLC. dba LearnWell	156.00
117030	Eriksson Engineering	1,803.75
117031	ESI Chicago, Incorporated	1,600.00
117032	Everest Snow Management,	7,432.00
117033	ExploreLearning, LLC	1,750.00
117034	Feeney, Dan	140.00
117035	Felten, Greg	460.00
117036	Fields, Joe	210.00
117037	Folkerts, Roger	110.00
117038	Follett School Solutions, Inc	295.29
117039	Fox Valley Fire & Safety	2,542.00
117040	Garvey's Office Products	220.61
117041	Giant Steps Illinois, Inc	16,995.50
117042	Gopher Sport	2,710.36
117043	Great Saves Sports Equipment	98.10
117044	Green, Donald	3,500.00
117045	Heinemann	6,349.25
117046	Hoekestra, Byron	195.00
117047	Holstein's Garage	40.00
117048	Home Depot U.S.A., Inc	3,046.99
117049	Home Depot U.S.A., Inc (GA)	45.02

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117050	Illinois American Water	1,875.02
117051	Illinois Bone and Joint Institute	6,125.00
117052	Illinois State Police	141.25
117053	Illinois Tollway	290.45
117054	Integrated Systems Corporation	4,800.00
117055	IPSD 204	13,471.36
117056	James Harold Beutjer Plumbing	2,788.00
117057	Johnson Controls Security	22.00
117058	Johnson Controls Security	257.15
117059	Jostens	15.39
117060	Kolar, Rich	320.00
117061	Kriha Law Firm LLC	110.00
117062	Kwiatkowski, Joseph	55.00
117063	LabSource Inc	3,416.80
117064	Landeros, Chuck	250.00
117065	Learnix, LLC dba UltimateSLP	279.84
117066	Leo's Cleaners	685.60
117067	Linden Oaks Tutoring Services	1,329.90
117068	Lisle Automotive & Tire	859.58
117069	Lisle High School Activity	60.00
117070	Little Friends, Inc.	10,300.00
117071	Maas, Joseph L	610.00
117072	Mandley, Eric	280.00
117073	Marquette University High	60.00
117074	Midwest Sheet Music	24.90
117075	Mister, Perry D	180.00
117076	Morrow, Bob	305.00
117077	Naperville Central High School	75.00
117078	National Engravers Inc	400.00
117079	NEUCO Inc	1,754.56
117080	New Connections Academy	16,853.94

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117081	New Direction Solutions, LLC	1,875.00
117082	Newberry Library	1,020.00
117083	Nicor Gas	3,472.87
117084	Oates Specialties LLC	384.40
117085	Parkland Preparatory Academy,	53,587.13
117086	Perez, Luis	344.96
117087	Perkins & Will, Inc	1,784.10
117088	Perma Bound	450.57
117089	Powell, Willie	650.00
117090	PowerSchool Group LLC	4,036.71
117091	Quinlan & Fabish Music	711.35
117092	Regional Office of Education #3	100.00
117093	Remmes, Matthew	290.30
117094	Renaissance Communications	340.00
117095	Salat, John	210.00
117096	Sawicki, Steven	375.00
117097	SBK Building Restoration, LLC	1,050.00
117098	Schmidtke, Carol	1,785.24
117099	School Association For Special	157,956.00
117100	School Specialty, LLC	866.87
117101	Schwarz, Matt	320.00
117102	Shalanko, John	70.00
117103	Soaring Eagle Academy, Inc	23,889.06
117104	Special Needs Chicago, Inc	18,715.00
117105	Store For Knowledge	307.50
117106	Streamwood Behavioral	194.95
117107	Suburban Door Check & Lock	52.00
117108	Suburban School Cooperative	18,759.00
117109	Sullivan, Ryan	140.00
117110	Sunrise Southwest LLC	37,343.40
117111	Technology Center of DuPage	625.90

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
117112	Telcom Innovations Group	435.00
117113	Telesolutions Consultants LLC	900.00
117114	Terpening, Steve	140.00
117115	The Bookstore	831.28
117116	Tremco/Weatherproofing	5,385.00
117117	Tri-Dim Filter Corp	236.16
117118	Trifone, John	280.00
117119	UPS Store in Lisle	22.41
117120	USI Education & Government	2,514.00
117121	Vanguard Energy Services,	9,836.53
117122	Vernier Software & Technology	35.00
117123	Village of Lisle	14,541.70
117124	Warehouse Direct	1,544.64
117125	Waste Management of Illinois,	1,263.92
117126	Weller, Mary Jo	3,000.00
117127	Westway Coach, Inc	87,476.54
117128	Westway Coach, Inc	8,975.38
117129	WEX Health, Inc	144.50
117130	Wheaton North High School	120.00
117131	Wheaton Warrenville South	175.00
117132	Wiersum Enterprises, Inc	200.00
117133	Wolowicz, Dan	210.00
117134	Xpressmyself.com LLC	951.64
117135	Zahara, Gary	70.00
117136	Zellak, Lisa	5.25
9000031598	Anderson, Herbert	35.65
9000031599	Bamboaf, Darius	50.74
9000031600	Blankenship, Brian	92.87
9000031601	Costello, Sheri	245.12
9000031602	Fitzgerald, Karen	39.87
9000031603	Galvez, Claudia	70.00

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 01/24/2022 January 2022 Board Bills

R - Regular Run Type

Check Number	Name	Net Check Amt
9000031604	Gumina, Scott	133.52
9000031605	Hardy, Venessa	43.66
9000031606	James, Lauren	187.41
9000031607	Jenkins, David A	80.00
9000031608	Kennedy, Nicole	160.65
9000031609	Kuefner, Julie	9.86
9000031610	Law, Jennifer S	7,200.00
9000031611	Malcolm, Lauren	30.52
9000031612	McIntyre, Celeste	11.98
9000031613	Meyer, Peter	105.00
9000031614	Milinki, Jennifer	223.43
9000031615	Ng, Joanna	37.80
9000031616	Norwood, Lindsay	26.98
9000031617	Reband, Jennifer	37.47
9000031618	Schalk, Trent J	70.00
9000031619	Tuzzolino, Victoria	204.93
9000031620	Woyna, Patrick	44.68
Regular Checks:	149	755127.24
ACH Checks:	23	9142.14
Wire Transfers:	0	0.00
Total:	172	764,269.38

AP Check Register

Lisle CUSD 202

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$533,070.05	\$0.00	\$0.00	533,070.05
20 - Operations & Maintenance	\$60,061.05	\$0.00	\$0.00	60,061.05
40 - Transportation	\$169,354.18	\$0.00	\$0.00	169,354.18
60 - Capital Projects	\$1,784.10	\$0.00	\$0.00	1,784.10

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/07/2021 Imprest 12.7.21

R - Regular Run Type

Check Number	Name	Net Check Amt
9918	AT&T: Acct 430-0	112.77
9919	AT&T: Mobility	131.12
9920	Barnes, Doug	70.00
9921	Blunk, Chuck	110.00
9922	Burel, Reid	70.00
9923	Carlson, Brian	70.00
9924	Clement, Earl	55.00
9925	Cugier, Donald Edward	55.00
9926	Cullen, Terry	70.00
9927	Cyr, John	70.00
9928	Cyrus, Frank	55.00
9929	Dart, Jim	165.00
9930	DeLeo, Mark	55.00
9931	Delmastro, Jim	70.00
9932	Dupage IASBO	20.00
9933	Fields, Joe	110.00
9934	Folkerts, Roger	55.00
9935	Gurrie Middle School	175.00
9936	Hren, John	70.00
9937	Joyce, Kevin	70.00
9938	Kasprzycki, Ed	55.00
9939	Keigher, Terry	55.00
9940	Kolar, Rich	55.00
9941	Lindstrom, Stephen	70.00
9942	Liveris, Randy	70.00
9943	McGowan, Tom	70.00
9944	Milazzo, Jim	165.00
9945	Morrow, Bob	65.00
9946	O'Keeffe, Kevin	70.00
9947	Rehr, Ken	65.00
9948	Ryan, Tim	55.00

AP Check Register

Lisle CUSD 202

Accounts Payable Run: 12/07/2021 Imprest 12.7.21

R - Regular Run Type

Check Number	Name	Net Check Amt
9949	Sawicki, Steven	70.00
9950	Seiple, Bill	70.00
9951	Trifone, John	110.00
9952	Turnbull, Leonard	110.00
9953	Village of Lisle (Utilities)	482.76
9954	Village of Lisle (Utilities)	3.70
9955	WEX Bank	1,151.21
9956	Zahara, Gary	55.00
9957	Zuro, Dave	70.00
Regular Checks:	40	4576.56
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	40	4,576.56

AP Check Register

Lisle CUSD 202

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - Educational	\$2,845.85	\$0.00	\$0.00	2,845.85
20 - Operations & Maintenance	\$1,560.00	\$0.00	\$0.00	1,560.00
40 - Transportation	\$170.71	\$0.00	\$0.00	170.71

FOR ACTION

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Approval of Classified Employment.

BACKGROUND: The Administration is pleased to recommend the employment of the classified candidate as outlined by the Administrative recommendation included in your packet.

FINANCIAL IMPACT: These positions are budgeted for FY 22.

RECOMMENDATION: Approval of employment.

SUGGESTED MOTION: That the Board of Education approve the employment of:

Acacia Collins, Health Aide at Lisle Elementary School, Step 1 (\$ 15.73/hr.).

Diane (Danuta) Rogalny, Inclusion Aide at Lisle Elementary School, Step 10 (\$17.34/hr.).

Name	School	Placement	Salary
Collins, Acacia	LES	Step 1	\$ 15.73/hr.
Rogalny, Diane	LES	Step 10	\$ 17.34/hr.

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED PERSONNEL

DATE: 01/13/2022 RECOMMENDED BY: Melissa Payne

POSITION A. TO BE FILLED: Health Aide

Grant Program: Yes No

If "Yes" Reading Improvement Title I Other (specify)

REPLACING: Sarah Hutchison NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Acacia Collins

COLLEGE/MAJOR: Joliet Junior College/Associate's Degree

PRIOR EXPERIENCE: Teacher's Assistant, custodian in Elementary School, and caretaker.

START DATE: 01/18/2022 BOARD APPROVAL DATE: 01/24/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Step 1 (\$15.73/hr.)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS 180

BACKGROUND INFORMATION: Acacia had had multiple positions and her experiences will help her succeed as a health aide in our district. Her previous supervisor described her as hard working and dedicated.

Attach additional information if necessary)

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CLASSIFIED PERSONNEL

DATE: 01/13/2022 RECOMMENDED BY: Melissa Payne

POSITION A. TO BE FILLED: Paraprofessional

Grant Program: Yes No

If "Yes" Reading Improvement Title I Other (specify)

REPLACING: Julie Uster NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Diane Rogalny

COLLEGE/MAJOR: _____

PRIOR EXPERIENCE: LRC Aide and student aide.

START DATE: 01/06/2022 BOARD APPROVAL DATE: 01/24/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Step 10 (\$17.34/hr.)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS 176

BACKGROUND INFORMATION: Diane's previous positions and 23 years of experience in education will help her succeed as a paraprofessional in our district. We are happy to have her join our team.

Attach additional information if necessary)

For Action

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Approval of Classified Leave of Absence Request.

BACKGROUND: A Classified staff member has submitted a request for FMLA.

RECOMMENDATION: The Administration recommends approval of the request.

SUGGESTED MOTION: That the Board of Education approves the FMLA request of:

Emma Joy, Evening Custodian at Lisle Junior High School, has requested approximately 12 weeks of FMLA Leave effective January 11, 2022.

FOR ACTION

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Approval of Certified Extra-Duty Employment.

BACKGROUND: The Administration is pleased to recommend the employment of the certified candidates for the Extra-Duty positions of the activities listed below.

FINANCIAL IMPACT: This position has been budgeted for the FY 2022.

RECOMMENDATION: Acceptance of Recommendation.

SUGGESTED MOTION: That the Board of Education approves the extra-duty employment of:

Brian Blankenship, Assistant Spring Musical Director at Lisle Senior High School: Category III, Step 5 (\$3,474).

Nathan Dent, Track Coach (6-8) at Lisle Junior High School: Category IV, Step 3 (\$ 2,710)

Scott Klepadlo, Head Girls' Track Coach at Lisle Senior High School, Category 2, Step 3 (\$5,955)

Dan Ridges, Assistant Girls' Tennis Coach at Lisle Senior High School, Category IV; Step 1 (\$3,613).

Name	School	Placement	Salary
Blankenship, Brian	LSHS	CAT III: Step 5	\$3,474
Dent, Nathan	LJHS	CAT. IV, Step 3	\$2,710
Klepadlo, Scott	LSHS	CAT. II, Step 3	\$5,955
Ridges, Daniel	LSHS	CAT. IV; Step 1	\$ 3,613

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
RECOMMENDATION FOR NEW EMPLOYEE
CERTIFIED PERSONNEL

DATE: 1/19/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Assistant Spring Musical Director

POSITION B. TO BE FILLED: _____

Grant Program: _____ Yes _____ No

If "Yes" _____ Reading Improvement _____ Title I _____ Other (specify)

REPLACING: Sheryl Alkevicius NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Brian Blankenship

ADDRESS: _____

COLLEGE/MAJOR: _____

PRIOR EXPERIENCE: 15 years

START DATE: January 2022 BOARD APPROVAL DATE: January 24, 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 2 - Step 5 (\$3,474)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS _____

BACKGROUND INFORMATION: "Mr. Blankenship has held various high-level roles on productions dating back to 2006. Prior to entering the educational field, he composed music or wrote scripts for eleven productions over ten years, the majority of which he directed or co-directed. This experience is beyond what most candidates could bring to the position and in line with the work done by directors in school positions." Jim Stellmacher - Fine Arts Department Head.

(Attach additional information if necessary)

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
RECOMMENDATION FOR NEW EXTRA-DUTY POSITION

EXTRA-DUTY PERSONNEL

DATE: 01-19-2022 RECOMMENDED BY: Dave Kearney

POSITION A. TO BE FILLED: LJHS Track Coach

Grant Program: Yes No

If "Yes" Reading Improvement Title I Other (specify)

REPLACING: Mark Prichard NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Nathan Dent

COLLEGE/MAJOR: SIU/BA in Sociology

PRIOR EXPERIENCE: Mr. Dent has coached individual and team training sessions for running and cycling since 2010. Mr. Dent continues to compete himself and represented Team USA at the 2018 World Championships in Denmark in the Duathlon. His experience coaching and participating with Team USA will be a tremendous asset to our student/athletes as they began their experience in track and field.

START DATE: 03/15/2022 BOARD APPROVAL DATE: 01/24/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Step 3 (\$2.710)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS: Spring Season 2022

BACKGROUND

INFORMATION: _____

(Attach additional information if necessary)

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

CERTIFIED PERSONNEL

DATE: 1/20/22 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Head Girls' Track Coach

POSITION B. TO BE FILLED: _____

Grant Program: _____ Yes _____ No

If "Yes" _____ Reading Improvement _____ Title I _____ Other (specify)

REPLACING: Venessa Hardy NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Scott Klepadlo

ADDRESS: _____

COLLEGE/MAJOR: _____

PRIOR EXPERIENCE: Freshman Boy's Basketball Head Coach - 3 years at LHS. High School Track Coach - 2 years at Downers Grove South.

START DATE: February, 2022 BOARD APPROVAL DATE: January 24, 2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Cat. 2, Level 1 (Step 3 \$5,955)

FULL TIME EQUIVALENCY: 1.0 CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: Scott has done a great job leading our freshmen boys' basketball program and I am certain he will carry this over to the track program.

(Attach additional information if necessary)

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202

RECOMMENDATION FOR NEW EMPLOYEE

EXTRA-DUTY PERSONNEL

DATE: 01/20/2022 RECOMMENDED BY: Tom Marcum

POSITION A. TO BE FILLED: Assistant Boys' Tennis Coach HS

Grant Program: Yes No

If "Yes" Reading Improvement Title I Other (specify)

REPLACING: April Sanko NEW POSITION: _____

NAME OF RECOMMENDED INDIVIDUAL: Dan Ridges

COLLEGE/MAJOR: _____

PRIOR EXPERIENCE: LHS Assistant Girls' Tennis Coach; 15 years of experience in basketball & soccer.

START DATE: 02/2022 BOARD APPROVAL DATE: 01/24/2022

RECOMMENDED SALARY SCHEDULE PLACEMENT: Level 1-Step 1 (\$ 3,613)

FULL TIME EQUIVALENCY: Seasonal CONTRACTED DAYS Seasonal

BACKGROUND INFORMATION: Dan has successfully served in several leadership roles at Lisle High School, including as the Assistant Girls' Tennis Coach. Dan will make for a great addition to our Boys' Tennis Program.

Attach additional information if necessary)

FOR ACTION

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Acceptance of Extra-Duty Resignation.

BACKGROUND: A resignation has been received from an Activity Sponsor.

FINANCIAL IMPACT: This position has been included in the FY 22 budget and will be filled accordingly.

RECOMMENDATION: Acceptance of Resignation.

SUGGESTED MOTION: That the Board of Education accepts the resignation of:

Eric Woyna, Assistant Baseball Coach at Lisle Senior High School. He has resigned effective on 01/18/2022.

Name	School	Placement	Effective Date
Woyna Eric	LSHS	Asst. Baseball Coach.	01/18/2022

To whom it may concern:

I would like to inform you that I am resigning from my position as Lisle's sophomore baseball coach, effective immediately.

Thank you for the support and the opportunities that you have provided me during the last nine years. I have truly enjoyed my time with the guys, and am more than grateful for the encouragement you have given me in working with those wonderful young men. However, it is time for me to step away and support my wife and new baby girl.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to the next coach, please let me know. I would be glad to help however I can.

Sincerely,
Mr. Eric Woyna

A handwritten signature in blue ink that reads "Mr. Eric Woyna". The signature is written in a cursive style with a large, stylized "W" at the end.

FOR ACTION

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Acceptance of Administrative Retirement.

BACKGROUND: A retirement request has been received from an Administrator.

RECOMMENDATION: Acceptance of retirement request.

SUGGESTED MOTION: That the Board of Education accepts the retirement of:

Dr. Linda Kotalik, Assistant Superintendent for Lisle CUSD #202, requests to resign at the conclusion of the 2024-2025 school year (June 30, 2025).



LISLE 202
COMMUNITY UNIT SCHOOL DISTRICT

January 3, 2022

Dear Dr. Filipiak and the Lisle CUSD 202 Board of Education,

The purpose of this letter is to communicate my intent to retire on June 30, 2025. I would like to participate in the benefit program as outlined in the Lisle Community Unit School District 202 Administrative Compensation program (last Amended May 19, 2014).

During my seventeen-year tenure in District 202 I have been fortunate to have accomplished many of my career goals and aspirations and have been part of countless amazing experiences that have challenged me both personally and professionally. More importantly, I have had the privilege of working, collaborating and learning with excellent teachers, administrators and other building and district level staff members. For this I am grateful and forever changed... for the better.

I look forward to providing on-going leadership and support to the District over the next few years as we continue to strive for success and greatness for students and staff alike.

Sincerely,



Dr. Linda Kotalik

Assistant Superintendent

FOR ACTION

**Lisle Community Unit School District 202
Board Of Education Meeting
January 24, 2022**

SUBJECT: Acceptance of Non-Bargaining Unit Retirement.

BACKGROUND: A retirement request has been received from a Non-Bargaining Unit Employee .

RECOMMENDATION: Acceptance of retirement request.

SUGGESTED MOTION: That the Board of Education accepts the resignation of:

Marilyn Buchholz, District Secretary, has requested to retire at the conclusion of the 2024-2025 school year (June 30, 2025).

Nancy Van Volkenburg, Coordinator of Data & Information, has requested to retire at the conclusion of the 2024-2025 school year (June 30, 2025).

4420 Waubansie Lane
Lisle, IL 60532

December 30, 2021

Dr. Keith Filipiak
Superintendent
Lisle School District 202
5211 Center Ave.
Lisle, IL 60532

Dear Dr. Filipiak:

Please accept my letter of retirement effective June 30, 2025. I appreciate the many opportunities I have had working at Lisle School District 202, part time and full time since August 2000.

My family and I would like to thank all the administration, board members, teachers and staff for the wonderful memories and experiences we have had in Lisle 202 the past thirty-three years. I started working as a lunchroom supervisor and volunteering in 1989 when our first child attended Lisle 202. Over these thirty-three years, I had the pleasure to watch our three children exceed in sports and academics because of the wonderful staff and coaches at Lisle 202.

While I look forward to enjoying my retirement, I hope that the friendships I have developed here will last well into the future.

Thank you.

Sincerely,


Marilyn Buchholz

✓ Cc: Dr. Linda Kotalik

RECEIVED

DEC 30 2021

By 



January 24, 2022

To: Lisle School District 202 Board of Education
Dr. Keith Filipiak, Superintendent
Dr. Linda Kotalik, Assistant Superintendent

I am submitting my formal intent to retire from my position as Coordinator of Data and Information Systems on June 30, 2025.

I have thoroughly enjoyed my time here at Lisle District 202 and have worked with many great people who have helped me grow both professionally and personally. I'm sure the next three years will pass quite quickly and I look forward to new challenges and the opportunity to transfer my knowledge of this position to my successor.

Respectfully,

A handwritten signature in black ink that reads "Nancy L Van Volkenburg". The signature is written in a cursive style.

Nancy L Van Volkenburg

RECEIVED
DEC 29 2021
By

FOR ACTION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Authorization to Release Closed Session Minutes for Public Inspection and Destruction of Audio Recordings

BACKGROUND DATA: Semi-annually the Board of Education is required to review the minutes of Closed Session meetings and approve their public availability. Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

FINANCIAL IMPACT: N/A

RECOMMENDATION: The Administration recommends:

- 1) The Closed Session minutes from June 28, 2021, July 26, 2021, August 23, 2021, September 27, 2021, October 25, 2021, and November 22, 2021 not be released due to the confidential nature of the topics and the need to protect the public interest or the privacy of an individual.
- 2) The destruction of audio recordings of Closed Session meetings more than 18 months old, unless the recordings are otherwise required by law to be preserved.

SUGGESTED MOTION: That the Board of Education not release of Closed Session minutes from June 28, 2021 through November 22, 2021 and destroy audio recordings of Closed Session meetings more than 18 months old, unless the recordings are otherwise required by law to be preserved.

FOR ACTION

**Lisle Community Unit School District No. 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Designation of Persons to Prepare Tentative Budget for FY2023

BACKGROUND DATA: The School Code of Illinois requires that the Board of Education designates “some person or persons” to prepare the budget in tentative form. The attached resolution designates the Superintendent and Director of Finance to prepare the Tentative Budget for FY2023.

In addition, the proposed FY2023 Budget Calendar is attached for reference.

FINANCIAL IMPACT: N/A

RECOMMENDATION: The Administration recommends that the Board designate the Superintendent and Director of Finance to prepare the FY2023 Tentative Budget.

SUGGESTED MOTION: That the Board of Education approve the resolution designating the Superintendent and Director of Finance to prepare the Tentative Budget for FY2023.

Lisle Community Unit School District 202

RESOLUTION FOR DESIGNATION OF A PERSON OR PERSONS TO PREPARE TENTATIVE BUDGET FOR THE FISCAL YEAR 2023

BE IT RESOLVED, by the school board of School District Number 202 in the County of DuPage, State of Illinois, that the Superintendent and Director of Finance are hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which tentative budget shall be filed with the Secretary of this Board.

BOARD OF EDUCATION
LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
DUPAGE COUNTY, ILLINOIS

By: _____
President, Board of Education

Attest: _____
Secretary, Board of Education

Lisle Community Unit School District No. 202

FY2023 BUDGET CALENDAR

November 22, 2021	Board approves 2021 Tentative Real Estate Tax Levy
December 20, 2021	Board approves 2021 Real Estate Tax Levy
January 24, 2022	Board designates the Superintendent and Director of Finance to prepare the Tentative Budget for FY2023
March 15, 2022	Budget manuals are distributed to administrators
March 21, 2022	Superintendent makes staffing recommendations to the Board and the Board acts on reduction of staff, if necessary
April 29, 2022	Administrators submit recommended budgets to the Business Office
June 27, 2022	Finance Committee and Board review the first draft of FY2023 Tentative Budget and authorize its placement on public display
August 22, 2022	Finance Committee and Board review updates to the FY2023 Tentative Budget
September 26, 2022	Finance Committee reviews and the Board adopts the FY2023 Budget

FOR ACTION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Board of Education Recognition of Booster Organizations

BACKGROUND DATA: The Board of Education recognizes that school organizations of parents and other interested persons are valuable as a means to stimulate interest and endorsement for the objectives of the District.

[School Board Policy 8:90](#), adopted August 23, 2021, establishes basic requirements for school affiliated parent or booster organizations.

The following organizations are being recommended for approval:

Lisle Home & School Organization
Lisle Booster Club
Lisle Band Parents Organization
Lisle Choral Parent Organization
Lisle Education Foundation

Because the IRS does not update their website on a timely basis, the District has obtained the supporting Internal Revenue Service documents directly from each organization to insure their “good standing” status for the current year.

SUGGESTED MOTION: That the Board of Education approve the Lisle Home and School Organization, Lisle Booster Club, Lisle Band Parents Organization, Lisle Choral Parent Organization, Lisle Education Foundation as organizations officially associated with the Lisle Community Unit School District 202.

FOR ACTION

**Lisle Community Unit School District No. 202
Board of Education Meeting
January 24, 2022**

SUBJECT: TRS Supplemental Savings Plan (SSP) Employer Participation Agreement

BACKGROUND DATA: Illinois law – 40 ILCS 5/16-204 – requires the Teachers’ Retirement System to offer an optional defined contribution benefit to eligible active members of the System. To comply with this law, TRS has contracted with Voya Financial to develop and offer the TRS Supplemental Savings Plan (SSP). The SSP is a 457(b) retirement plan.

All eligible employers are required under Section 16-204 of the Illinois Pension Code to adopt the TRS SSP. To allow their employees to participate in the SSP if they so choose, employers must adopt the SSP Employer Participation Agreement provided by TRS and must withdraw the applicable contributions from participating members’ paychecks. This approval requires a formal adoption of the agreement by the board of education, and a signature from an authorized signatory. The participation agreement is required by Section 457(b) of the U.S. Internal Revenue Code.

TRS has not established a deadline for adoption of the SSP at this time but TRS urges each employer to formally approve the SSP Employer Participation Agreement. Employees will not be eligible to participate in the SSP unless their employer has adopted the SSP. The earliest an employee will be able to elect their deferral amount is January 10, 2022 for an initial contribution deferral effective on or after March 1, 2022.

When considering the participation agreement, employers are encouraged to review the SSP Plan Document and consult their own legal counsel. While TRS is not allowing any changes to the Plan Document, Administration reached out to legal counsel and was advised to move forward in order to comply with the law.

The SSP will be offered to TRS members in addition to any other optional retirement savings plans the district currently offers to TRS members. In the case of Lisle 202, the District offers both a 403(b) and 457(b) plan to all employees. TRS will not be responsible for coordinating or monitoring contribution limits. If a member participates in multiple plans, the employer and the member must monitor deferral amounts within each plan and ensure they do not exceed the maximum deferral amounts.

For a detailed explanation of the SSP and the employer requirements, please see that attached TRS Employer Bulletin.

FINANCIAL IMPACT: N/A

RECOMMENDATION: The Administration recommends that the Board approve the resolution to adopt the TRS SSP and the SSP Employer Participation Agreement.

SUGGESTED MOTION: That the Board of Education approve the resolution for adoption of the TRS Supplemental Savings Plan and the Supplemental Savings Plan Employer Participation Agreement.

**RESOLUTION FOR THE ADOPTION OF THE TEACHERS' RETIREMENT SYSTEM OF THE
STATE OF ILLINOIS SUPPLEMENT SAVINGS PLAN**

WHEREAS, the Lisle Community Unit School District No. 202 (the "Employer") is a political subdivision of the State of Illinois, or an agency or instrumentality of the State of Illinois or of a political subdivision of the State of Illinois and thus, an eligible employer pursuant to Section 457(e)(1)(A) of the Internal Revenue Code of 1986.

WHEREAS, on behalf of certain of its employees, the Employer wishes to adopt the Teachers' Retirement System of the State of Illinois Supplement Savings Plan (the "Supplemental Savings Plan") by entering into an Employer Participation Agreement between the Teachers' Retirement System of the State of Illinois (the "System") and the Employer.

NOW, THEREFORE, BE IT RESOLVED, that, effective March 1, 2022 the Employer shall enter into the Employer Participation Agreement, in substantially the same form as presented to the Board of Education of the Employer, subject to the terms and conditions of the Supplemental Savings Plan.

RESOLVED, that the appropriate officers of the Employer (the "Authorized Officers") be and hereby are authorized and directed to take any and all further action, including the execution and delivery of documents and instruments, as such Authorized Officers deem necessary or desirable in their sole discretion to effectuate fully and carry out the purposes of the foregoing resolutions and to insure that the Employer performs all of its duties and responsibilities, as set forth in the Employer Participation Agreement and the Supplemental Savings Plan.

BOARD OF EDUCATION
LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
DUPAGE COUNTY, ILLINOIS

By: _____
President, Board of Education

Attest: _____
Secretary, Board of Education

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS



2815 W Washington | PO Box 19253 | Springfield IL 62794-9253

R. Stanley Rupnik, Executive Director

employers@trsil.org | http://www.trsil.org

SUPPLEMENTAL SAVINGS PLAN 888-678-3675 | FAX: 217-753-0969

**Supplemental Savings Plan
Employer Participation Agreement**

The undersigned employer ("Employer") and the Teachers' Retirement System of the State of Illinois (the "System") agree to the participation of the Employer in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan (the "Plan"). The Plan is sponsored and administered by the System and is intended to qualify as an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code ("Code") that is a governmental plan under Code Section 414(d) and Section 3(33) of the Employee Retirement Income Security Act of 1974 ("ERISA").

Complete this Participation Agreement only if the Employer is both an employer subject to Article 16 of the Illinois Pension Code and an eligible employer within the meaning of Code Section 457(e)(1)(A).

Employer Information	
School District or Agency Name: Lisle Community Unit School District 202	TRS Code:
Address: 5211 Center Avenue Lisle, IL 60532	Tax ID Number: _____ - _____

Type of Adoption and Effective Date

The Employer's Plan document shall consist of this Employer Participation Agreement ("Participation Agreement") and the Plan document, as amended from time to time. All capitalized terms in this Participation Agreement shall have the meaning set forth in the Plan document.

It is very important that this Participation Agreement be completed accurately to ensure consistency between the Plan and actual plan operation. The Employer may prospectively change the terms of its participation in the Plan at any time by completing a new Participation Agreement with the System.

This Participation Agreement is for the following purpose (*check and complete one only*):

- This is a new 457(b) deferred compensation plan adopted by the Employer for its Employees effective March 1, 2022 (*insert effective date of this Participation Agreement*).
- This is an amendment to be effective as of _____, _____ (*insert effective date of this amendment*) to the current Participation Agreement previously adopted by the Employer, which was originally effective _____, 20____ (*insert effective date of the original Participation Agreement*).

Custody of Assets

Code Section 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries in a Trust pursuant to the terms of the Plan.

Participation

An Employee may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions immediately upon commencement of employment with the Employer. "Employee" means an individual who is a teacher, as defined in Section 16-106 of the Illinois Pension Code, of an Employer and is a full-time or part-time contractual employee. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Elective Deferrals

All Employees of the Employer shall be permitted to make Elective Deferrals to the Plan. Elective Deferrals include pre-tax contributions and Roth contributions. A Participant shall be 100% vested in his or her Elective Deferrals at all times. As further provided in the Administrative Information section of this Participation Agreement, the Employer is solely responsible for monitoring the limit on Elective Deferrals under this Plan and any other 457(b) plan in which the Employer's employees are eligible to participate to assure that contributions to this Plan do not exceed any applicable limits under the Code, including but not limited to Code Section 457(b).

Discretionary Matching Contributions

1. The Employer shall (*check and complete one only*):

- a. Not make Discretionary Matching Contributions.
- b. Make Discretionary Matching Contributions.

Note: Any Discretionary Matching Contribution will reduce, dollar for dollar, the Elective Deferrals that a participant can contribute.

2. A Participant shall be 100% vested in his or her discretionary matching contributions at all times.

Discretionary Nonelective Contributions

1. The Employer shall (*check and complete one only*):

- a. Not make Discretionary Nonelective Contributions.
- b. Make Discretionary Nonelective Contributions.

Note: Any Discretionary Nonelective Contribution will reduce, dollar for dollar, the amount a participant can contribute.

2. A Participant shall be 100% vested in his or her Discretionary Nonelective Contributions at all times.

Administrative Information

In executing this Participation Agreement, the Employer agrees:

- that it is eligible to adopt the Plan, and that its governing body has adopted a resolution to approve the adoption of the Plan for its eligible employees, which resolution is available to the System upon request;
- to be bound by all terms of the Plan document, as applicable, the terms of this Participation Agreement, and the rules and regulations of the System, all as may be amended from time to time, and that no oral understanding not incorporated into this Participation Agreement is binding on any party;
- to provide any information reasonably requested by the System or a service provider from time to time to properly administer the Plan in accordance with its terms and applicable law;
- to allow the System and/or the service providers reasonable access to eligible employees to assist with enrollment in and administration of the Plan; to be solely responsible for the correction of any operational or compliance errors resulting from the Employer's failure to perform its responsibilities or provide accurate information to the System or a service provider, including by way of example and not limitation, to seek relief under the Employee Plans Compliance Resolution System, as determined and directed by the System;

(continued)

- that all contributions to the Plan will be deposited in the [Teachers' Retirement System of the State of Illinois Supplemental Saving Plan Trust established by the System and the System's Custodial Bank] for the exclusive benefit of participants and beneficiaries, and that the Employer shall have no right to Trust assets;
- that participants in the Plan have the right to direct the investment of their accounts by choosing among the investment options selected by the System and offered under the Plan, and that any participant who does not provide timely investment direction will be deemed to have elected the Plan's default investment, as selected by the System;
- that participants will be charged fees for the investment and administration services provided by the System and the service providers, which will be offset against investment returns or deducted from participant accounts periodically; and
- that the Employer has consulted, to the extent necessary, with its own legal and tax advisors.

The Employer further agrees that it is responsible for the following areas of compliance:

- determining and monitoring employee eligibility in accordance with the terms of the Plan and the Participation Agreement;
- entering into salary reduction agreements with Employees and timely remitting all Elective Deferrals and Discretionary Employer Contributions, if any, to the Plan; and
- calculating and processing all participant Elective Deferrals, Discretionary Matching Contributions and Discretionary Nonelective Contributions in accordance with this Plan and the Code and to monitor compliance with respect to any of these contributions with the limits imposed by the Code, including Code Section 457 under this Plan and; any other Code Section 457(b) plan in which Employer's employees participate.

This Participation Agreement is duly executed on behalf of the Employer by the undersigned authorized signatories and shall be effective as indicated under Type of Adoption and Effective Date section.

Employer's Authorized Signatories:

Signature*:	Signature*:
Print: Daniel Helderle	Print: Keith Filipiak
Title: Board of Education President	Title: Superintendent
Date: 01/24/2022	Date: 01/24/2022

** Handwritten signatures required. Electronic signatures are unacceptable currently.*

Acceptance of Employer's participation in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan:

Signature: 

Date: 02/04/2021

Executive Director

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS



2815 W Washington | PO Box 19253 | Springfield IL 62794-9253

R. Stanley Rupnik, Executive Director

employers@trsil.org | <http://www.trsil.org>

SUPPLEMENTAL SAVINGS PLAN 888-678-3675 | FAX: 217-753-0969

**Appendix A
Authorized Contact Form**

All official communications from the Employer to the System shall be directed to the attention of the following:

Teachers' Retirement System of the State of Illinois
Attention: Employer Services Department
2815 W. Washington, P.O. Box 19253, Springfield, IL 62794-9253
Telephone Number: (877) 927-5877
Email: employerservices@trsil.org

All official communications from the System to the Employer shall be directed to the attention of the following:

Employer: Lisle Community Unit School District 202	Attention: Keith Filipiak
Address: 5211 Center Avenue Lisle, IL 60532	Telephone Number: (630) 493-8001
FAX Number: (630) 971-4054	Email: kfilipiak@lisle202.org

The following individuals are authorized to represent and act on behalf of the Employer for all purposes related to the Employer's participation in the Teachers' Retirement System of the State of Illinois Supplemental Savings Plan.

Contact Name: Keith Filipiak	
Title: Superintendent	
Telephone Number: (630) 493-8001	Email Address: kfilipiak@lisle202.org
Signature*	
Date 01/24/2022	

Contact Name: David Wilkinson	
Title: Director of Finance	
Telephone Number: (630) 493-8004	Email Address: dwilkinson@lisle202.org
Signature*	
Date 01/24/2022	

Contact Name:	
Title:	
Telephone Number: ()	Email Address:
Signature*	
Date	

Contact Name:	
Title:	
Telephone Number: ()	Email Address:
Signature*	
Date	

* Handwritten signatures required. Electronic signatures are unacceptable currently.

The Employer agrees that the System is entitled to rely on this Appendix A, and shall be held harmless in doing so, until such time that the Employer submits a revised Appendix A to the System.

The undersigned represents that he or she is an authorized representative of the Employer with authority to sign the Participation Agreement and this Appendix A on the Employer's behalf.

Signature*:	Date: 01/24/2022
Print Name: Keith Filipiak	Title: Superintendent
Telephone Number: (630) 493-8001	Email Address: kfilipiak@lisle202.org

** Handwritten signature required. Electronic signature is unacceptable currently.*

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS**

**457(b) DEFERRED COMPENSATION
SUPPLEMENTAL SAVINGS PLAN ("SSP")**

**Effective October 29, 2019
Last Amended October 29, 2021**

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ARTICLE I: ESTABLISHMENT OF PLAN

Section 1.01. Plan Establishment, History, and Purpose.

(a) Pursuant to Section 16-204 of the Illinois Pension Code, 40 ILCS 5/16-204, the Board of Trustees (“Board”) of the Teachers’ Retirement System of the State of Illinois (“System”) establishes the Teachers’ Retirement System of the State of Illinois Supplemental Savings Plan (“SSP” or “Plan”), effective October 29, 2019, for the benefit of eligible members.

(b) The Plan is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue Code (“Code”) and is a governmental plan within the meaning of Code Section 414(d) and Section 3(32) of the Employee Retirement Income Security Act of 1974, as amended (“ERISA”). As a governmental plan, ERISA does not apply.

(c) The purpose of the plan is to provide eligible individuals the opportunity to save on a regular and long-term basis for their retirement by allowing participants to designate a portion of their compensation to be deferred and invested until such time as the participants may withdraw such amounts as provided under the terms of this Plan.

Section 1.02. Plan Funding.

The Plan is funded exclusively through Contributions, which shall be used for the purchase of Investment Funds from the Fund Sponsor(s) identified in Appendix A attached hereto, as that Appendix may be amended from time to time.

ARTICLE II: CONSTRUCTION AND DEFINITIONS

Section 2.01. Construction and Governing Law.

(a) This Plan shall be interpreted, enforced and administered in accordance with the Code and, when not inconsistent with the Code, or expressly provided otherwise herein, the laws of the State of Illinois without regard to conflict of law principles.

(b) Words used herein in the masculine gender shall be construed to include the feminine gender where appropriate, and *vice versa*, words used herein in the singular or plural shall be construed as being in the plural or singular where appropriate, and *vice versa*.

(c) The headings and subheadings in the Plan are inserted for convenience of reference only and are not to be considered in the construction of any provision of the Plan.

(d) If any provision of the Plan shall be held to violate the Code or be illegal or invalid for any other reason, that provision shall be deemed to be null and void, but the invalidation of that provision shall not otherwise impair or affect the Plan.

(e) In resolving any conflict between provisions of the Plan and in resolving any other uncertainty as to the meaning or intention of any provision of the Plan, the interpretation that

causes the Plan to (i) constitute an eligible deferred compensation plan under the provisions of Code Section 457(b), (ii) be a “governmental” plan as defined in ERISA Section 3(32) and Code Section 414(d), and (iii) comply with all applicable requirements of the Code shall prevail over any different interpretation.

Section 2.02. Definitions.

When the initial letter of a word or phrase is capitalized herein the meaning of such word or phrase shall be as follows:

(a) “Account” means the following separate accounts maintained for each Participant reflecting his or her interest under the Plan as follows:

(1) “Pre-Tax Contribution Account” means the account maintained to reflect the Participant’s interest under the Plan attributable to his or her Pre-Tax Contributions pursuant to Section 4.01.

(2) “Roth Contribution Account” means the account maintained to reflect the Participant’s interest under the Plan attributable to his or her Roth Contributions pursuant to Section 4.01.

(3) “Discretionary Employer Contribution Account” means the account maintained to reflect the Participant’s interest under the Plan attributable to his or her Discretionary Nonelective Contributions and Discretionary Matching Contributions, if any, pursuant to Section 4.03.

(4) “Rollover Contribution Account” means the account maintained to reflect the Participant’s interest under the Plan attributable to his or her Rollover Contributions pursuant to Section 4.05.

(b) “Administrator” means the System; provided, however, that to the extent that the System has delegated any of its responsibilities as Administrator to any other person, persons or entities, the term Administrator shall be deemed to refer to that person, persons, or entity.

(c) “Alternate Payee” means any spouse, former spouse, child or dependent of a Participant who is recognized by a Qualified Illinois Domestic Relations Order (QILDRO) issued in accordance with the Illinois Pension Code, 40 ILCS 5/1-119, as having a right to receive all, or a portion of, the benefit payable under the Plan with respect to such Participant.

(d) “Applicable Form” means the appropriate form as designated and furnished by the Administrator or the Fund Sponsor to make any election or provide any notice required by the Plan. In those circumstances where a written election or consent is not required by the Plan or the Code, the Administrator and/or the Fund Sponsor may prescribe an electronic or telephonic form in lieu of or in addition to a written form.

(e) “Automatic Contribution Arrangement” is an arrangement under which in the absence of an affirmative election by a Covered Employee, the Covered Employee shall be

automatically enrolled in the Plan, and a certain percentage of the Participant's Compensation shall be withheld from the Covered Employee's pay and contributed to a Pre-tax Contribution Account under the Plan as an Elective Deferral on behalf of the Participant.

(f) "Beneficiary" means the person, company, trustee or estate designated by the Participant on the Applicable Form to receive any benefits payable under the Plan in the event of the Participant's death. If the designated Beneficiary does not survive the Participant or there is no Beneficiary designated, the Participant's surviving Spouse or, if applicable, the Participant's civil union partner within the meaning of 750 ILCS 75, shall be the Beneficiary. If there is no surviving Spouse or civil union partner, the Participant's estate shall be the Beneficiary. Beneficiary also means an alternate payee within the meaning of Code Section 414(p)(8).

(g) "Board" means the System's Board of Trustees.

(h) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(i) "Compensation" means all cash compensation for services to the Employer, including salary, wages, fee, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year and amounts that would be cash compensation includible in gross income but for a reduction election under Code Section 125, 132(f) 401(k), 403(b), or 457(b) (including any Elective Deferrals under the Plan). Compensation does not include amounts "picked up" by the Employer within the meaning of Code Section 414(h). Compensation includes any compensation described in subsection (1) or (2), provided it is paid by the later of two and one-half months (2½) months after the Employee's Severance from Employment with the Employer or the end of the calendar year in which the Employee has a Severance from Employment with the Employer:

(1) a payment would have been paid to the Employee prior to a Severance from Employment if the Employee continued in employment with the Employer and that otherwise satisfies the definition of Compensation; and

(2) a payment for unused accrued *bona fide* sick, vacation, or other leave, but only if the Employee would have been able to use the leave if employment had continued and the payment would be Compensation if paid prior to the Employee's Severance from Employment, and only if the Employee separately elects for such payment to be reduced on his or her Salary Reduction Agreement pursuant to Section 4.01.

Any payment that is not described in subsection (1) or (2) is not considered Compensation if paid after Severance from Employment. Thus, for example, Compensation does not include amounts paid after Severance from Employment that are severance pay or unfunded nonqualified deferred compensation.

(j) "Contributions" mean Pre-Tax Contributions, Roth Contributions, Discretionary Nonelective Contributions, Discretionary Matching Contributions, and Rollover Contributions.

(k) “Cost-of-Living Adjustment” means the cost-of-living adjustment prescribed by the Secretary of the Treasury under Code Section 401(a)(17), 414(v), or 457(e)(15) for any applicable year.

(l) “Covered Employee” means an Employee identified by the Administrator as being covered under an Automatic Contribution Arrangement pursuant to Section 4.02.

(m) “Discretionary Employer Contributions” means Discretionary Matching Contributions and Discretionary Nonelective Contributions.

(n) “Discretionary Matching Contributions” means any contributions made to the Plan by the Employer in accordance with Section 4.03 that are related to a Participant’s contributions to this Plan or another retirement plan.

(o) “Discretionary Nonelective Contributions” means any contributions made to the Plan by the Employer in accordance with Section 4.03 that are not related to a Participant’s contributions to this Plan or another retirement plan.

(p) “Effective Date” means October 29, 2019.

(q) “Elective Deferral” means Pre-Tax Contributions and Roth Contributions.

(r) “Employee” means an individual who is a teacher (as defined in Section 16-106 of the Illinois Pension Code) of an Employer and is a full-time or part-time contractual employee. An Employee does not include an individual who is a leased employee under Code Section 414(n)(2).

(s) “Employer” means each employing unit subject to Article 16 of the Illinois Pension Code, who is an eligible employer within the meaning of Code Section 457(e)(1)(A) and which has adopted this Plan by executing a Participation Agreement provided by the System.

(t) “Fund Sponsor” means a bank, insurance company, regulated investment company, or another entity that has been approved by the Administrator to make Investment Funds available to Participants under this Plan, and that is set forth in Appendix A hereto, as amended from time to time. The Administrator, in its sole and absolute discretion, shall select the Fund Sponsor(s) and may add or delete Fund Sponsor(s).

(u) “HEART Act” means the Heroes Earnings Assistance and Relief Tax Act of 2008, as amended from time to time.

(v) “Illinois Pension Code” means 40 ILCS 5 *et seq.*, as amended from time to time.

(w) “Includible Compensation” means all compensation received by an Employee from the Employer that is includible in his or her gross income for federal income tax purposes (computed without regard to Code Section 911) for that taxable year. Includible Compensation also includes any amounts excludable from taxable income because of an election under Code Sections 401(k), 403(b), 457(b), 125, and 132(f). Includible Compensation includes any

compensation described in paragraphs (1) and (2), provided the compensation is paid by the later of two and one-half (2½) months after the Employee's Severance from Employment or the end of the calendar year in which the Employee has a Severance from Employment:

(1) any payment that would have been paid to the Employee prior to a Severance from Employment if the Employee had continued in employment with the Employer and that is regular compensation for services during the Employee's regular working hours, compensation for services outside the Employee's regular working hours (such as overtime or shift differential), commissions, bonuses, or other similar payments; and

(2) a payment for unused accrued bona fide sick leave, vacation or other leave, but only if the Employee would have been able to use the leave if employment had continued and the payment would have been included in the definition of Earnings if paid prior to the Employee's Severance from Employment.

Includible Compensation is determined without regard to any community property laws. Includible Compensation shall not exceed the limits under Code Section 401(a)(17), to the extent applicable, increased by the Cost-of-Living Adjustment.

(x) "ILCS" means the Illinois Compiled Statutes, as amended from time to time.

(y) "Ill. Admin. Code" means the Illinois Administrative Code, as amended from time to time.

(z) "Investment Funds" means the mutual funds, collective investment funds, insurance company separate accounts, annuity contracts, or other investment vehicles made available to Participants for the investment of their Accounts. The Administrator, in its sole and absolute discretion, shall select the Investment Funds and may add or delete Investment Funds.

(aa) "Normal Retirement Age" means for purposes for Section 5.01(c), any age designated by a Participant (i) beginning no earlier than the earliest age at which a Participant has the right to retire under the System's pension plan and to receive immediate retirement benefits without actuarial or similar reduction because of retirement before some later age specified in such basic pension plan and (ii) ending no later than age 70½. In the case of a Participant who continues to work beyond age 70½ and who, upon the attainment of age 70½, had not made the catch-up election provided for under Section 5.01(b), the Normal Retirement Age shall be the age designated by the Participant, which shall not be later than the age at which the Participant has a Severance from Employment.

(bb) "Participant" means any Employee or Alternate Payee who is or may become eligible to receive a benefit of any type under the Plan. A Participant shall also mean, when appropriate to the context, a former Employee who is eligible to receive a benefit of any type under the Plan.

(cc) "Participation Agreement" means the agreement between the TRS and an Employer establishing the Employer's participation in the Plan.

(dd) “Plan” or “SSP” means the “Teachers’ Retirement System of the State of Illinois Supplemental Savings Plan” as amended from time to time.

(ee) “Plan Year” means July 1 through June 30.

(ff) “Pre-Tax Contributions” mean contributions made to the Plan by the Employer at the election of a Participant pursuant to a Salary Reduction Agreement in accordance with Section 4.01.

(gg) “Qualified Distribution” means a distribution from a Roth Contribution Account after the Participant has satisfied a five (5) year tax holding period and has attained age fifty-nine and one-half (59½), died, or become Disabled, in accordance with Code Section 402A(d). The five (5) year tax holding period is the period of five (5) consecutive taxable years that begins with the first day of the first taxable year in which the Participant makes a designated Roth Contribution under the Plan or to another retirement plan which amount was directly rolled over to the Plan and ends when five (5) consecutive taxable years have been completed.

(hh) “Rollover Contributions” mean an amount contributed to the Plan pursuant to Section 4.05.

(ii) “Roth Contributions” means contributions made to the Plan by the Employer at the election of a Participant under a Salary Reduction Agreement that have been (i) designated irrevocably by the Participant as a Roth Contribution being made in lieu of all of a portion of the Pre-Tax Contributions the Participant is otherwise eligible to make under the Plan, and (ii) treated by the Employer as includible in the Participant’s gross income at the time the Participant would have received that amount in cash if the Participant had not made such an election.

(jj) “Salary Reduction Agreement” means an agreement using the Applicable Form prescribed by the System entered into between an Employee and the Employer pursuant to Section 4.01. Such agreement shall not be effective with respect to Compensation made available prior to the effective date of such agreement and shall be binding on the parties and irrevocable with respect to Compensation earned while it is in effect.

(kk) “Section” means, when not preceded by the word Code, a section of the Plan.

(ll) “Severance from Employment” means the complete termination for four consecutive months of the employment relationship between the Employee and all Employers, provided that the four-month requirement shall not apply in the case of a Participant’s death. Notwithstanding the preceding, for purposes of Section 9.01 only, a Participant shall be treated as having had a Severance from Employment during any period the Participant is performing service in the uniformed services described Code Section 3401(h)(2)(A).

(mm) “Spouse” means the person to whom a Participant is legally married under federal law or civil union partner within the meaning of 750 ILCS 75.

(nn) “TRS” or “System” means the Teachers’ Retirement System of the State of Illinois, a retirement system established under Article 16 of the Illinois Pension Code.

(oo) “Trust” means any trust that satisfies the requirements of Code Section 457(g) (including a custodial account or annuity contract described in Code Section 401(f) that satisfies the requirements of Code Section 457(g)(3)) established to hold the Trust Fund, and as maintained pursuant to a trust agreement, custodial account, or annuity contract.

(pp) “Trust Fund” means the assets of the Plan held pursuant to the terms of the Plan and the Trust.

(qq) “Trustee” means the trustee or any successor trustee designated and appointed by the System and includes a custodian under a custodial account or annuity contract under Code Section 457(g)(3).

(rr) “Unforeseeable Financial Emergency” means a severe financial hardship of the Participant resulting from:

(1) an illness or accident of the Participant, the Participant’s Spouse, or the Participant’s dependent (as defined in Code Section 152, without regard to Code Sections 152(b)(1), (b)(2), and (d)(1)(B));

(2) loss of the Participant’s property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner’s insurance, *e.g.*, as a result of a natural disaster); or

(3) other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant.

(ss) “USERRA” means the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended from time to time.

(tt) “Vested” means the interest of the Participant or Beneficiary in his or her Accounts which is unconditional, legally enforceable, and nonforfeitable at all times.

ARTICLE III: ELIGIBILITY AND PARTICIPATION

Section 3.01. Participation.

(a) An Employee employed by an Employer prior to the Effective Date of the Plan may become a Participant in the Plan for purposes of Elective Deferrals and Discretionary Employer Contributions, if any, upon the Effective Date of the Plan.

(b) An Employee employed or reemployed by an Employer on or after the Effective Date of the Plan may become a Participant in the Plan for purposes of Elective Deferrals and

Discretionary Employer Contributions, if any, immediately upon the commencement of employment with the Employer.

(c) To become a Participant under the Plan, an Employee must complete the Applicable Form(s), which may include a Salary Reduction Agreement and/or Fund Sponsor enrollment and investment election forms, and return them to the Administrator or Fund Sponsor, as applicable. Notwithstanding the foregoing, in accordance with the provisions of Section 4.02, a Covered Employee shall become a Participant in the Plan, irrespective of whether he or she completes a Salary Reduction Agreement.

Section 3.02. Cessation of Contributions.

A Participant shall cease to be eligible to make Contributions under the Plan when (i) he or she is no longer an Employee or (ii) the Plan is terminated.

ARTICLE IV: CONTRIBUTIONS

Section 4.01. Elective Deferrals.

(a) Subject to the limitations under Article V, an Employee who has satisfied the participation requirements under Section 3.01 (a) or (b) may enter into a written Salary Reduction Agreement with the Employer agreeing to contribute each pay period Pre-Tax Contributions and/or Roth Contributions to the Plan equal to a whole percentage or fixed dollar amount of his or her Compensation, as permitted by the Administrator. Elective Deferrals shall begin as soon as administratively practicable following the date specified in the Salary Reduction Agreement, or, if later or if no date is specified, as soon as administratively practicable after the Salary Reduction Agreement is filed with the Administrator. Notwithstanding the preceding, the Salary Reduction Agreement shall become effective no earlier than the first day of the month following the month in which the Salary Reduction Agreement is executed and submitted to the Administrator.

(b) Elective Deferrals shall reduce the Compensation otherwise payable to a Participant and shall be paid in cash to the Trust Fund by the Employer, on a basis consistent with its payroll practices, as soon as administratively feasible after being withheld from the Compensation of a Participant, but no later than fifteen (15) business days following the end of the month in which such amount is withheld from the Compensation of the Participant.

(c) If the Participant fails to designate whether Elective Deferrals are Pre-Tax Contributions or Roth Contributions, the Participant will be deemed to have designated his or her Elective Deferrals as Pre-Tax Contributions. Pre-Tax Contributions shall be allocated to the Pre-Tax Contribution Account of the Participant as of the date of contribution. Roth Contributions shall be allocated to the Roth Contribution Account of the Participant as of the date of contribution.

(d) A Participant may change his or her election to make Pre-Tax Contributions and/or Roth Contributions at any time by filing a new Salary Reduction Agreement with the Administrator. Any such changes shall be effective as soon as administratively practicable following the date specified in the new Salary Reduction Agreement, or, if later, as soon as

administratively practicable after the Salary Reduction Agreement is filed with the Administrator; provided that the Salary Reduction Agreement shall become effective no earlier than the first day of the month following the month in which the Salary Reduction Agreement is executed and submitted to the Administrator.

(e) A Participant may terminate his or her election to make Elective Deferrals at any time by filing the Applicable Form with the Administrator, which shall be effective as soon as administratively practicable after the Applicable Form is filed with the Administrator.

(f) An election to make Elective Deferrals shall not be valid with respect to any period during which the Participant is not an Employee. No election to make, change, or discontinue Elective Deferrals shall be given retroactive effect.

(g) The Administrator may establish additional non-discriminatory rules and procedures governing the manner and timing of elections by Participants to make, change, or discontinue Elective Deferrals.

Section 4.02. Automatic Elective Deferrals.

(a) Pursuant to 40 ILCS 5/16-204, an Employee who is a Covered Employee shall be automatically enrolled in the Plan pursuant to this Section 4.02.

(b) Notwithstanding Section 4.01, a Covered Employee shall be deemed to have elected Pre-Tax Contributions per pay period equal to the percentage of Compensation pursuant to 40 ILCS 5/16-204 of the Plan Year and for each subsequent Plan Year; provided, however that the preceding sentence shall not apply if, within a reasonable period of time (pursuant to policy established by the Administrator, which shall be uniformly applied on a nondiscriminatory basis) after receipt of the notice described in paragraph (d) below, the Covered Employee affirmatively elects not to make Elective Deferrals to the Plan or affirmatively elects to make Pre-Tax Contributions and/or Roth Contributions under the Plan pursuant to Section 4.01.

(c) Prior to making automatic Pre-Tax Contributions to the Plan on behalf of any Covered Employee, the Administrator shall provide notice to the Covered Employee that explains (i) automatic Pre-Tax Contributions, including how the Pre-Tax Contributions will be invested in the absence of an investment election by the Participant, (ii) the Covered Employee's right to modify or terminate automatic Pre-Tax Contributions, (iii) the procedures for exercising the Covered Employee's right to make an affirmative election under the Plan, and (iv) the timing for implementation of any such election.

(d) Automatic Pre-Tax Contributions under this Section 4.02 shall remain in effect until the Participant affirmatively elects to modify or terminate automatic Pre-Tax Contributions by filing the Applicable Forms under Section 4.01.

(e) Automatic Pre-Tax Contributions shall reduce the Compensation otherwise payable to a Participant and shall be paid in cash to the Trust Fund by the Employer, on a basis consistent with its payroll practices, as soon as administratively feasible after being withheld from the

Compensation of a Participant, but no later than fifteen (15) business days following the end of the month in which such amount is withheld from the Compensation of the Participant.

(f) Automatic Pre-Tax Contributions shall be allocated to the Pre-Tax Contribution Account of the Participant as of the date of contribution.

(g) Automatic Pre-Tax Contributions shall be invested in a default Investment Option described in Section 7.02 until such time that the Participant makes an affirmative investment election with the Administrator on the Applicable Form.

(h) A Participant who is deemed to have elected to make contributions under this Section 4.02 may, subject to Section 9.01(f) of the Plan, elect to receive a distribution of automatic Pre-Tax Contributions, provided that the Participant completes the Applicable Form and the Administrator receives the Applicable Form within ninety (90) days following the date of the Participant's initial enrollment. A Participant who elects under this Section to receive a distribution of automatic Pre-Tax Contributions shall not be entitled to retain or receive a distribution of any Discretionary Matching Contributions made with respect to such automatic Pre-Tax Contributions.

The Administrator may establish additional nondiscriminatory rules and procedures governing the administration of automatic Pre-Tax Contributions.

Section 4.03. Discretionary Employer Contributions.

(a) An Employer may make Discretionary Employer Contributions, which may include Discretionary Matching Contributions and Discretionary Nonelective Contributions, by completing and returning any Applicable Forms to the Administrator.

(b) Notwithstanding Section 4.01(c), if an Employee fails to complete the Applicable Form(s) at such time that the Employee is eligible for Discretionary Employer Contributions, Discretionary Employer Contributions shall be made by the Employer to a Discretionary Employer Contribution Account under the Plan on behalf of the Participant and invested in the default Investment Option described in Section 7.02 until such time that the Employee completes the Applicable Form(s).

(c) The System may establish reasonable policies to govern Discretionary Employer Contributions under the Plan, which may be amended from time to time. All Discretionary Employer Contributions shall comply with such policies and shall be administered in accordance with such policies.

(d) Employer Contributions shall be allocated to each Participant's Discretionary Employer Contribution Account, as applicable, as of the date made to the Plan, but no later than the last day of the Plan Year.

Section 4.04. Sick, Vacation and Back-Pay.

A Participant who has not had a Severance from Employment may elect to defer accumulated sick pay, accumulated vacation pay, and back pay under the Plan if the requirements of Code Section 457(b) are satisfied. These amounts may be deferred for any calendar month only if a Salary Reduction Agreement providing for the deferral is entered into before the beginning of the month in which the amounts would otherwise be paid or made available and the Participant is an Employee on the date the amounts would otherwise be paid or made available. Compensation that would otherwise be paid for a payroll period that begins before Severance from Employment is treated as an amount that is paid or made available before an Employee has a Severance from Employment.

Section 4.05. Rollover Contributions to the Plan.

(a) Participants may transfer to the Plan as a Rollover Contribution a distribution from a Code Section 401(a) or 403(a) qualified plan (excluding after-tax contributions), a Code Section 403(b) plan (excluding after-tax contributions), a Code Section 408 individual retirement account or annuity, or a Code Section 457(b) eligible deferred compensation plan which is maintained by an eligible employer described in Code Section 457(e)(1)(A). Any Rollover Contribution (i) shall be subject to the Administrator's determination, in its discretion, that the Rollover Contribution satisfies all applicable requirements of the Code and (ii) shall be made directly from such prior plan, or if such amount was distributed to the Participant, shall be made within sixty (60) days after the Participant receives the rollover amount.

(b) Except as provided in Section 4.06, the Plan shall accept a Rollover Contribution to a Roth Contribution Account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in Code Section 402A(e)(1) and only to the extent the rollover is permitted under the rules of Code Section 402(c).

(c) A Rollover Contribution shall be allocated to the Rollover Contribution Account of the Participant as of the date of the contribution; provided, however, that a separate Rollover Contribution Account shall be maintained to reflect any direct rollover to the Plan of an eligible Roth Rollover Contribution pursuant to Section 4.05(b).

(d) Before a Rollover Contribution is made, the Participant shall designate on the Applicable Form the Investment Funds in which the Fund Sponsor should invest the Participant's Rollover Contribution.

Section 4.06. In-Plan Roth Rollover.

(a) Any portion or all of a Participant's Account (other than a Roth Contribution Account or Roth Rollover Contribution Account) is eligible for direct rollover to the Participant's Roth Contribution Account under the Plan, even if the Account is not otherwise distributable (pursuant to Code Section 402A(c)(4)(E)) under the Article IX of the Plan, and the transfer shall be treated as a qualified rollover contribution (within the meaning of Code Section 408A(e)) to the Participant's Roth Contribution Account.

(b) A Participant's election under this Section 4.06 shall be subject to the reasonable administrative procedures established by the Administrator, Code Section 402A(c)(4) and the regulations thereunder, and subsequent guidance from the Internal Revenue Service.

(c) The taxable portion of the Participant's Account directly rolled over to a Roth Contribution Account under this Section 4.06 shall be included in the Participant's gross income in the tax year in which the transfer occurs.

(d) To the extent required by Code Section 402(f), the Administrator shall provide written information regarding in-Plan Roth rollovers under this Section 4.06, for amounts that are otherwise distributable under Article IX.

Section 4.07. Plan-to-Plan Transfer.

A Participant and/or an Employer on behalf of a Participant or group of Participants may direct a transfer to this Plan from another governmental Code Section 457(b) plan under the following conditions:

(a) The transferor plan provides for transfer;

(b) The Participant whose amounts are being transferred will have a deferred amount immediately after the transfer at least equal to the deferred amount with respect to that Participant immediately before the transfer; and

(c) The transfer satisfies such other rules and policies established by the Administrator or the Fund Sponsor.

Section 4.08. Leave of Absence.

During a paid leave of absence, Contributions shall continue to be made for a Participant on the basis of Compensation paid by the Employer during the leave. No Contributions shall be made on behalf of a Participant who is on an unpaid leave of absence.

Section 4.09. Expenses of Plan.

All reasonable expenses of administering the Plan shall be charged against and paid from the Participant's Accounts, subject to the terms of the applicable Investment Funds, unless paid by the System or the Employer. The Administrator shall have the right to allocate expenses associated with maintaining the Accounts of terminated Employees to such Accounts, even if no expenses are allocated to the Accounts of active Employees, in accordance with rules promulgated by the Internal Revenue Service.

ARTICLE V: LIMITATIONS ON CONTRIBUTIONS

Section 5.01. Elective Deferral Limits.

(a) The maximum amount of Elective Deferrals to the Plan for any calendar year shall be limited to the lesser of (i) the applicable dollar amount as provided in Code Section 457(e)(15) or (ii) the Participant's Includible Compensation as provided in Code Section 457(b)(2). The applicable dollar amount is Nineteen Thousand Five Hundred Dollars (\$19,500) for 2021, increased thereafter by the Cost-of-Living Adjustment.

(b) A Participant who attains age fifty (50) or more by the end of the calendar year, and who is contributing up to the applicable dollar amount under paragraph (a), may make additional Elective Deferrals under Code Section 414(v) of up to Six Thousand Five Hundred Dollars (\$6,500) for 2021, increased thereafter by the Cost-of-Living Adjustment.

(c) If the applicable year is one of a Participant's last three calendar years ending before the year in which the Participant attains Normal Retirement Age and the amount determined under this paragraph (c) exceeds the amount computed under paragraphs (a) and (b), then the Elective Deferrals limit under this Article V shall be the lesser of:

(1) An amount equal to two (2) times the applicable dollar amount set forth in paragraph (a) for such year; or

(2) The sum of:

(i) An amount equal to (i) the aggregate paragraph (a) limit for the current year plus each prior calendar year beginning after December 31, 2001, during which the Participant was an Employee under the Plan, minus (ii) the aggregate amount of Compensation that the Participant deferred under the Plan during such years, plus

(ii) An amount equal to (i) the aggregate limit referred to in Code Section 457(b)(2) for each prior calendar year beginning after December 31, 1978, and before January 1, 2002, during which the Participant was an Employee (determined without regard to paragraph (b) or (c)), minus (ii) the aggregate contributions to Pre-2002 Coordination Plans (as defined by Treasury regulations and as provided in Section 5.03(c)) for such years.

However, in no event can the Elective Deferrals be more than the Participant's Compensation for the year.

Section 5.02. Employer Contribution Limits.

If the Employer elects to make Discretionary Employer Contributions to the Plan on behalf of a Participant pursuant to Section 4.03, the Discretionary Employer Contributions shall be deemed Elective Deferrals for purposes of this Article, and shall apply toward the maximum Elective Deferral limits set forth in this Article.

Section 5.03. Coordination of Limits.

(a) If the Participant is or has been a participant in one or more other eligible plans within the meaning of Code Section 457(b), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Article V. For this purpose, the Employer shall take into account any other such eligible plan maintained by the Employer.

(b) In applying Section 5.03, a year shall be taken into account only if:

(1) the Participant was eligible to participate in the Plan during all or a portion of the year; and

(2) Compensation deferred, if any, under the Plan during the year was subject to the applicable dollar amount described in Section 5.01(a) or any other plan ceiling required by Code Section 457(b).

(c) For purposes of Section 5.01(c)(2)(ii) “contributions to Pre-2002 Coordination Plans” means any employer contribution, salary reduction or elective contribution under any other eligible Code Section 457(b) plan, or a salary reduction or elective contribution under any Code Section 401(k) qualified cash or deferred arrangement, Code Section 402(h)(1)(B) simplified employee pension (SARSEP), Code Section 403(b) annuity contract, and Code Section 408(p) simple retirement account, or under any plan for which a deduction is allowed because of a contribution to an organization described in Code Section 501(c)(18), including plans, arrangements or accounts maintained by the Employer or any employer for whom the Participant performed services. However, the contributions for any calendar year are only taken into account for purposes of Section 5.01(c)(2)(ii) to the extent that the total of such contributions does not exceed the aggregate limit referred to in Code Section 457(b)(2) for that year.

(d) For 2002 and thereafter, any amounts contributed by the Participant to a tax-sheltered annuity pursuant to Code Section 403(b) or to a 401(k) plan pursuant to Code Section 402(e)(3) shall not reduce the maximum Elective Deferrals under Section 5.01.

(1) An individual is treated as not having deferred compensation under a plan for a prior taxable year to the extent excess deferrals under the plan are distributed, as described in Section 5.04. To the extent that the combined deferrals for pre-2002 years exceeded the maximum deferral limitations, the amount is treated as an excess deferral for those prior years.

(2) The Participant is responsible for ensuring coordination of these limits.

Section 5.04. Correction of Excess Deferrals.

(a) If the Elective Deferrals on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferrals on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the

Participant under another eligible deferred compensation plan under Code Section 457(b) for which the Participant provides information that is accepted by the Employer, then the Elective Deferrals, to the extent in excess of the applicable limitation and adjusted for earnings, shall be distributed to the Participant no later than April 15 following the calendar year in which the excess Elective Deferral was made.

(b) If a Participant who made contributions to both the Pre-Tax Contribution Account and Roth Contribution Account for a calendar year has excess amount for that year, the excess amounts will be distributed out of the Roth Contribution Account first, unless the Participant elects to instead have the excess amounts distributed first out of the Pre-Tax Contribution Account.

ARTICLE VI: ACCOUNTING

Section 6.01. Participant Accounts.

The fund Administrator shall establish and maintain adequate records to reflect the Accounts of each Participant and Beneficiary. Credits and charges shall be made to such Accounts to reflect additions, distributions, and withdrawals, and to reflect gains or losses pursuant to the terms of each Investment Fund. The maintenance of individual Accounts is for accounting purposes only, and a segregation of Plan assets to each Account shall not be required.

Section 6.02. Participant Statements.

The Fund Sponsor(s) shall provide to each Participant a quarterly statement reflecting the value of the Participant's Account(s) as of the end of each quarter and shall provide similar information to the Administrator upon its request.

Section 6.03. Value of Account.

The value of the Account of a Participant as of any valuation date is the value of the Account balance as determined by the Fund Sponsor. All transactions and Account records shall be based on fair market value.

ARTICLE VII: INVESTMENT OF CONTRIBUTIONS

Section 7.01. Fund Sponsors and Investment Funds.

(a) All Contributions under the Plan shall be transferred to the Fund Sponsor(s) to be held, managed, invested and distributed in accordance with the provisions of the Plan and the Investment Funds as applicable. All benefits under the Plan shall be distributed solely from the Investment Funds, and the System and/or Employer shall have no liability for any such benefits other than the obligation to make Contributions as provided in the Plan.

(b) Participants' Accounts shall be invested in one or more of the Investment Funds available to Participants under this Plan, as selected by the Administrator and communicated to

Participants. The Administrator's current selection of Fund Sponsor(s) and Investment Funds is not intended to limit future additions or deletions of Fund Sponsor(s) or Investment Funds.

(c) A Participant shall have the right to direct the investment of his or her Account by filing the Applicable Form with the Administrator. A Participant may change his or her investment election as often as determined by the Administrator. A Participant may elect to transfer all or any portion of his or her Accounts invested in any one Investment Fund to another Investment Fund, subject to the limitations of the Investment Fund(s), by filing a request on the Applicable Form with the Administrator or by such other means that may be provided for by the Administrator.

Section 7.02. Default Investments.

If a Participant does not have a valid and complete investment direction on file with the Administrator on the Applicable Form, Contributions may be invested in a default fund selected by the Administrator in its sole discretion, until the Participant makes an affirmative election regarding the investment of his or her Account.

ARTICLE VIII: TRUST

Section 8.01. Trust Fund.

All Contributions under the Plan shall be transferred to the Trustee to be held in Trust as part of the Trust Fund in accordance with the provisions of the Plan and the Investment Funds, as applicable. All assets held in connection with the Plan, including all Contributions, all property and rights acquired or purchased with such amounts, and all income attributable to such amounts, property or rights, shall be held in, managed, invested and distributed in Trust as part of the Trust Fund, in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust Fund, and the System and/or Employer shall have no liability for any such benefits other than the obligation to make Contributions as provided in the Plan.

Section 8.02. Trust Status.

The Trust Fund shall be held in Trust for the exclusive benefit of Participants and Beneficiaries under the Plan in accordance with Code Section 457(g). No part of the Trust Fund shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries, and for defraying the reasonable expenses of the Plan and Trust. The Trust is exempt from tax pursuant to Code Sections 457(g)(2) and 501(a).

ARTICLE IX: DISTRIBUTIONS

Section 9.01. Distribution Restrictions.

(a) Except as otherwise provided in this Article IX, a Participant is not entitled to a distribution of his or her Accounts under the Plan until the earlier of (i) the Participant's Severance from Employment, or (ii) the calendar year in which the Participant attains age fifty-nine and one-half (59 ½).

(b) If a Participant had a Severance from Employment solely because he or she is performing service in the uniformed services as described in Code Section 3401(h)(2)(A), and the Participant receives a distribution under the Plan because of such Severance from Employment, the Participant may not make Elective Deferrals to the Plan for the six (6) month period beginning on the date of the distribution.

(c) If a Participant has a Rollover Contributions Account, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the Rollover Contributions Account.

(d) A Participant may submit a request for distribution to the Administrator on the Applicable Form. The Employer shall certify that the Participant has had a Severance from Employment, if applicable.

(e) If TRS has received a QILDRO, as described in Section 16.01(b), pending with respect to a Participant's Account, TRS may, in its discretion, put a hold on approving any distribution to the Participant until the QILDRO is entered and accepted by TRS or the QILDRO has been withdrawn.

(f) Notwithstanding the provisions of this Section 9.01 to the contrary, provided the Participant completes an Applicable Form and the Administrator receives the properly completed Applicable Form within ninety (90) days following the date of the Participant's initial enrollment, the Participant may elect to receive a distribution of contributions (excluding Discretionary Matching Contributions, if any), pursuant to Section 4.02(a), which shall be adjusted by the Administrator for earnings or losses and distributed to the Participant.

Section 9.02. Payment Options.

(a) Subject to Section 9.04, the terms of the Investment Funds, and any restrictions established by the System, a Participant may elect to receive his or her Account under any form of payment offered by the Administrator.

(b) To the extent permitted by the Investment Funds, the Administrator may make a lump sum payment of an Account without the consent of the Participant or Beneficiary if his or her Account balance does not exceed Five Thousand Dollars (\$5,000) or if different, the dollar limit under Code Section 411(a)(11), provided that to the extent the Account balance exceeds One Thousand Dollars (\$1,000), or if different, the dollar amount under Code Section 401(a)(31)(B)(i)(I), such distribution shall be made in a direct rollover to an individual retirement plan designated by the Administrator, unless the Participant elects to have such distribution paid directly to an eligible retirement plan specified by the Participant in a direct rollover or to receive the distribution directly in a lump sum. For this purpose, the value of a Participant's or Beneficiary's Account balance shall not include any amounts in his or her Rollover Contribution Account. Any lump sum payments made under this Section 9.02(b) shall be made in a uniform and nondiscriminatory manner.

Section 9.03. Death Benefit.

If a Participant dies before distribution of his or her Account commences, his or her Account shall be payable to his or her Beneficiary(ies) under the payment options available under the Investment Fund(s), subject to Code Section 401(a)(9).

Section 9.04. Required Distribution Rules.

The provisions of this Section 9.04 take precedence over any inconsistent provisions of the Plan. All distributions under this Plan shall be made in accordance with Code Section 401(a)(9), and the regulations promulgated thereunder, including the incidental death benefit rules under Code Section 401(a)(9)(G), and shall comply with the following rules.

(a) Distributions may only be made over one of the following periods (or combination thereof):

- (1) The life of the Participant;
- (2) The life of the Participant and a designated Beneficiary;
- (3) A period certain not extending beyond the life expectancy of the Participant;

or

(4) A period certain not extending beyond the joint and last survivor life expectancy of the Participant and designated Beneficiary.

(b) A Participant's Accounts shall be distributed to the Participant beginning no later than April 1 of the calendar year following the calendar year in which the Participant attains age seventy-two (72) or, if later, April 1 of the calendar year following the calendar year that the Participant has a Severance from Employment.

(c) Upon the death of the Participant, the following distribution provisions shall take effect:

(1) If the Participant dies after distribution of his or her Account(s) begins, any remaining portion of the Account(s) shall continue to be distributed at least as rapidly as under the method of distribution in effect at the time of the Participant's death.

(2) If the Participant dies before distributions of his or her Account(s) begins and the Participant has no designated Beneficiary(ies), the Participant's Account(s) under the Plan shall be distributed by December 31 of the calendar year containing the fifth (5th) anniversary of the Participant's death.

(3) If the Participant dies before distribution of his or her Account(s) begin and any portion of his or her Account(s) are payable to a designated Beneficiary, the designated Beneficiary may elect for the Participant's Account(s) to be distributed (i) by December 31 of the calendar year containing the fifth (5th) anniversary of the Participant's death, or

(ii) beginning no later than December 31 of the calendar year immediately following the calendar year in which the Participant died, over the life of the designated Beneficiary or over a period not exceeding the life expectancy of the designated Beneficiary. If the designated Beneficiary is the surviving Spouse, the Beneficiary may elect to delay payment under subparagraph (ii) until December 31 of the calendar year in which the Participant would have attained age seventy-two (72). If the designated Beneficiary does not elect a method of distribution as provided above, the Participant's Account(s) shall be distributed in accordance with subparagraph (i).

(4) Any distribution required under the incidental death benefit requirements of Code Section 401(a) shall be treated as distributions required under this Section 9.04(c).

(d) The Administrator shall be solely responsible for complying with the provisions of this Section 9.04. The Administrator shall calculate the amounts required to be distributed to a Participant under this Section and notify such Participant of such distributions at least sixty (60) days prior to the date distributions must begin.

Section 9.05. Unforeseeable Financial Emergency Distributions.

(a) If permitted by the applicable Investment Fund, a Participant who has not had a Severance from Employment, and who has taken or exhausted all other available in-service withdrawals from the Plan, may request and receive a distribution for an Unforeseeable Financial Emergency from his or her Account including Discretionary Employer Contributions, and Elective Deferrals.

(b) Any distribution made because of the Participant's Unforeseeable Financial Emergency shall not exceed the amount reasonably necessary to relieve the Participant's need, including any anticipated taxes or penalties associated with such distribution.

(c) The Participant's distribution request shall specify the reason for the Unforeseeable Financial Emergency and specify the amount the Participant wishes to withdraw to meet the need caused by the Unforeseeable Financial Emergency.

(d) A distribution on account of Unforeseeable Financial Emergency shall not be made to the extent that such emergency is or may be relieved through reimbursement or compensation from insurance or otherwise, by liquidation of the Participant's assets to the extent the liquidation of such assets would not itself cause severe financial hardship, or by cessation of Elective Deferrals under the Plan.

(e) The Administrator shall determine based on uniform and nondiscriminatory standards whether an Unforeseeable Financial Emergency exists based on the facts and circumstances and in accordance with the claim procedures of the Plan.

(f) The Administrator shall take such steps as appropriate to coordinate Unforeseeable Financial Emergency distributions, including collection of information from Fund Sponsors, and transmission of information requested by any Fund Sponsor.

(g) The Administrator may charge a reasonable fee for processing Unforeseeable Financial Emergency distributions.

Section 9.06. Transfer to Defined Benefit Governmental Plan.

(a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Code Section 414(d)) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account transferred to the defined benefit governmental plan, subject to the terms of the Investment Fund(s). A transfer under this Section may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under this Section only if the transfer is either for the purchase of permissive service credit (as defined in Code Section 415(n)(3)(A)) under the receiving defined benefit governmental plan or a repayment to which Code Section 415 does not apply by reason of Code Section 415(k)(3).

(c) Notwithstanding paragraph (a), no portion of the Participant's Account attributable to Roth Contributions or Roth Rollover Contributions may be transferred under this Section 9.06.

Section 9.07. Plan to Plan Transfer

A Participant may elect to transfer all of a portion of his or her Account prior to the Participant's separation from employment, from this Plan to another section 457(b) plan, provided the transferee plan will accept the transfer, and further provided that the transferee plan is maintained by the Participant's employer. It is the sole responsibility of the individual requesting a transfer of vested amounts to register for the transfer, complete all necessary paperwork, and pay applicable fees, if any.

ARTICLE X: LOANS

Section 10.01. Availability of Participant Loans.

Loans are not permitted under the Plan.

ARTICLE XI: VESTING

A Participant shall be one hundred percent (100%) Vested in his or her Accounts at all times.

ARTICLE XII: ROLLOVERS FROM THIS PLAN

Section 12.01. Definitions for this Article.

For purposes of this Article, the following definitions shall apply.

(a) “Direct Rollover” means an Eligible Rollover Distribution that is paid directly to an Eligible Retirement Plan for the benefit of the Distributee.

(b) “Distributee” means a Participant, the Spouse of the Participant, or the Participant’s former Spouse who is the Alternate Payee under a Qualified Illinois Domestic Relations Order (QILDRO) as defined in 40 ILCS 5/1-119, and a Participant’s non-Spouse Beneficiary, any of whom is eligible to receive a distribution from the Plan.

(c) “Eligible Retirement Plan,” as defined under Code Section 402(c)(8)(B), means:

- (1) an individual retirement account described in Code Section 408(a);
- (2) an individual retirement annuity (other than an endowment contract) described in Code Section 408(b);
- (3) any annuity plan described in Code Section 403(a);
- (4) a plan described in Code Section 403(b);
- (5) a qualified plan described in Code Section 401(a);
- (6) a Code Section 457(b) eligible deferred compensation plan which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state;
- (7) a Roth individual retirement account described in Code Section 408A(e) provided the Distributee’s adjusted gross income does not exceed any limit applicable under federal law for the tax year in which the distribution occurs; and
- (8) a SIMPLE IRA described in Code Section 408(p)(1), provided that the rollover contribution is made after the two (2) year period described in Code Section 72(t)(6).

In the case of a distribution to a non-spouse Beneficiary, and Eligible Retirement Plan means the plans described in subparagraphs (1) and (2) only, to the extent consistent with the provisions of Code Section 402(c)(11) and any successor provisions thereto or additional guidance issued thereunder.

(d) “Eligible Rollover Distribution,” as defined in Code Section 402(f)(2)(A), means any distribution of all or any portion of the balance to the credit of the Distributee under the Plan, excluding the following:

- (1) any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or the life expectancy) of the Distributee or the joint lives (or joint life expectancies) of the Distributee and the Distributee’s designated beneficiary, or for a specified period of ten (10) years or more;

(2) any distribution to the extent such distribution is required under Code Section 401(a)(9);

(3) the portion of any distribution that is not includible in gross income; however, a portion of a distribution will not fail to be an eligible rollover distribution merely because the portion consists of after-tax employee contributions that are not includible in gross income, although such portion may be transferred only to an individual retirement account or annuity described in Code Section 408(a) or (b) or to a qualified retirement plan described in Code Section 401(a) that agrees to separately account for amounts so transferred (and earnings thereon), including separately accounting for the portion of the distribution that is includible in gross income and the portion of the distribution that is not so includible;

(4) any distribution which is made upon the financial hardship of the Participant; and

(5) other items designated by regulations, or by the commissioner in revenue rulings, notices, or other guidance, as items that do not constitute an eligible rollover distribution.

Section 12.02. Direct Transfer of Eligible Rollover Distribution.

A Distributee may elect on an Applicable Form to have an Eligible Rollover Distribution paid directly to an Eligible Retirement Plan as specified by the Distributee in a Direct Rollover, at the time and in the manner prescribed by the Administrator. An Eligible Rollover Distribution that is paid to an Eligible Retirement Plan in a Direct Rollover is excludable from the Distributee's gross income under Code Section 402; provided, however, if any portion of such Eligible Rollover Distribution is subsequently distributed from the Eligible Retirement Plan, that portion shall be included in gross income to the extent required under Code Section 402, 403, or 408.

Section 12.03. Mandatory Withholding of Eligible Rollover Distributions.

(a) If the Distributee of an Eligible Rollover Distribution does not elect to have the Eligible Rollover Distribution paid directly from the Plan to an Eligible Retirement Plan in a Direct Rollover pursuant to Code Section 401(a)(31), the Eligible Rollover Distribution shall be subject to a mandatory twenty percent (20%) federal income tax withholding under Code Section 3405(c). Only that portion of the Eligible Rollover Distribution that is not paid directly from the Plan to an Eligible Retirement Plan in a Direct Rollover shall be subject to the mandatory withholding requirement under Code Section 3405(e), and only to the extent such amount would otherwise be includible in the Distributee's taxable gross income.

(b) If a Distributee elects to have an Eligible Rollover Distribution paid to the Distributee, the distribution may be excluded from gross income of the Distributee provided that said distribution is contributed to an Eligible Retirement Plan no later than the sixtieth (60th) day following the day on which the Distributee received the distribution.

(c) If the Plan distribution is not an Eligible Rollover Distribution, said distribution shall be subject to the elective withholding provisions of Code Section 3405(a) and (b).

Section 12.04. Explanation of Plan Distribution and Withholding Requirements.

Not fewer than thirty (30) days nor more than one hundred eighty (180) days before an Eligible Rollover Distribution, the Administrator shall provide each Distributee a written explanation as required under Code Section 402(f), which explains the rules:

(a) under which Distributee may elect to have an Eligible Rollover Distribution paid in a Direct Rollover to an Eligible Retirement Plan;

(b) that require the withholding of tax on an Eligible Rollover Distribution if it is not paid in a Direct Rollover to an Eligible Retirement Plan;

(c) that provide that a distribution shall not be subject to tax if the distribution is rolled over to an Eligible Retirement Plan within sixty (60) days after the date the Distributee receives the distribution; and

(d) if applicable, certain special rules regarding taxation of the distribution as described in Code Sections 402(d) and (e).

Notwithstanding the above, a distribution may begin fewer than thirty (30) days after the notice discussed in the preceding sentence is given, provided that the Administrator clearly informs the Participant that he or she has a right to a period of at least thirty (30) days after receiving the notice to consider the decision of whether or not to elect a distribution and the Participant, after receiving a notice, affirmatively elects a distribution.

ARTICLE XIII: ADMINISTRATION OF THE PLAN

Section 13.01. Authority of the Administrator.

The Administrator is responsible for enrolling Participants in the Plan, sending Contributions for each Participant to the selected Fund Sponsor(s), and performing the duties required for operation of the Plan. The Administrator shall have all power necessary or convenient to enable it to exercise its authority under the Plan. In connection therewith, the Administrator may provide rules and regulations, not inconsistent with the provisions hereof, for the operation and management of the Plan, and may from time to time amend or rescind such rules or regulations. The Administrator is authorized to accept service of legal process for the Plan.

Section 13.02. Responsibility of the Employer.

The Employer is responsible for entering into Salary Reduction Agreements with Participants and timely remitting Contributions to the Plan, monitoring contribution limits as provided in Section 5.03 for any Participant who is or has been a participant in one or more other eligible plans within

the meaning of Code Section 457(b), and such other responsibilities as may be delegated to Employer by the Administrator from time to time.

Section 13.03. Powers of the Administrator.

The Administrator shall have the power and discretion to construe and interpret the Plan, including any ambiguities, to determine all questions of fact or law arising under the Plan, and to resolve any disputes arising under and all questions concerning administration of the Plan. The Administrator may correct any defect, supply any omission or reconcile any inconsistency in the Plan in such manner and to such extent as the Administrator may deem expedient and, subject to the Plan's claims procedures, the Administrator should be the sole and final judge of such expediency. Benefits under the plan shall be paid only if the Administrator decides in its discretion that the Participant or Beneficiary is entitled to them.

Without limiting the generality of the foregoing, the Administrator shall have the following powers and duties:

- (a) to require any person to furnish such information as it may request for the purpose of the proper administration of the Plan as a condition to receiving any benefit under the Plan;
- (b) to make and enforce such rules and regulations and prescribe the use of such forms as it shall deem necessary for the efficient administration of the Plan;
- (c) to interpret the Plan and to resolve ambiguities, inconsistencies and omissions;
- (d) to decide all questions concerning the Plan and the eligibility of any Eligible Individual to participate in the Plan;
- (e) to determine the amount of benefits which shall be payable to any person in accordance with the provisions of the Plan;
- (f) to determine the methods and procedures for the implementation and use of any automated telephone, computer, internet, intranet or other electronic or automated system adopted by the Employer for purposes of Plan administration, including, without limitation, for receiving and processing enrollments and instructions with respect to the investment of assets allocated to a Participant's Account or Rollover Account and for such other purposes as may be designated from time to time.

Section 13.04. Delegation by Administrator.

The Administrator may delegate to an individual, committee, or organization to carry out its fiduciary duties or other responsibilities under the Plan. Any such individual, committee or organization delegated fiduciary duties shall be a fiduciary until the Administrator revokes such delegation. A delegation of the Administrator duties or responsibilities may be revoked without cause or advance notice. Such individual, committee, or organization shall have the same power and authority with respect to such delegated fiduciary or other responsibilities as the Administrator has under the Plan.

Section 13.05. Employment of Consultants

The Administrator may employ one (1) or more persons to render advice with regard to its responsibilities under the Plan.

**ARTICLE XIV: REQUESTS FOR INFORMATION
AND CLAIMS PROCEDURES**

Section 14.01. Requests for Information Concerning Eligibility, Participation and Contributions.

Requests for information concerning eligibility, participation, contributions, or any other aspects of the operation of the Plan, and service of legal process, should be in writing and directed to the Administrator of the Plan.

Section 14.02. Requests for Information Concerning Investment Funds.

Requests for information concerning the Investment Funds and their terms, conditions, and interpretations thereof, claims thereunder, and any requests for review of such claims, should be in writing and directed to the Fund Sponsor(s).

Section 14.03. Processing of Claims.

An aggrieved party must first exhaust all claims remedies and procedures established by the System's designated third-party plan administrator. Within thirty-five (35) days from the date of the third-party plan administrator's final disposition of the claim from which review is sought, a Participant or Beneficiary adversely affected by such claim disposition may file a written request for review in accordance with applicable provisions of 80 Ill. Admin. Code 1650.

ARTICLE XV: AMENDMENT AND TERMINATION

Section 15.01. Amendment and Termination.

While it is expected that the Plan shall continue indefinitely, the System reserves the right to amend, freeze, or terminate the Plan, or to discontinue any time, by action of the Board.

Section 15.02. Adverse Effects.

Any amendment or termination of the Plan cannot adversely affect the benefits accrued by Participants prior to the date of amendment or termination. The Plan may not be amended in a manner that violates any provision of the Code.

Section 15.03. Distribution Upon Termination of the Plan.

The System shall have the right to completely terminate this Plan, subject to any statutory requirements, at any time and in its sole discretion. In such a case, the System shall arrange for

suitable distribution of Plan assets, including the possibility of transfer to another 457 plan or plans. The Trustee shall not be required to pay out any asset of the Trust Fund to Participants and Beneficiaries or a successor plan upon termination of the Trust until the Trustee has received written confirmation from the System (i) that all provisions of the law with respect to such termination have been complied with, and, (ii) after the Trustee has made a determination of the fair market value of the assets of the Plan, that the assets of the Plan are sufficient to discharge when due all obligations of the Plan required by law. The Trustee shall rely conclusively upon such written certification and shall be under no obligation to investigate or otherwise determine its propriety.

ARTICLE XVI: MISCELLANEOUS

Section 16.01. Non-Alienation.

(a) A Participant's Account under the Plan shall not be liable for any debt, liability, contract, engagement, or tort of the Participant or his or her Beneficiary, nor subject to anticipation, sale, assignment, transfer, encumbrance, pledge, charge, attachment, garnishment, execution, alienation, or any other voluntary or involuntary alienation or other legal or equitable process, nor transferable by operation of law.

(b) Notwithstanding paragraph (a), pursuant to 40 ILCS 5/1-119, a Participant's Account shall be paid to an Alternate Payee as directed in a Qualified Illinois Domestic Relations Order ("QILDRO"), provided that the QILDRO is properly filed with the System. A QILDRO is an Illinois court order that (i) creates or recognizes the existence of an alternate payee's right to receive all or a portion of a Participant's accrued benefits in the Plan, (ii) is issued pursuant to 40 ILCS 5/1-119 and Section 503(b)(2) of the Illinois Marriage and Dissolution of Marriage Act, and (iii) meets the requirements of 40 ILCS 5/1-119 and the System's administrative rules as applicable, 80 Ill. Admin. Code 1650.1110 *et seq.*

(c) Notwithstanding paragraph (a), the Plan shall offset from the benefit otherwise payable to a Participant or his or her Spouse such amounts as are permitted to be offset under a court order, civil judgment, or settlement agreement in accordance with Code Section 401(a)(13)(C).

Section 16.02. Military Service.

(a) Notwithstanding any provisions of this Plan to the contrary, contributions, benefits, and service credit with respect to qualified military service shall be provided in accordance with USERRA, the HEART Act, Code Section 414(u), and Code Section 401(a)(37). For purposes of this section, "qualified military service" means any service in the uniformed services as defined in USERRA by any individual if such individual is entitled to reemployment rights under USERRA with respect to such service.

(b) A Participant whose employment is interrupted by qualified military service or who is on a leave of absence for qualified military service may elect to make Elective Deferrals upon resumption of employment with the Employer up to the maximum Elective Deferrals that the

Participant could have elected during that period if the Participant's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Participant during the period of the interruption or leave. Except to the extent provided under Code Section 414(u), this right applies for the lesser of (i) five (5) years following the resumption of employment or (ii) a period equal to three (3) times the period of the interruption or leave. Such Elective Deferrals by the Participant may only be made during such period and while the Participant is reemployed by the Employer.

(c) If a Participant timely resumes employment with the Employer in accordance with USERRA, the Employer shall make the Discretionary Matching Contributions and Discretionary Nonelective Contributions, if any, that would have been made if the Participant had remained employed during the Participant's qualified military service. Discretionary Matching Contributions and Discretionary Nonelective Contributions must be made no later than ninety (90) days after the date of reemployment or when Discretionary Matching Contributions and Discretionary Nonelective Contributions are normally due for the year in which the qualified military service was performed, if later.

(d) To the extent provided under Code Section 401(a)(37), in the case of a Participant whose employment is interrupted by qualified military service and who dies while performing qualified military service, the survivor of such Participant shall be entitled to any additional benefit (other than benefit accruals) provided under the Plan as if the Participant timely resumed employment in accordance with USERRA and then, on the next day, terminated employment on account of death.

(e) A Participant whose employment is interrupted by qualified military service or who is on a leave of absence for qualified military service and who receives a differential wage payment within the meaning of Code Section 414(u)(12)(D) from the Employer shall be treated as an Employee of the Employer who is a Participant eligible to make Elective Deferrals during such service and the differential wage payment shall be treated as Compensation and Includible Compensation. This provision shall be applied to all similarity situated individuals in a reasonably equivalent manner.

Section 16.03. Limitation of Rights and Obligations.

Neither the establishment nor maintenance of the Plan, nor any amendment thereof, nor the purchase of any insurance contract, nor any act or omission under the Plan or resulting from the operation of the Plan shall be construed:

(a) as conferring upon any Participant, Beneficiary or any other person any right or claim against the System, Employer, Administrator, or Trust, except to the extent that such right or claim shall be specifically expressed and provided in the Plan;

(b) as a contract or agreement between the System and/or the Employer and any Participant or other person; or

(c) as an agreement, consideration, or inducement of employment or as effecting in any manner or to any extent whatsoever the rights or obligations of the System, the Employer, or any Employee to continue or terminate the employment relationship at any time.

Section 16.04. Federal and State Taxes.

It is intended that the Discretionary Employer Contributions and Pre-Tax Contributions, plus any earnings thereunder, are excludable from gross income for federal and state income tax purposes until paid to Participants or Beneficiaries, and that Roth Contributions and Earnings thereunder are excludable from gross income for deferral and state income tax purposes when paid to Participants or Beneficiaries to the extent that they are Qualified Distributions. However, the Administrator does not guarantee that any particular federal or state income, payroll, or other tax consequence will occur as a result of participation in this Plan.

Section 16.05. Erroneous Payments.

If the Administrator or Fund Sponsor makes any payment that according to the terms of the Plan and the benefits provided hereunder should not have been made, the Administrator or Fund Sponsor may recover that incorrect payment, by whatever means necessary, whether or not it was made due to the error of the Administrator or Fund Sponsor, from the person to whom it was made or from any other appropriate party. For example, if any such incorrect payment is made directly to a Participant, the Administrator or Fund Sponsor may deduct it when making any future payments directly to that Participant.

Section 16.06. Missing or Lost Participants.

In the event that the Administrator does not have current contact information for or is unable to identify a Participant or Beneficiary under the Plan, the Administrator shall make reasonable attempts to determine the address and identity of the Participant or Beneficiary entitled to benefits under the Plan. A reasonable attempt to locate a missing or lost Participant or Beneficiary shall include (i) providing notice to the Participant at the Participant's last known address via certified mail; (ii) determining whether the Employer's records or the records of another plan maintained by the Employer has a more current address for the Participant; (iii) attempting to contact any named Beneficiary of the Participant; and (iv) searching for the missing Participant via free electronic search tools, such as Internet search engines, public record databases, obituaries, and social media. If such search methods are unsuccessful, based on the facts and circumstances, the Administrator may use other search methods, including using Internet search tools, commercial locator services, credit reporting agencies, information brokers, investigation databases, and analogous services that may involve charges. The Administrator may charge missing Participants and Beneficiaries reasonable expenses for efforts to find them. If a Participant or Beneficiary has not been located after reasonable efforts have been made, then any benefit to which the Participant or Beneficiary is entitled under the Plan shall be deposited in an Individual Retirement Account established in the Participant's or Beneficiary's name.

Section 16.07. Liability.

The System shall satisfy any liability actually and reasonably incurred by any members of the Board or any person to whom any power, authority, or responsibility of the System is delegated pursuant to Section 13.03, except a Fund Sponsor or other service provider. The right of indemnification exists under the regulations or bylaws of the System's Board of Trustees, under any provision of law, or under any other agreement; provided, however, that the System will not satisfy any such liability to the extent that the person did not act in good faith. Except to the extent otherwise provided above, the System is an entity not authorized by Illinois law to provide indemnification to any party. Accordingly, except as provided above, the System shall at no time or for any reason be required to indemnify any party in connection with the Plan; provided, however, that the System is not relieved of any enforceable obligations that the System may have under the Plan.

Section 16.08. No Reversion.

Under no circumstances or conditions will any Contributions revert to, be paid to, or inure to the benefit of, directly or indirectly, the System or the Employer, but shall be held for the exclusive purpose of providing benefits to Participants and their Beneficiaries and defraying the reasonable expenses of administering the Plan. However, if Contributions are made by the System or the Employer by mistake of fact, these amounts and, if applicable, any interest earned therein, may be returned to the System or Employer, as applicable, within one year of the date that they were made.

Section 16.09. Finality of Determination.

All determinations under the Plan are made on the basis of the records of the System and the Employer, and all determinations made are final and conclusive upon Employees, former Employees, and all other persons claiming a benefit under the Plan.

Section 16.10. Claims of Other Persons.

The provisions of the Plan will not be construed as giving any Participant or any other person, firm, or corporation, any legal or equitable right against the System or Employer, its trustees, officers, employees, or directors, except the rights as specifically provided for in this Plan or created in accordance with the terms and provisions of this Plan.

Section 16.11. Counterparts.

The Plan may be executed in any number of counterparts, each of which shall be deemed to be an original. All counterparts shall constitute but one and the same instrument and shall be evidenced by any one counterpart.

IN WITNESS WHEREOF, the Board of Trustees of the System has caused this Plan to be adopted as of the Effective Date.

APPENDIX A: APPROVED VENDORS

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS
SUPPLEMENTAL SAVINGS PLAN**

The current selection of Fund Sponsor(s) is not intended to limit future additions or deletions of Fund Sponsor(s). The Administrator from time to time may add or delete Fund Sponsor(s) which shall be effective on the date adopted by the Administrator and shall be reflected in a revised Appendix A.

A. Approved Fund Sponsor(s)

Effective _____, the Fund Sponsors under the Plan are:

I.

Dated this _____ day of _____, _____.


CERTIFICATE OF ADOPTION

THE BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS hereby adopts the TEACHERS' RETIREMENT SYSTEM OF THE STATE ILLINOIS SUPPLEMENTAL SAVINGS PLAN in the form attached hereto, effective October 29, 2019

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

By: 
Dr. Carmen Ayala, Board Chair

Date: October 29, 2019

Attest: 
Richard W. Ingram, Executive Director

Date: October 29, 2019

AMENDED October 30, 2020

THE BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS hereby amends the TEACHERS' RETIREMENT SYSTEM OF THE STATE ILLINOIS SUPPLEMENTAL SAVINGS PLAN adopted October 29, 2019, in the form attached hereto, effective October 30, 2020.

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

By: _____

Devon Bruce, Board Chair

Date: ~~November~~ December 2, 2020

Attest: _____

Stan Rupnik, Acting Executive Director

December 2, 2020
Date: ~~November~~ December 2, 2020

AMENDED October 29, 2021

THE BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS hereby amends the TEACHERS' RETIREMENT SYSTEM OF THE STATE ILLINOIS SUPPLEMENTAL SAVINGS PLAN adopted October 29, 2019, in the form attached hereto, effective October 29, 2021.

BOARD OF TRUSTEES OF THE TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

By: 
Matthew Hunt, Board Chair

Date: November 2, 2021

Attest: 
Stan Rupnik, Executive Director

Date: November 2, 2021

EMPLOYER BULLETIN

TRS SUPPLEMENTAL SAVINGS PLAN EMPLOYER OVERVIEW

October 2021



Teachers' Retirement System will launch its new Supplemental Savings Plan (SSP) in January 2022. The System will stagger the implementation of the plan in order to provide employers and members more time to learn about this optional retirement savings plan for eligible members.

This guide is designed to provide TRS employers with the information they need to understand the basics of the SSP as well as their responsibilities under state law in implementing the plan.

1. What is the TRS Supplemental Savings Plan?

The TRS Supplemental Savings Plan is a tax-favored retirement savings vehicle that is intended to supplement the retirement benefits provided by the TRS defined benefit plan. The tax-favorable features of the plan are provided by federal tax laws and regulations regarding "eligible deferred compensation plans" under Section 457(b) of the Internal Revenue Code.

Unlike the traditional TRS defined benefit plan, participation in, and contributions to, the SSP are voluntary for eligible TRS members. In addition, employers can elect to make discretionary contributions to help their employees save for retirement.

The TRS SSP is enabled by Section 16-204 of the Illinois Pension Code, which was enacted by Public Act 100-769, effective August 10, 2018. The TRS Board of Trustees adopted the TRS SSP plan document, effective October 29, 2019, and amended it on October 30, 2020.

The TRS SSP is not a 403(b) tax-sheltered annuity plan. Although many of the contribution, investment and distribution features are similar to 403(b) plans. The federal tax laws that apply to the SSP are different and contributions to a 403(b) plan do not affect how much an employee can contribute to the SSP. On the other hand, contributions to other 457(b) plans in which the employee participates do affect what can be contributed to the SSP. An employer is permitted to offer the TRS SSP alongside an already existing 403(b) plan or 457(b) plan.

2. Who can participate in the TRS SSP?

Active TRS employees of eligible employers can participate. An SSP-eligible employee is a **full-time** or **part-time contractual** TRS member who is a teacher as defined in Section 16-106 of the Illinois Pension Code. TRS members who are substitutes, part-time non-contractual or extra duty only are not eligible to participate in the TRS SSP.

(more)



Retired and inactive TRS members are not eligible to participate in the SSP.

An eligible employer is a TRS employer subject to Article 16 of the Illinois Pension Code. Eligible employers do not include non-governmental tax-exempt organizations, which include the Illinois Education Association, the Illinois Federation of Teachers and the Illinois Association of School Boards. While these employers have an educational purpose, they are not government employers.

3. When and how does an employer adopt the SSP?

Adoption Requirement

All eligible employers are required under Section 16-204 of the Illinois Pension Code to adopt the TRS SSP. Specifically, Section 16-204 indicates, “*All employers must comply with the reporting and administrative functions established by the System and are required to implement the benefits established under this Section.*”

Employees will not be eligible to participate in the SSP unless their employer has adopted the SSP. TRS has not established a deadline for adoption of the SSP at this time. A sample resolution and SSP Employer Participation Agreement is located on the TRS website at:

www.trsil.org/employers/Supplemental-Savings-Plan.

Adoption Process

The governing body or head of each participating employer must approve the adoption of the SSP and memorialize the approval by completing a resolution to adopt the plan and the Supplemental Savings Plan Employer Participation Agreement. The resolution and agreement must be signed and dated by a duly authorized representative of the employer.

The completed forms should be uploaded using the secure Document Upload area within the Employer Access area on the TRS website. A dropdown menu has been added to the secure Document Upload area with an option for the SSP Employer Participation Agreement. Do not return the Employer Participation Agreement to TRS until the agreement is formally adopted. The TRS Employer Services Department will review the documents and contact the employer if any issues arise.

Employers with Existing 457(b) Plans

Employers that have an existing 457(b) plan have a choice whether to offer the TRS SSP alongside their existing plans or to have the TRS SSP replace their existing plans. TRS will not advise employers as to whether an employer should or should not replace their existing plan.

To offer the TRS SSP alongside the existing plans, employers should check box (1) in the “Type of Adoption and Effective Date” section of the Participation Agreement. If an employer decides to replace their existing plan with the TRS SSP, TRS and Voya will work with the employer and the employer’s recordkeeper for the existing plan on transferring plan assets from the existing plan to the TRS SSP. The employer would work with the existing recordkeeper to amend the plan documents and contracts for purposes of terminating the existing plan. Employers who plan to replace their existing plan with the TRS SSP should contact the TRS Chief Benefits Officer at chief_benefits_officer@trsil.org.

4. When can employees start making elective deferrals?

Employees will be eligible to enroll and set their elective deferral amounts after the employer adopts the SSP by returning the signed Participation Agreement and the employees’ information is subsequently transmitted to the TRS recordkeeper, Voya Financial.

The earliest an employee will be able to elect their deferral amount is January 10, 2022 for an initial contribution deferral effective on or after March 1, 2022. After March 1, 2022, changes to deferrals and new deferrals will be effective the 1st of every month.

5. What does payroll testing involve?

Employers may report SSP contributions to TRS in one of two ways:

Data Entry/Replication Process

This method initially requires employers to create an SSP contribution report by entering employee data manually using the TRS Gemini System. After the first SSP contribution report is submitted and posted to TRS, then future SSP contribution reports may be replicated from your previous SSP contribution report in the TRS Gemini System.

Any additions/deletions/changes needed would be made manually by the employer prior to submission to TRS. This method would be appropriate for employers who expect a small volume of SSP participants (<100) where manual changes will be insignificant.

If you use this method for reporting SSP contributions, payroll testing will **not** need to be performed. TRS already has vetted this process. Those employers that already use the data entry/replication process for reporting in the defined benefit plan will automatically be set up to use this method for the SSP.

File Upload Process

This method requires your payroll vendor or your internal Information Technology (IT) staff, depending on who makes changes to your payroll software, to create a separate SSP defined contribution file when each of your payrolls are generated to be submitted through the TRS Gemini System. This method requires your payroll vendor or your internal IT staff to coordinate testing this file through a TRS Employer Representative. TRS will begin testing SSP files with payroll vendors in December 2021.

The SSP file format requirements are located on the Gemini Resources page on the TRS website and labeled [“File Format instructions.”](#) TRS will work with the payroll vendors and internal IT staff to resolve any issues prior to the submission of any contribution files. If file upload testing is not fully completed by the time contributions are due, employers may use the data entry/replication process to report the contributions.

6. What kind of elective deferrals can employees make?

Participating employees will be able to elect to defer pre-tax and/or Roth after-tax contributions to the SSP beginning the week of January 10, 2022 by registering online at trsilssp.voya.com or by calling the TRS SSP Service Center at (844) 877-4572.

At this time, elective deferrals only can be designated as flat dollar amounts per pay period. The elective deferrals will apply to each employer if an employee works for more than one eligible employer. Deferrals designated as a percentage of compensation will be allowed at a future date. The minimum dollar amount that an employee can electively defer per pay period is \$30. Please note that Roth elective deferrals are immediately taxable as gross income and should be reported as taxable wages on Form W-2, Box 12, Code “EE”.

Elective deferrals may be deducted from “compensation.” Generally, for SSP purposes, “compensation” means all cash compensation for services to the employer, including salary, wages, fees, commissions, bonuses, and overtime pay that is includible in the employee’s gross income for the calendar year. Compensation also includes deductions from cash compensation for purposes of contributing to a 403(b) plan, a 457(b) plan, a cafeteria benefit plan or a qualified transportation fringe benefit plan.

“Compensation” does not include amounts “picked up” by the employer within the meaning of Code 414(h). Compensation includes post-termination pay that is paid by the later of two and a half months after the date of termination or the end of the calendar year of termination.

Post-termination pay must be either (1) pay that would have been paid to the employee if she or he had continued working that would have been regular wages, overtime wages, commissions, bonuses, or other

similar payments; or (2) a payment for unused accrued bona fide sick leave, vacation or other leave, but only if the employee would have been able to use the leave if employment had continued and it would have been counted as compensation if paid prior to termination.

7. What kind of discretionary contributions can employers make?

Discretionary Matching and/or Non-elective Contributions

The Employer Participation Agreement gives employers the option to contribute discretionary matching contributions or discretionary non-elective contributions on behalf of the employee. Discretionary matching contributions are made only when the employee makes elective deferrals. Discretionary non-elective contributions are made regardless of whether the employee makes elective deferrals. Discretionary contributions can currently be made as a flat amount on a per pay period basis only. Participants are 100 percent vested in all contributions including employer contributions.

Discretionary Contributions Determined Year-by-Year

Employers that indicate on the Employer Participation Agreement they will make discretionary matching contributions or discretionary non-elective contributions as designated for each plan year must annually submit a board resolution or other document that formally sets forth the amount or rate of the matching or non-elective contribution. Alternatively, the board resolution can provide that the rates or amounts apply beginning as of a certain plan year until a new board resolution is submitted. In either case, the board resolution or other document should be received by TRS prior to July 1st of the first applicable plan year.

8. What is the employer's role in administering the SSP?

Generally, the employer is responsible for three functions to ensure proper administration of the SSP – employment status reporting, contribution processing, and contribution limit monitoring.

Employment Status Reporting

Employers are required to report employment status accurately to TRS so employee eligibility to participate in the TRS SSP can properly be determined. Participation is limited to active TRS-eligible employees who are full-time or part-time contractual. Substitutes, part-time noncontractual or extra duty only employees are not eligible. Therefore, timely employment and termination reporting is crucial to proper administration. Please note, employees who are brand new to TRS membership must be reported to TRS in the defined benefit plan before the employee will be eligible to enroll and make elective deferrals in the SSP.

Elective Deferral and Employer Contribution Processing

Employers are required to enter into salary reduction agreements with participating employees and timely remit any elective deferrals and employer discretionary contributions to TRS.

The TRS SSP website enrollment process accessed by SSP eligible employees at trsillssp.voya.com will constitute the salary reduction agreement process (no separate form is necessary).

The employer is required to honor the terms of the salary reduction agreement and send the employee's elective deferral to TRS as soon as administratively possible, but no later than 15 business days after the payroll period end date. Elective deferrals generally apply to compensation paid on or after the first of the month following the month in which the salary reduction agreement is submitted.

Contribution Limit Monitoring

Annual 457(b) Contribution Limit

Employees are permitted to contribute up to the annual 457(b) limits as set by the Internal Revenue Service for a calendar year.

The maximum amount that a participant under the age of 50 can contribute to the SSP in 2021 is \$19,500, including any employer contributions. Any employer discretionary matching contribution or discretionary non-elective contribution will reduce, dollar for dollar, the amount that an employee can electively defer in any given calendar year.

Employers should monitor the annual 457(b) limits by taking into account the employee's age (see Age 50+ Catch-Up below) and any discretionary contributions being made on behalf of the employee. Employers should have payroll systems in place that will cease contributions if the limit is reached.

Age 50+ Catch-Up

Employees who will turn age 50 by the end of the calendar year are eligible for the "Age 50+ Catch-Up", which is an additional contribution allowance over the regular annual limit that is set by the IRS on a calendar year basis. The Age 50+ Catch-Up amount for 2021 is \$6,500 (that annual limit becomes \$26,000). A participant eligible for the Age 50+ Catch-Up will have to elect to make additional deferrals under the Age 50+ Catch-Up at trsillssp.voya.com. Employees may have both the regular deferral and an Age 50+ Catch-Up contribution at the same time.

Special 457 Three-Year Catch-Up

If an employee has not made the maximum contribution to his or her account in prior years, he or she may be eligible for the Special 457 Three-Year Catch-Up option. This allows an employee to elect to contribute up to twice the annual contribution limit to the SSP during the three calendar years prior to the year in which they reach the plan's definition of "Normal Retirement Age." The Normal Retirement Age is generally any age designated by the employee that is not lower than the earliest age at which he or she can retire under the defined benefit retirement plan with an unreduced retirement benefit (Age 60 for Tier 1 or Age 67 for Tier 2) and not higher than age 72.

However, if the employee continues to work beyond age 72 and had not made the Special 457 Three-Year Catch-Up election by age 72, the Normal Retirement Age shall be the age designated by the participant but shall not be later than the age the participant separates from service.

If an employee is eligible for both the Age 50+ Catch-Up and the Special 457 Three-Year Catch-Up, he or she can elect the one that yields a higher limit, but not both. If the employee is eligible, the Special 457 Three-Year Catch-Up election is made by filling out a form and submitting it to TRS for approval.

Aggregate Contribution Limits

If the employee also participates in another 457(b) plan, such as a 457(b) plan sponsored by the employer or the State of Illinois Deferred Compensation Plan, contributions made to those plans count toward the annual 457(b) limit. 403(b) plan contributions are not aggregated with 457(b) plan contributions for limiting monitoring purposes. Employers will need to monitor employee and employer 457(b) contributions to administer the aggregate contribution limit across multiple 457(b) plans for their participating employees.

9. Will new TRS-eligible employees be automatically enrolled into the SSP in January 2022?

No. Public Act 102-0540 indicates, "As soon as is practicable on or after January 1, 2022, the System shall automatically enroll any employee who first becomes an active member or participant in the System." TRS is implementing the SSP in a phased approach. The first phase will **not** include automatic enrollment into the SSP.

The first phase of the SSP being implemented in January 2022, will allow already existing active SSP-eligible employees to voluntarily elect to contribute to the SSP if their employer has adopted the SSP. SSP-eligible employees who want to contribute to the SSP have to enter into a Salary Reduction Agreement by register-



ing online at trsilssp.voya.com or by calling the TRS SSP Service Center at (844) 877-4572 in order for their employer to have the authority to deduct SSP contributions from their salary.

TRS will notify each employer which of their employees have voluntarily entered into a salary reduction agreement on the SSP Deferrals Report. The SSP Deferrals Report can be obtained from the TRS Gemini System beginning in February 2022. A notification email will also be sent to the authorized SSP contact on file for the employer when changes are made by employees.

The second phase of the SSP will automatically enroll new SSP-eligible members into the SSP at 3 percent of their pre-tax gross compensation, unless the member otherwise instructs Voya Financial that he/she chooses to opt-out within a certain time frame. Further information will be provided to all eligible employers once the automatic enrollment process is further developed.

TRS anticipates that all notices required allowing new SSP-eligible employees the ability to opt out of the SSP will be provided by Voya Financial directly to the employee. The employer will be notified of new automatic enrollments or changes to automatic enrollments through the SSP Deferrals Report.

10. Will training be provided to employers on the TRS SSP?

Yes. Employer webinar training is expected to take place beginning in December 2021. Please watch for Employer Bulletins announcing TRS SSP training.

11. My employer has already adopted the TRS SSP and submitted the Participation Agreement to TRS. What are the next steps?

Please complete the Authorized Contact form.

TRS will need to have the most up-to-date information about your SSP contacts. This form is located on the TRS website at www.trsil.org/employers/Supplemental-Savings-Plan. The completed form should be uploaded using the secure Document Upload area within your Employer Access Account on the TRS website.

Watch for TRS SSP Webinar Training Dates.

Employer webinar training will begin in December 2021. Please watch for Employer Bulletins announcing TRS SSP Employer webinar training.

Access your TRS Deferrals Report beginning in February 2022.

The TRS Deferrals Report will first be available in February 2022 for contribution effective dates beginning on March 1, 2022. Use this report to make the appropriate SSP pre-tax and/or after-tax Roth payroll deductions for any participant enrollments in the SSP. Accessing the TRS Deferrals Report will be covered in future Employer Webinar training.

12. Who do I contact if I have questions about the SSP?

All questions should be directed to the TRS Employer Services Department at (888) 678-3675 or via email at employers@trsil.org.



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LISLE COMMUNITY UNIT SCHOOL DISTRICT #202
FINANCIAL REPORT
December 2021

	Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF/Social Security		Capital Projects	Working Cash	Tort
						IMRF	Social Security			
BEGINNING FUND BALANCE										
w/o STUDENT ACTIVITY FUNDS	19,784,067.95	10,560,729.31	1,108,228.32	1,179,071.51	2,409,079.26	233,247.49	279,273.35	3,205,227.47	809,211.24	0.00
REVENUES										
JULY	16,892,618.57	14,071,368.94	1,505,457.27	266,034.36	571,203.30	231,598.40	242,031.29	45.28	2,445.58	2,434.15
AUGUST	4,095,753.07	3,417,330.07	363,028.87	62,531.14	140,357.23	54,430.91	56,883.28	36.80	582.73	572.04
SEPTEMBER	11,166,392.70	9,354,569.88	999,048.66	165,266.90	350,208.21	143,869.54	150,354.84	12.83	1,549.77	1,512.07
OCTOBER	2,299,044.39	815,512.67	49,851.38	4,317.20	171,520.17	3,732.80	3,902.72	1,250,098.96	69.47	39.02
NOVEMBER	572,812.28	514,733.20	38,395.06	4,089.37	8,111.74	3,531.58	3,692.57	152.97	68.88	36.91
DECEMBER	553,714.68	511,834.48	24,012.09	2,699.21	10,175.19	2,328.34	2,434.60	159.26	47.18	24.33
JANUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	35,580,335.69	28,685,349.24	2,979,793.33	504,938.18	1,251,575.84	439,491.57	459,299.30	1,250,506.10	4,763.61	4,618.52
EXPENDITURES										
JULY	1,278,025.88	262,893.56	262,197.00	260,125.00	12,041.64	38,088.00	35,900.00	404,346.53	0.00	2,434.15
AUGUST	2,998,266.40	2,655,824.12	219,840.55	0.00	968.02	39,393.30	36,689.97	44,978.40	0.00	572.04
SEPTEMBER	2,783,818.48	2,256,670.55	237,107.23	0.00	100,362.57	42,661.36	41,174.71	104,329.99	0.00	1,512.07
OCTOBER	4,032,398.18	3,474,052.98	217,101.84	0.00	252,495.05	40,928.49	41,180.80	6,600.00	0.00	39.02
NOVEMBER	2,924,029.43	2,441,122.57	219,533.83	0.00	179,247.45	40,344.04	41,622.73	2,121.90	0.00	36.91
DECEMBER	4,097,214.41	2,321,335.43	202,531.97	1,240,125.00	229,212.98	38,947.67	39,713.03	25,324.00	0.00	24.33
JANUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEBRUARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MARCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APRIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUNE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB- TOTAL	18,113,752.78	13,411,899.21	1,358,312.42	1,500,250.00	774,327.71	240,362.86	236,281.24	587,700.82	0.00	4,618.52
ENDING FUND BALANCE										
w/o STUDENT ACTIVITY FUNDS	37,250,650.86	25,834,179.34	2,729,709.23	183,759.69	2,886,327.39	432,376.20	502,291.41	3,868,032.75	813,974.85	0.00
LIABILITIES	67,460.25	7,360.25	60,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING LIABILITY & FUND BALANCE	37,318,111.11	25,841,539.59	2,789,809.23	183,759.69	2,886,327.39	432,376.20	502,291.41	3,868,032.75	813,974.85	0.00

LISLE COMMUNITY UNIT SCHOOL DISTRICT NO. 202
MONTHLY TREASURER'S REPORT
December 31, 2021

		IMRF/Social Security									
		Total All Funds	Educational	Operations & Maintenance	Debt Services	Transportation	IMRF	Social Security	Capital Projects	Working Cash	Tort
ISDLAF+/PMA - 101 ACCOUNT											
12/1/21	LIQ Beginning Balance (1121)	756,699.31	(1,329,546.12)	46,789.98	199,731.98	37,615.87	(6,754.14)	1,844.51	1,692,107.46	114,909.77	-
	Monthly Transactions	1,233,468.39	2,707,530.35	102,034.68	(189,932.28)	116,369.08	29,823.71	24,955.41	(1,485,832.93)	(71,479.63)	-
12/31/21	LIQ Ending Balance (1121)	1,990,167.70	1,377,984.23	148,824.66	9,799.70	153,984.95	23,069.57	26,799.92	206,274.53	43,430.14	-
12/1/21	MAX Beginning Balance (1122)	26,095,461.09	18,995,825.82	1,890,070.60	778,758.24	2,019,676.40	307,393.91	346,892.95	1,312,715.08	444,128.09	-
	Monthly Transactions	(12,003,543.37)	(9,238,637.91)	(836,277.60)	(709,368.77)	(929,344.52)	(144,043.68)	(157,128.84)	147,867.22	(136,609.27)	-
12/31/21	MAX Ending Balance (1122)	14,091,917.72	9,757,187.91	1,053,793.00	69,389.47	1,090,331.88	163,350.23	189,764.11	1,460,582.30	307,518.82	-
12/1/21	Investment Beginning Balance (1210)	13,991,299.14	9,969,809.54	1,030,968.53	442,695.26	1,047,772.91	168,355.76	190,832.38	885,974.95	254,889.81	-
	Monthly Transactions	7,223,891.10	4,719,504.01	555,502.48	(338,230.36)	593,706.88	77,565.79	94,854.90	1,312,911.81	208,075.59	-
12/31/21	Investment Ending Balance (1210)	21,215,190.24	14,689,313.55	1,586,471.01	104,464.90	1,641,479.79	245,921.55	285,687.28	2,198,886.76	462,965.40	-
Total Ending Balance - 101 Account		37,297,275.66	25,824,485.69	2,789,088.67	183,654.07	2,885,796.62	432,341.35	502,251.31	3,865,743.59	813,914.36	-
OTHER CASH, DEPOSITS & ACCOUNTS RECEIVABLE											
	Imprest Fund (1110)	10,800.00	10,000.00	500.00		300.00					
	Flex Spending (1150)	5,000.00	5,000.00								
	Deposits (1910)	2,000.00							2,000.00		
	Accrued Revenue (1950)	3,035.45	2,053.90	220.56	105.62	230.77	34.85	40.10	289.16	60.49	
12/31/21	Other Cash, Dep. & AR Ending Balance	20,835.45	17,053.90	720.56	105.62	530.77	34.85	40.10	2,289.16	60.49	-
Total Cash, Investments & Deposits		37,318,111.11	25,841,539.59	2,789,809.23	183,759.69	2,886,327.39	432,376.20	502,291.41	3,868,032.75	813,974.85	-



 David Wilkinson, Treasurer

1/10/2022

 Date

FOR DISCUSSION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: First Reading of Board Policies – PRESS 108

BACKGROUND DATA: Included in your packet is a copy of the policies scheduled for first reading by the Board. Where appropriate, in the attached policies revisions/additions are marked by **GREEN highlighted text** while proposed deletions are noted with **RED highlighted text**.

Review of Policies from PRESS Issue 108

- a. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- b. 2:20 Powers and Duties of the Board of Education; Indemnification
- c. 2:105 Ethics and Gift Ban
- d. 2:110 Qualifications, Term, and Duties of Board Officers
- e. 2:120 Board Member Development
- f. 2:220 Board of Education Meeting Procedure
- g. 2:260 Uniform Grievance Procedure
- h. 3:40 Superintendent
- i. 3:50 Administrative Personnel Other Than the Superintendent
- j. 3:60 Administrative Responsibility of the Building Principal
- k. 4:60 Purchases and Contracts
- l. 4:120 Food Services
- m. 4:160 Environmental Quality of Buildings and Grounds
- n. 4:170 Safety
- o. 4:175 Convicted Child Sex Offender; Screening; Notifications
- p. 5:10 Equal Employment Opportunity and Minority Recruitment
- q. 5:20 Workplace Harassment Prohibited
- r. 5:30 Hiring Process and Criteria
- s. 5:50 Drug-Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- t. 5:90 Abused and Neglected Child Reporting
- u. 5:100 Staff Development Program
- v. 5:120 Employee Ethics; conduct; and Conflict of Interest
- w. 5:125 Personal Technology and Social Media; Usage and Conduct
- x. 5:150 Personnel Records
- y. 5:185 Family and Medical Leave
- z. 5:200 Terms and Conditions of Employment and Dismissal
- aa. 5:220 Substitute Teachers
- bb. 5:250 Leaves of Absence
- cc. 5:330 Sick Days, Vacation, Holidays, and Leaves
- dd. 6:20 School Year Calendar and Day
- ee. 6:50 School Wellness
- ff. 6:60 Curriculum Content
- gg. 6:120 Education of Children with Disabilities
- hh. 6:135 Accelerated Placement Program

- ii. 6:180 Extended Instructional Programs
- jj. 6:300 Graduation Requirements
- kk. 6:340 Student Testing and Assessment Program
- ll. 7:10 Equal Educational Opportunities
- mm. 7:20 Harassment of Students Prohibited
- nn. 7:30 Student Assignment
- oo. 7:60 Residence
- pp. 7:70 Attendance and Truancy
- qq. 7:80 Release Time for Religious Instruction/Observance
- rr. 7:150 Agency and Police Interviews
- ss. 7:160 Student Appearance
- tt. 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- uu. 7:190 Student Behavior
- vv. 7:200 Suspension Procedures
- ww. 7:210 Expulsion Procedures
- xx. 7:240 Conduct Code for Participants in Extracurricular Activities
- yy. 7:250 Student Support Services
- zz. 7:260 Exemptions from Physical Education
- aaa. 7:290 Suicide and Depression Awareness Prevention
- bbb. 7:310 Restrictions on Publication; Elementary Schools
- ccc. 7:315 Restrictions on Publications; High Schools
- ddd. 7:340 Student Records
- eee. 7:345 Use of Educational Technologies; Student Data Privacy and Security
- fff. 8:100 Relations with Other Organizations and Agencies.

FINANCIAL IMPACT: N/A

RECOMMENDATION: N/A

SUGGESTED MOTION: N/A

Document Status: Draft Update - New

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

New/Unpublished Section

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

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

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. [PRESSPlus6](#)

LEGAL REF.:

105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

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

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed* per *Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses *likely* in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-E2, *Student Handbook Checklist*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*; (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

PRESSPlus 6. Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#), and evaluating the Superintendent.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving, when required, School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

As the corporate entity charged by law with governing a school district, each School Board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the Board. The *Illinois Association of School Boards* has identified the following Foundational Principles of Effective Governance for guidance:

1. The Board Clarifies the District Purpose

As its primary task, the Board continually defines, re-defines and articulates district ends to answer the recurring question – who get what benefits for how much?

2. The Board Connects with the Community

The School Board engages in an ongoing two-way conversation with the entire community. The purpose of the conversation is to enable the board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for continuous improvement, and to inform the community of the district's performance.

3. The Board Employs the Superintendent

The Board employs and evaluates one person – the Superintendent – and holds that person accountable for the performance of the school district. The Board delegates authority to the Superintendent for employing and evaluating district staff.

4. The Board Delegates Authority

The Board delegates authority to the Superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate Board ends and defines operating limits.

5. The Board Monitors Performance

The Board constantly monitors progress toward district ends and compliance with written Board policies.

6. The Board Takes Responsibility for Itself

The Board, collectively and individually, takes full responsibility for Board activity and behavior. Board deliberations and actions are limited to Board work, not staff work.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), [5/21B-85](#), and [5/27-1](#).

[115 ILCS 5/](#), Ill. Educational Labor Relations Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), [4:165 \(Awareness and Prevention of Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:30 \(Hiring Process and Criteria\)](#), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/21B-85(a). **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/21B-85(b). **Issue 108, November 2021**

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are

customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [26 U.S.C. §501\(c\)\(3\)](#).

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 LCS 430/1-5](#).

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

“**Prohibited source**” means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

“**Gift**” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act ([5 ILCS 430/70-5](#)), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual’s conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District’s administrative office.

LEGAL REF.:

[105 ILCS 5/22-90 \(final citation pending\)](#), [PRESSPlus1](#)

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as “any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

Document Status: Draft Update

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

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

1. Preside at all regular and closed meetings other than committees;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, subject to Board approval;
4. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act; ~~and~~
7. Administer the oath of office to new Board members; ~~and~~
8. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, is completed for the Superintendent. [PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a one-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 for a one-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. 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;
4. 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;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. 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.

Recording Secretary

The Board shall appoint a Recording Secretary for a one year term:

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 Recording Secretary 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 either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

4. Furnish a bond, which shall be approved by a majority of the full Board;
5. Maintain custody of school funds;
6. Maintain records of school funds and balances;
7. Prepare a monthly reconciliation report for the Superintendent and Board; and
8. Receive, hold, and expend District funds only upon the order of the Board.

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, [5/10-21.9](#), and 5/17-1, and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

PRESSPlus Comments

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

Document Status: Draft Update

2:120 Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of Board of Educations.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

Document Status: Draft Update

2:220 Board of Education Meeting Procedure

Agenda

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

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may suggest agenda items to the Board President for his or her consideration. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

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

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

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

Minutes

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

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. The "summary of discussion" in the minutes must include sufficient data so that either the public body or a court examining its minutes will be able to ascertain what, in fact, was discussed, the substance of that discussion, and what, if any, action was taken.
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

At least semi-annually Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. ^{PRESSPlus1} The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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

The official minutes are in the custody of the Board Secretary. A copy of the minutes is kept in a secure location appropriate for valuables. Open meeting minutes are available for inspection during regular office hours within 10 calendar days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 calendar days after the Board approves them; the minutes will remain posted for at least 60 calendar days.

Verbatim Record of Closed Meetings

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

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

Individual Board members may access verbatim recordings in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

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

Quorum and Participation by Audio or Video Means

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

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

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

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

purposes of making this determination.

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

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order: Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

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

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

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

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

PRESSPlus Comments

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement (1) as required by law, ~~or this policy,~~ or any collective bargaining agreement. (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery PRESSPlus1 as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by ~~first class U.S. mail~~ registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Jan Law, Dir. of Student Services

Gen Law, Dir. of Student Services
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Complaint Managers:

Jeff Howard, Principal Lisle High School
Dave Keamey, Principal Lisle Junior High
Melissa Payne, Principal Lisle Elementary
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Mr. David Wilkinson,
Dir. Of Finance
5211 Center Avenue, Lisle, IL 60532
630/493-8000

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

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

29 U.S.C. §206(d), Equal Pay Act. ~~Age Discrimination in Employment Act.~~

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.

42 U.S.C. §2000e et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act).

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

~~Americans With Disabilities Act,~~ 42 U.S.C. §12101 et seq., Americans With Disabilities Act.

~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~

~~Equal Pay Act, 29 U.S.C. §206(d).~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

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

~~Illinois Genetic Information Privacy Act,~~ 410 ILCS 513/, Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act,~~ 740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

~~Illinois Human Rights Act,~~ 775 ILCS 5/, Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act,~~ 820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

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

~~Employee Credit Privacy Act, 820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/25~~

23 Ill.Admin.Code §§1.240, ~~and~~ 200.40, 226.50, and 226.570.

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

PRESSPlus Comments

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

Document Status: Draft Update

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus1](#)

The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with [State law](#), the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, [5/10-21.9](#), 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

[5 ILCS 120/7.3, Open Meetings Act.](#)

[23 Ill.Admin.Code §§1.310, 1.705, and 25.355.](#)

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:30 \(Hiring Process and Criteria\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

Document Status: Draft Update

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

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

Qualifications

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

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

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

Administrative Work Year

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

Compensation and Benefits

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

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

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

LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A-4](#).

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

CROSS REF: [3:60](#) (Administrative Responsibility of the Building Principal), [4:165](#) ([Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#)), [4:175](#) ([Convicted Child Sex Offender; Screening; Notifications](#)), [5:30](#) (Hiring Process and Criteria), [5:90](#) ([Abused and Neglected Child Reporting](#)), [5:120](#) ([Employee Ethics; Conduct; and Conflict of Interest](#)), [5:150](#) ([Personnel Records](#)), [5:210](#) ([Resignations](#)), [5:250](#) ([Leaves of Absence](#)), [5:290](#) ([Employment Termination and Suspensions](#)) [PRESSPlus1](#)

~~ADOPTED: July 20, 2015~~

PRESSPlus Comments

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

Document Status: Draft Update

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is to oversee the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

Student Voter Registration

The Board directs the District's administration to provide students with an opportunity to learn and practice the principles of civic responsibility. This goal may be advanced by offering the service of voter registration to eligible students.

The Building Principal and Assistant Principal and the Building Principal and Assistant Principal's designee may be appointed deputy registrars by the county clerk. If appointed, the Building Principal and Assistant Principal and the Building Principal and Assistant Principal's designee may accept voter registrations of eligible students in the high school.

The Building Principal and Assistant Principal or designee who becomes a deputy registrar shall comply with the voter registration rules and regulations of the DuPage County Election Commission.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with [Section 24A-15 of the School Code](#) and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.](#) [PRESSPlus1](#)

[10 ILCS 5/4-6.2, Election Code.](#)

[105 ILCS 127/, School Reporting of Drug Violations Act.](#)

[23 Ill.Admin.Code Parts 35 and 50, Subpart D.](#)

CROSS REF.: [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender: Screening; Notifications\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics: Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus2](#)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

Document Status: Draft Update

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney 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 not included in the budget require prior Board approval, except in an emergency. The Superintendent or designee shall notify the Board of all contracts in excess of \$25,000 within 30 days after execution, even if included in the annual budget and exempt from State law bidding requirements.

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 Conservation.
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 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 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 5/24-5](#): (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 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 Ill. Department of Public Health rules or order of a local health official.
9. After 1-1-23, 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. [PRESSplus1](#)

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. [PRESSPlus2](#)

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., 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), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see www.isbe.net/gata. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

4:120 Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

B. Russell National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Child Nutrition Act of 1966, [42 U.S.C. §1771](#) *et seq.*

[7 C.F.R. Parts 210](#) and [220](#), Nutrition Standards in the National School Lunch and School Breakfast Programs.

[105 ILCS 125/](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: February 23, 2015

Document Status: Draft Update

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#)
Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330.](#)

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, **or school support personnel, or a parent/guardian.** [PRESSPlus1](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE) [29 Ill.Admin.Code Part 1500](#).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting

device, and

3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within their district in certain situations. This transfer option is unavailable in this District because the District has only one school or grade center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Closed Campus

It is important to the welfare and safety of students that their whereabouts be controlled during the school day.

The Board authorizes the Superintendent and the District's administrators to provide and implement procedures for closed campus schools. Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Building Principal.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act, ~~implemented by~~ 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; [Management and Recovery](#)), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

Document Status: Draft Update

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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

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

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

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

Notification to Parents/Guardians

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

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

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

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

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105

ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status, PRESSPlus1 use of lawful products while not at work; being a victim of domestic violence, sexual violence, of gender violence, or any other crime of violence, PRESSPlus2 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

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

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

Nondiscrimination Coordinator:

Jen Law, Dir. of Student Services
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Complaint Managers:

Jeff Howard, Principal Lisle High School	Mr. David Wilkinson,
Dave Keamey, Principal Lisle Junior High	Dir. Of Finance
Melissa Payne, Principal Lisle Elementary	
5211 Center Avenue, Lisle, IL 60532	5211 Center Avenue, Lisle, IL 60532
630/493-8000	630/493-8000

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

Minority Recruitment

Our hiring practices shall reflect our desire to recruit and retain talented employees whose skill sets enhance excellence in education as well as a culturally rich and diverse perspective.

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

discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

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

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

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

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

775 ILCS 5/1-103, [5/2-101](#), 5/2-102, [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and 5/6-101, Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

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

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to

obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, PRESSPlus1 disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

Nondiscrimination Coordinator:

Jen Law, Dir. of Student Services
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Complaint Managers:

Jeff Howard, Principal Lisle High School
Dave Keamey, Principal Lisle Junior High
Melissa Payne, Principal Lisle Elementary
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Mr. David Wilkinson,
Dir. Of Finance
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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

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

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

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

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

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

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

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

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

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

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

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

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

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

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

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

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

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004), 2009).

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

Document Status: Draft Update

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education 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. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#)

All applicants must complete a District application 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, ~~or for purposes of clarifying the information,~~ 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. [PRESSPlus2](#) 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 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 policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

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

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. 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 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, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, 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.

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

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), 5:32 (Nepotism), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at www.iasb.com. Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at:

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

Document Status: Draft Update

5:50 Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

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

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

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

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

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

As a condition of employment, each employee shall:

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

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

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

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.

4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to provide grade-relevant education about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

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

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

E-Cigarette is short for electronic cigarette and shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, [720 ILCS 675/1](#)(a-9).

District Action Upon Violation of Policy

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

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

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

LEGAL REF.:

[42 U.S.C. §12114](#), Americans With Disabilities Act, ~~42 U.S.C. §12114~~.

[21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act, ~~21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15~~.

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988, ~~41 U.S.C. §8101 et seq.~~

[20 U.S.C. §7101 et seq.](#), Safe and Drug-Free School and Communities Act of 1994, ~~20 U.S.C. §7101 et seq.~~

[30 ILCS 580/](#), Drug-Free Workplace Act.

[105 ILCS 5/10-20.5b](#).

[410 ILCS 82/](#), Smoke Free Illinois Act.

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

[410 ILCS 705/1-1 et seq.](#), Cannabis Regulation and Tax Act.

[720 ILCS 675](#), Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[23 Ill.Admin.Code §22.20](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:190 (Prohibited Student Conduct), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

Document Status: Draft Update

5:90 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 22, [PRESSPlus1](#), an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 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 Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) 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 report.cybertip.org/ or www.missingkids.org. The Superintendent 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 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 three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*, [PRESSPlus2](#) The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

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 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.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing ~~When the Superintendent he or she~~ has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she 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 ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.~~ 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.

Special School 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA'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 Board of Education; Indemnification*. [PRESSPlus3](#)

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](#).

[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 Board of Education; Indemnification), [3:40 \(Superintendent\)](#), [3:50 \(Administrative Personnel Other Than the Superintendent\)](#), [3:60 \(Administrative Responsibility of the Building Principal\)](#), [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 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:200 \(Terms and Conditions of Employment and Dismissal\)](#), [5:290 \(Employment Terminations and Suspensions\)](#), [6:120 \(Education of Children with Disabilities\)](#), [6:250 \(Community Resource Persons and Volunteers\)](#), [7:20 \(Harassment of Students Prohibited\)](#), [7:150 \(Agency and Police Interviews\)](#)

PRESSPlus Comments

PRESSPlus 1. State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. [20 ILCS 1305/1-17\(b\)](#).

However, [105 ILCS 5/14-1.02](#), amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language. **Issue 108, November 2021**

PRESSPlus 2. *Erin's Law*, [105 ILCS 5/10-23.13](#), amended by P.A. 102-610. For additional *Erin's Law* requirements and definitions, see policies [4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#); [5:100, Staff Development Program](#); [5:120, Employee Ethics; Conduct; and Conflict of Interest](#); and [6:60, Curriculum Content](#). See also the footnotes of these policies at **PRESS** Online by logging in at [www.iasb.com](#). **Issue 108, November 2021**

PRESSPlus 3. [105 ILCS 5/21B-85\(a\)](#) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and

neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board; Indemnification* for more information. **Issue 108, November 2021**

Document Status: Draft Update

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting): [PRESSPlus1](#)

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. ~~5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training as follows:~~

~~a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, Abused and Neglected Child Reporting);~~

~~b. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, Abused and Neglected Child Reporting);~~

~~c. Informing educators about the recommendation in the Erin's Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting);~~

6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally

responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel that fosters a continuing dialogue regarding multicultural education, cross-cultural communication and diversity issues and develops cultural competency, including understanding and reducing implicit bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
14. For nurses, administrators, [school guidance](#), [PRESSPlus2](#) counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Tuition Reimbursement

"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), and [5/24-5](#).

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

[105 ILCS 150/25](#), Seizure Smart School Act.

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20, 226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

Implicit bias means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Document Status: Draft Update

5:120 Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, sexual misconduct. Sexual misconduct [PRESSPlus4](#) is (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 include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting. [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Ill. [inois](#) Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;

5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with [Section 22-5 of the School Code](#), "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District unless authorized by the Superintendent.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Guidance Counselor Gift Ban [PRESSPlus7](#)

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity.

Consulting Activities

After application to and with the approval of the Superintendent, staff members may be released with full pay to serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium, but may accept a reasonable fee for preparation done outside of the working day. The employee or the School District or institution receiving the services may be responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred.

Any consulting, professional development or other professional involvement activity shall be undertaken with the understanding that such activity shall not interfere with the staff member's responsibilities to the District and that anyone engaging in such activities shall speak as an individual unless specifically directed by the Board to speak for the District.

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Ill. ~~inois~~ Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101](#), Ill. Governmental Ethics Act.

[5 ILCS 430/](#), State Officials and Employee Ethics Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[50 ILCS 135/](#), Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, [5/10-23.13](#), and [5/22-5](#), and [5/22-90](#) (final citation pending).

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. ~~inois~~ Educators.

[Pickering v. Board of Township H.S. Dist. 205](#), 391 U.S. 563 (1968).

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

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 4:60 (Purchases and Contracts), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), [7:20 \(Harassment of Students Prohibited\)](#)

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 7. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. **Issue 108, November 2021**

Document Status: Draft Update

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

Definitions

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

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

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

Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. 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*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. 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.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

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

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

[820 ILCS 55/10, Right to Privacy in the Workplace Act](#).

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

[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)

~~ADOPTED: October 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

5:150 Personnel Records

Maintenance and Access to Records^{PRESSPlus1}

Please refer to the following current agreements:

"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

"Agreement Between the Classified Employees Association of Lisle and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

For employees not covered by these agreements:

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

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. 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. Anyone authorized by State or federal law.
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^{PRESSPlus2}

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 shall:^{PRESSPlus3}

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,^{PRESSPlus4} but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

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.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student

PRESSPlus Comments

PRESSPlus 1. Subheadings are added for clarity. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 3. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html.

Consult the board attorney about what “or has probable cause to believe, has engaged in sexual misconduct” means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an “alleged incident of sexual abuse” as 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. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

Document Status: Draft Update

5:185 Family and Medical Leave

Leave Description

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

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, with the year measured by the rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks that was not used during the immediately preceding twelve months.

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

While FMLA leave is normally unpaid, the District may substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. [PRESSPlus1](#) In addition, a All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000²⁵⁰ [PRESSPlus2](#) hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work. This requirement may be waived by the Superintendent or designee on a case-by-case basis.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

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

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf. **Issue 108, November 2021**

PRESSPlus 2. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

Document Status: Draft Update

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable [individual employment contract](#) or [PRESSPlus1](#) collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch, Work Year/Work Day, Salary, Assignments and Transfers, Dismissal, Evaluation

Please refer to the following current agreement:

"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in [105 ILCS 5/14-1.09a](#).

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1](#) through [24A-20](#).

820 ILCS 260/, [Nursing Mothers in the Workplace Act](#)^{1 et seq.}

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudemill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

Document Status: Draft Update

5:220 Substitute Teachers

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

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

1. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
2. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, [PRESPlus1](#), a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board establishes a daily rate of pay for substitute teachers. Upon completion of thirty (30) days of substitute assignments in the District during a school year, the substitute teacher shall be paid an additional sum per day determined by the Board.

Substitute teachers receive only monetary compensation for time worked and no other benefits.

Long term substitute assignments shall be categorized as planned or unplanned. A planned long term substitute assignment is one for which the District has prior knowledge with expectations that the assignment will exceed thirty (30) days in length. An unplanned long term substitute assignment is one for which the duration of the assignment is not known at the outset of the assignment.

A substitute teacher for a long term planned assignment shall be paid at the daily rate based upon placement of the substitute teacher on the appropriate step on the current salary schedule as determined by the Superintendent. The daily rate shall be calculated by dividing the amount of the assigned step on the current salary schedule by one hundred eighty one (181).

For substitute assignments of thirty (30) days or less and long term unplanned assignments, a substitute teacher shall be paid at the regular daily rate for substitute teachers until the tenth (10th) consecutive day of substituting for the same absent teacher in the same instructional program. From the eleventh (11th) day through the thirtieth (30th) day, the substitute teacher shall be paid an additional sum determined by the Board. For days in excess of thirty (30) days, the substitute teacher shall be paid at the daily rate calculated by dividing the base salary amount (BA+0) of the current salary schedule by one hundred eighty one (181).

A record of days worked by each substitute teacher shall be kept in the payroll office.

Internal Substitutes

"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

Short-Term Substitute Teachers

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

Emergency Situations

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

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

Document Status: Draft Update

5:250 Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave/Religious Leave, Leave of Absence Without Pay, Association Leave, Lobbying Leave, Adoption Leave

Please refer to the following current agreement:

"Agreement Between the Lisle Education Association and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

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

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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

Parental Leave

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

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

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

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

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-

employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

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

Leave for Employment in Department of Defense

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, ~~or~~ gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

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

LEGAL REF.:

[10 ILCS 5/13-2.5](#).

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. Other crime of violence means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

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

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

Sick and Bereavement Leave, Vacation, Holidays, Personal Leave, General Unpaid Leaves, Child Care Leave, Association Leave, Accident or Injury Leave, Family Medical Leave

Please refer to the following current agreement:

"Agreement Between the Classified Employees Association of Lisle and the Board of Education Lisle Community Unit School District No. 202 DuPage County, Illinois."

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. Leave for Service in the General Assembly. [PRESSPlus1](#)
3. School Visitation Leave
4. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence. [PRESSPlus2](#)
5. Child Bereavement Leave
6. Leave to serve as an election judge.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist.1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist.1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

PRESSPlus Comments

PRESSPlus 1. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. Issue **108, November 2021**

PRESSPlus 2. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

[10 ILCS 5/11-4.1](#).

[5 ILCS 490/](#), [State Commemorative Dates Act](#), [PRESSPlus1](#)

[23 Ill.Admin.Code §1.420\(f\)](#).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual and distributed to students and their parents/guardians through student handbooks, and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with

the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan [PRESSPlus2](#)

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

Document Status: Draft Update

6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. [PRESSPlus2](#) Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. ^{Q1}
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. [PRESSPlus3](#)
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) democratic principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois) freedom, justice, and equality, [PRESSPlus4](#) (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. [PRESSPlus5](#) For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District*

Experiences; Course Substitutions; Re-Entering Students and 7:260, Exemption from Physical Education.

9. In all schools, health education must be stressed, including: [PRESSPlus6](#) (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed [PRESSPlus7](#) sexual abuse and assault awareness and prevention education in all grades. [PRESSPlus8](#) The Superintendent shall implement a comprehensive health education program in accordance with State law. [Q2](#)
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. [Q3](#)
12. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject. [PRESSPlus9](#)
13. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. [PRESSPlus10](#)
14. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. [PRESSPlus11](#)
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and and (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America. [PRESSPlus12](#) (g) Illinois history.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles,

and contributions of women.

17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, and the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. [PRESSPlus13](#)
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
19. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. [PRESSPlus14](#)
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), [5/10-20.73 \(final citation pending\)](#), [5/10-23.13](#), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.08](#), [5/27-13.2](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-20.8](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-23.15](#), [5/27-24.1](#), and [5/27-24.2](#).

[105 ILCS 435/](#), and [110/3](#), [Comprehensive Health Education Program](#).

[105 ILCS 435/](#), [Vocational Education Act](#).

625 ILCS 5/6-408.5, [Ill. Vehicle Code](#).

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sex Abuse and Grooming Behaviors\)](#), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:15 (Student and Family Privacy Rights), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Questions and Answers:

***Required Question 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

Does the District provide anti-bias education and intergroup conflict resolution?

Yes (default)

No (IASB will remove the sentence regarding anti-bias education and intergroup conflict resolution from policy 6:60. If the Board has adopted policy 6:180, IASB will also remove Anti-bias education and intergroup conflict resolution from its list of extended instructional programs.)

***Required Question 2. The repealed family life and sex education programs (105 ILCS 5/27-9.1 and 5/27-9.2, amended by P.A. 102-522) were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But at the time of **PRESS** Issue 108's publication, the term *family life*, "including evidence-based and medically accurate information regarding sexual abstinence," remained in the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3, amended by P.A. 102-464). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited*, for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use. For ease of administration, 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. While the NSES law is effective immediately, ISBE has until 8-1-22 to develop its learning standards and resources, and at the time of **PRESS** Issue 108's publication, no guidance existed about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, may continue to do so for: (a) their 21-22 school years, and/or (b) continuing into the 22-23 school year and subsequent school years. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during the 21-22 school and/or school years beyond.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their district uses along with 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(e), added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com.

If NSES is offered, ensure that the superintendent implements both 6:60-AP1, *Comprehensive Health Education Program*, and 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.

If developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b is offered, ensure that implementation of 6:60-AP3, *Developmentally Appropriate Consent Education*, aligns with this policy.

Enter the board's choice below regarding communication to their communities in this policy about the sex education curriculum offered by the district:

- The Board does not offer NSES or developmentally appropriate consent education. (No change to the policy.)
- The Board offers NSES and/or developmentally appropriate consent education, but the Board will not communicate the curriculum chosen in this policy. (No change to the policy.)
- The Board offers National Sex Education Standards (NSES) curriculum, and the Board would like to communicate that in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.)
- The Board offers National Sex Education Standards (NSES) curriculum and developmentally appropriate consent education curriculum, and the Board would like to communicate both in this policy. (IASB will add the following sentences: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a. The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)
- The Board either does not offer NSES, or offers NSES but does not want to communicate that in this policy, but the Board does offer developmentally appropriate consent education curriculum and wants to communicate it in this policy. (IASB will add the following sentence: The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.)

***Required Question 3. Does the board that offer a unit of instruction in grades 9 through 12 about the process of naturalization pursuant to 105 ILCS 5/27-23.15, added by P.A. 102-472?

No (default)

Yes (IASB will add the following new item to this list: In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-13.2, amended by P.A. 102-195, which requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), 5/10-20.74, and 5/27-22(e)(3.5), added by P.A. 101-654. 105 ILCS 5/10-20.74, added by P.A. 101-654, requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and footnote 20 in 2:150-AP, *Superintendent Committees*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 4. Updated to align with Illinois statute. **Issue 108, November 2021**

PRESSPlus 5. Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace "minimum of three days per five-day week" with their local daily requirements. If the board adopts changes to this policy's physical education requirement, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 6. Required by the Comprehensive Health Education Program law (105 ILCS 110/3). More detailed critical health problems and comprehensive health education program content is described in administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 7. *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 8. 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly but is used as the basis for sample content to implement P.A. 102-610 due to that Public Act's vagueness. The professional educator training component of *Erin's Law* is addressed in policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also

encouraged parental involvement because parents play a key role in protecting children from child sexual abuse. **Issue 108, November 2021**

PRESSPlus 9. Updated in response to 105 ILCS 5/27-22(e)(3.5), added by P.A. 101-654. At the time of **PRESS** Issue 108's publication, no definition or further information from ISBE existed about what *computer literacy* means. A common sense approach presumes the term includes those concepts carved out of computer science, such as everyday use of computers, keyboarding, accessing the Internet, etc. **Issue 108, November 2021**

PRESSPlus 10. Updated in response to 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. **Issue 108, November 2021**

PRESSPlus 11. Updated in response to 105 ILCS 5/27-23.15(b), added by P.A. 101-654. Optional until fall 2023. **Issue 108, November 2021**

PRESSPlus 12. Updated in response to 105 ILCS 5/27-21, amended by P.A. 102-411. **Issue 108, November 2021**

PRESSPlus 13. Updated in response to 105 ILCS 5/27-20.4, amended by P.A. 101-654. **Issue 108, November 2021**

PRESSPlus 14. Updated in response to 105 ILCS 5/27-20.8, added by P.A. 102-44. The regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. **Issue 108, November 2021**

Document Status: Draft Update

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "*children with disabilities*," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. [PRESSPlus1](#)

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

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

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

[42 U.S.C. §12101](#) *et seq.*, Americans With Disabilities Act.

[34 C.F.R. Part 106](#).

34 C.F.R. ~~§~~[Part 300](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code Part 226](#).

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf. Consult the board attorney for further guidance. **Issue 108, November 2021**

Document Status: Draft Update

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)
 - 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.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#)

Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#), Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at www.iasb.com.), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering

grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS Online. Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

Document Status: Draft Update

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Early childhood at-risk program for students in pre-kindergarten.
2. Before-and after-school programs for students in grades K-6.
3. Tutorial program.
4. Outdoor education program.
5. Summer school, whether for credit or not.
6. Independent study, whether for credit or not.
7. Support services and instruction for students who are, or whose parents/guardians are, chemically dependent.
8. Anti-bias education and activities to address intergroup conflict resolution. [PRESSPlus1](#)
9. Volunteer Service Credit Program
10. Vocational Academy
11. Advanced vocational training and/or career education program.

LEGAL REF.:

105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20a, 5/10-22.20b, 5/10-22.20c, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2, 5/27-22.1, 5/27-22.3, 5/27-23.6.

105 ILCS 110/3, Comprehensive Health Education Program.and

105 ILCS 433/, Vocational Academies Act.

CROSS REF.: 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 6:320 (High School Credit for Proficiency)

ADOPTED: October 23, 2017

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/27-23.6 entitled *Anti-bias education* allows districts to incorporate activities to address intergroup conflict resolution, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address anti-bias education and intergroup conflict resolution pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at www.iasb.com. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

See policy 6:60's PRESS Plus Question 1. If the Board answers No, to indicate that the District does not provide anti-bias education, IASB will remove "Anti-bias education and activities to address intergroup conflict resolution." from this policy.

Consult the board attorney if the district wishes to offer intergroup conflict resolution separately; it is unclear whether these topics may be offered separately because the law lists them together. **Issue 108, November 2021**

Document Status: Draft Update

6:300 Graduation Requirements

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

The minimum requirements for high school graduation shall be twenty-two (22) units of credit and shall include the following courses:

1. Four units of English;
2. Two and one-half units of Social Studies;
3. Two units of Science;
4. Three units of Mathematics;
5. One-half unit of Consumer Education;
6. One-half unit of Driver's Education;
7. Four units of Physical Education as indicated below including one-half unit of Health Education.
8. One-half unit of Civics or equivalent.
9. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
10. Completing all minimum requirements for graduation as specified in State law.
11. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
12. Participating in State assessments that are required for graduation by State law.
13. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

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

All students, with the exceptions as cited in the School Code of Illinois, shall take and successfully pass physical education each semester. However, students with Individualized Education Plans (IEP's) who must utilize the time set aside for physical education to receive special education support and services, may be exempt from this physical education requirement. Students shall earn ½ unit of credit for each semester completed with a passing grade. Students presenting medical exemptions from the usual physical education program shall be placed in an adaptive physical education program when possible and receive ½ unit of credit for each semester completed with a passing grade.

The Superintendent or designee is responsible for:

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

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they successfully meet all Lisle Community Unit School District 202 graduation requirements and received approval from the Building Principal through the petition process.

Certificate of Completion

A student with a disability who has an IEP prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed

four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

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

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/22-87](#), [PRESSPlus1 5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grades 7 or 8), 6:320 (Credit for Proficiency), 7:40 (Non-Public School Students, Including Parochial and Home Schooled Students), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board of Education to allow it to monitor the program's results. The program will:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Conform to the schedule required by State law. It may include testing students in grades not required by State law to be tested.
4. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan (IEP).
5. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
6. Emphasize 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. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

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

[105 ILCS 10/](#), Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, [5/2-3.64a-10](#), [5/2-3.107](#), [5/2-3.153](#), 5/10-17a, 5/22-82, and 5/27-1.

[23 Ill. Admin. Code §1.30\(b\) and § 375.10](#). [PRESSPlus1](#)

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

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for 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. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

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 may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, [5/10-20.63](#) (P.A.s 100-29 and 100-163, final citations pending), [PRESSPlus1](#) 5/10-22.5, and 5/27-1.

[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 1:30 (School District Philosophy), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:10 (Educational Philosophy and Objective) 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), [7:165 \(Student Uniforms\)](#), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

Nondiscrimination Coordinator:

Jen Law, Dir. of Student Services
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Complaint Managers:

Jeff Howard, Principal Lisle High School
Dave Keamey, Principal Lisle Junior High
Melissa Payne, Principal Lisle Elementary
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Mr. David Wilkinson,
Dir. Of Finance
5211 Center Avenue, Lisle, IL 60532
630/493-8000

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

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

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

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

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

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

LEGAL REF.:

[20 U.S.C. §1681 et seq.](#), Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

105 ILCS 5/10-20.12, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 5/27-1, and 5/27-23.7

[.775 ILCS 5/1-101 et seq.](#), Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

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

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

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

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

CROSS REF.: 1:30 (School District Philosophy), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180

(Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

7:30 Student Assignment

Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. [PRESSPlus1](#)

Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:15 (School Accountability), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

ADOPTED: April 20, 2009

REVIEWED: October 21, 2013

PRESSPlus Comments

PRESSPlus 1. McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. and Ill. Education for Homeless Children Act, 105 ILCS 45/. **Issue 108, November 2021**

Document Status: Draft Update

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration may require proof of residence and legal custody.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or **Power of Attorney affidavit** stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within **60 days six months PRESSPlus1** after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Nonresident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Board of Education may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Tuition

Non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned, however, pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils.

For non-resident students who enroll before or during the first semester, an installment payment equal to one-half of the total tuition due shall be paid at the beginning of the first semester or at the time the non-resident student registers with the District. The remaining tuition amount shall be paid at the beginning of the second semester.

For non-resident students who enroll during the second semester, the total tuition amount for the remainder of the school year shall be paid at the time the student registers with the District.

Admission of Nonresident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools pursuant to whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

Delayed Residency

It is the intent of the District to provide an opportunity for parent(s)/guardian(s) who are moving into the District during the first (60) school days of the school year to enroll their child(ren) at the beginning of the school year, even though residency will not be established by the first day of school. This policy does not create a tuition-paying system for student(s) who live outside the District, and is available only to those families that meet the conditions established herein.

Upon the Superintendent's approval of the application of the parent(s)/guardian(s) of a non-resident student(s) who have taken steps indicating a desire and intention to move into the District, such parent(s)/guardian(s) may, upon fulfilling the requirements herein contained, be permitted to enroll the prospective student(s) in the District schools upon depositing with the Business Office an advance monetary guarantee amount as set forth herein.

To be eligible for enrollment, the parent(s)/guardian(s) must submit the following documentation to verify that the family reasonably expects to have established a residence, within the District, into which they will be moving prior to the end of the first sixty (60) school days of the school year:

- 1a. Home purchase contract including set guaranteed confirmation for occupancy date that falls during the first sixty (60) school days of the school year, or;
- 1b. If new construction, the parent(s)/guardian(s) must also provide written verification from the contractor/builder regarding closing date of the purchase and transfer of title and occupancy that falls during the first sixty (60) school days of the school year, or;
- 1c. Executed rental agreement including verification date for beginning of the lease (must be before the end of the first sixty (60) school days and continuing to at least the end of the current school year; and
2. Written authority for the District to contact the representative of the Seller, Landlord, or Contractor/Builder who will be contacted for confirmation before any approval.

If the parent(s)/guardian(s) cannot submit proof that they will be moving into the District by the last day of the first sixty (60) school days, early entrance is not an option and will not be approved.

If the proposed early entrance is approved, the parent(s)/guardian(s) shall, for each enrolled child, submit to the District, in the form of a Cashier's Check or Credit Card Authorization Form, a guarantee deposit in the amount of one-third (1/3) of the yearly tuition charge per student, as documented in the District's most recent Annual Financial Report, applicable to the first sixty (60) school days, which will be deposited and held by the District until the end of the first sixty (60) school days. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parent(s)/guardian(s) will also sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in to the designated residence within the first sixty (60) school days, but if residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the second sixty (60) school days of the school year will be contingent upon the Superintendent's approval of the documentation that the family will establish residency in the District during the second sixty (60) days of the school year and a deposit of a similar Cashier's Check or Credit Card Authorization Form with the District, subject to similar conditions noted above, for one-third (1/3) of the yearly tuition charge per student, applicable to the second sixty (60) school days of the school year. If a credit card is utilized for the deposit, a non-refundable 2% processing fee will be charged to the parent(s)/guardian(s). The parents will sign an Agreement that the District will return the deposit, but not the processing fee, if the family permanently moves in within the second sixty (60) school days of the school year, but if the residency is not established during that time, the deposit will be forfeited and the District will permanently retain the funds.

The continuation of the student(s) in the District for the third sixty (60) school days of the school year will be subject to the same conditions as outlined for the first and second sixty (60) school days.

LEGAL REF.:

~~McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., ~~McKinney-Vento Homeless Assistance Act~~.

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, ~~and 5/10-22.5a~~.

105 ILCS 45/, ~~Education for Homeless Children Act~~ and ~~70~~.

105 ILCS 70/, Educational Opportunity for Military Children Act

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch., 200 Ill. Dist. 200, 601 N.E.2d 1264, 235 Ill.App.3d 652 (Ill.App.1, 5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650, 292 Ill.App.3d 607 (Ill.App.1, 1st Dist. 1997).

Kraut v. Rachford, 366 N.E.2d 497, 51 Ill.App.3d 206 (Ill.App.1, 1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. 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, PRESSPlus1 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.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), PRESSPlus2 observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. PRESSPlus3

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including 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.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to: PRESSPlus4
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police

department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that out-of-school suspensions, expulsions, or court action, shall not be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 186](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

Document Status: Draft Update

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day.~~ The student's parent/guardian must give notice to the Building Principal before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: October 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

Document Status: Draft Update

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that 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 Superintendent 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 school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~ [PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (final citation pending)

[55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) et seq., Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Document Status: Draft Update

7:160 Student Appearance

A student’s appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District 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. [PRESSPlus1 Q1](#) Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook(s).

LEGAL REF.:

105 ILCS [5/2-3.25](#) and [5/10-22.25b](#).

[Tinker v. Des Moines Independent Sch.ool Dist.](#), [89 S.Ct. 733](#) [393 U.S. 503](#) (1969).

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

ADOPTED: October 23, 2017

Questions and Answers:

***Required Question 1. If the board would like to expand upon the law’s requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: “The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists.”

Would the board would like to expand upon the law’s requirement of race, ethnicity, or hair texture?

- No (default)
 - Yes.
-

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy’s content. **Issue 108, November 2021**

Document Status: Draft Update

7:180 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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. [PRESSPlus1](#)

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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, **and** (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, **and** (vii) **increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.** [PRESSPlus2](#)

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation

school and school district administrators, teachers, school [guidance](#) [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Jen Law, Dir. of Student Services
5211 Center Avenue, Lisle, IL 60532
630/493-8000

Complaint Manager:

Jeff Howard, Principal Lisle High School
Dave Kearney, Principal Lisle Junior High
Melissa Payne, Principal Lisle Elementary
Dave Wilkinson, Dir. of Finance
5211 Center Avenue., Lisle, IL 60532
630.493.8000

Anonymous Reporting:

Jen Law, Dir. of Student Services
Lisle Junior High
630.493.8212

Lisle High School
630.493.8366

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students 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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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 act 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.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students ~~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, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or providing knowingly false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan ~~is~~ 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 website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: PRESSPlus5
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a

student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, III. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 1:30 (School District Philosophy), 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: cyberbullying.org/, and the U.S. School Safety Clearinghouse website at www.SchoolSafety.gov. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the

greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf. **Issue 108, November 2021**

Document Status: Draft Update

7:190 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 school grounds 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.

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, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, smoking/vaping and materials.
2. Using, possessing, distributing, purchasing, or selling 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, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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 drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled

substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Possession of, use, control or transfer of any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g. schematics or other drawings, ignition agent(s), container(s), wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. 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.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.
21. 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.
22. 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 in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is

notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

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 include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study 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 shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. In school suspension and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from school activities.
12. 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 may also be restricted from being on school grounds and at school activities.
13. 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 may also be restricted from being on school grounds and at school activities.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
15. Notifying juvenile authorities or other law enforcement 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.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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.

Isolated Time Out, Time Out, and Physical Restraint

Disciplinary measures of isolated time out, time out, or physical restraint are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

School staff members are prohibited from using profane, derogatory or disrespectful language when disciplining a student. Staff members are prohibited from projecting a bullying-type application of the staff's authority.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. Any explosive or incendiary device, including fireworks. This includes any component of an explosive or incendiary device, e.g., schematics or other drawings, ignition agent(s), container(s), wiring, etc. when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
3. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

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 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, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school 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 school days for safety reasons.

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.

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, [and 5/31-3](#), ~~and 110/3-10~~. [PRESSPlus1](#)

[105 ILCS 110/3.10](#), [Critical Health Problems and Comprehensive Health Education Act](#).

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

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§ 1.280, 1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), [7:315 \(Restrictions on Publications; High Schools\)](#), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from [the Department of Human Services](#) [a local mental health agency](#), [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729, 419 U.S. 565 (1975).

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

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

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

ADOPTED: August 15, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

7:210 Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the ~~the Dept. of Human Services~~ a local mental health agency, [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 10-22.6.

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

~~ADOPTED: August 15, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

7:240 Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. Failure to comply with the Code of Conduct and Board Policy 7:190, *Student Behavior*, may result in disciplinary measures being taken. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.:

[Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 \(2021\).](#)

[Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 \(2002\).](#)

[Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 \(1995\).](#)

[Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 \(4th Dist. 1985\) 478 N.E.2d 1209 \(Ill.App.4, 1985\).](#)

[Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 \(5th Dist. 1999\) 706 N.E.2d 137 \(Ill.App.5, 1999\).](#)

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

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

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

[ADOPTED: August 15, 2016](#)

PRESSPlus Comments

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in [Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 \(2021\)](#), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest

the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

7:250 Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease or infestation.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

LEGAL REF.:

105 ILCS 5/10-23.13(b) and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act of 2003.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

~~105 ILCS 5/10-20.58.~~

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at www.iasb.com, for more information on Children's Advocacy Centers. **Issue 108, November 2021**

Document Status: Draft Update

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. Any student being excused from participating in physical activities for more than 3 consecutive days due to illness/injury may be requested to submit a physician's note explaining the absence. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

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

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

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

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

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

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

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

Document Status: Draft Update

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#) Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. ~~Board policy~~ 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. [6:120, Education of Children with Disabilities](#), implementing special education requirements for the District;
 - c. [6:140, Education of Homeless Children](#), implementing provision of District services to students who are homeless;
 - d. ~~Board policy~~ 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. [7:10, Equal Educational Opportunities](#), and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. [7:50, School Admissions and Student Transfers To and From Non-District Schools](#), implementing State law requirements related to students who are in foster care;
 - g. ~~Board policy~~ 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [PRESSPlus2](#)

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101 et seq.](#)

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

LEGAL REF.:

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

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.73 \(final citation pending\)](#), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/10-20.75 \(final citation pending\)](#), [5/14-1.01 et seq.](#), [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7.](#)

[405 ILCS 49, Children's Mental Health Act of 2003.](#)

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

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

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

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

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

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

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, [digital files](#) [MP3 files](#), flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, [digital files](#) [CD-ROM](#), etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., [text data](#) or voice messages delivered by cell phones, tablets, and other hand-held devices), [PRESSPlus1](#)

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 substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; or
4. Is reasonably viewed as promoting illegal drug use.

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.

Bullying and Cyberbullying

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

LEGAL REF.:

105 ILCS 5/27-23.7.

[Hazelwood v. Kuhlmeier](#), [408 S.Ct. 562](#) [484 U.S. 260](#) (1988).

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

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

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

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

ADOPTED: January 23, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

7:315 Restrictions on Publications; High Schools

Definitions [PRESSPlus1](#)

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; [Q1](#) and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; [Q2](#) or
 - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material Text that fits into numbers

one of the four prohibited categories listed (1) through four (4) above, in which case will not be tolerated and school officials the Superintendent or designee and/or student media advisers may review, edit, and or delete such media material before publication or distribution of the media. Q3

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

Bullying and Cyberbullying

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

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

~~Speech Rights of Student Journalists Act~~, 105 ILCS 80/, Speech Rights of Student Journalists Act.

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

~~Hazelwood v. Kuhlmeier, 408 S.Ct. 562~~ 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

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

~~Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)~~

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: January 23, 2017

Questions and Answers:

***Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content. Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to.” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
- Yes (IASB will make the edits described above.)

***Required Question 2. 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district’s educational mission and philosophy and social appropriateness language for student body’s age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

While 105 ILCS 80/20 limits liability of school districts for a student journalist’s expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, IASB will add to item 4.b:

including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Would the board like to provide additional text to the word-for-word statutory language in this policy?

- No (default)
- Yes (IASB will add the text shown above.)

***Required Question 3. 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

- No (default)
 - Yes (IASB will add the sentence shown above.)
-

PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

PRESSPlus 2. Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

Document Status: Draft Update

7:340 Student Records

School student records are confidential. Information from them 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 identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 ⁷[PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student 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 opt-out of the release of directory information regarding his or her child. ~~However, the District will comply with State or federal law with regard to release of 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, including, where applicable,~~ without notice to, or the consent of, the student's parent/guardian ²[PRESSPlus2](#) or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20.12~~21b~~, 5/20.37, 5/10-20.40, and 5/14-1.01 et seq. [105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17th) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

Document Status: Draft Update

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

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#) [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:60 (Curriculum Content), 6:235 (Access to Electronic Networks), 7:15 (Student and Family Privacy Rights), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

8:100 Relations with Other Organizations and Agencies

The Board shall establish positive working relationships with public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness, Management, and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: November 17, 2014

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors PAGE 1

Admin -

1. How is the Prevention of Sexual Abuse and Grooming Behaviors Program implemented including educating students, training employees and informing parents how to recognize grooming behaviors and notifying parents with written notice before any class providing instruction in recognizing and avoiding sexual abuse?

2:20 Powers and Duties of the Board of Education; Indemnification PAGE 3

Admin -

1. **#15** Is a moment of silence observed during any type of school event held on November 11?
2. **# 19** - In the event that a termination does occur, Is there a process in place to ensure that the District and Board will report such conviction to the ROE?
3. 4. **#20** - Does the Administration have a responsibility when learning of a conviction, to inform the Board?

Board -

1. Page 3 - #3 - The policy mentions "Employing a Superintendent and other personnel." Technically the Board employs only the superintendent and perhaps "other personnel" should be deleted. Should #3 state, "Employing and evaluating a Superintendent, approving employment contracts. . ."
2. Should "Complying with OMA and serving as a mandated reporter" be on the list or because it's listed in policy 2:120 Board Member Development (Page 11) it doesn't need to be here?

Note: Are these powers and duties or responsibilities?

3. See board policy 5:30 Hiring Process and Criteria (Page 40) in this press packet. Do we want to cross-refer 5:30 to this policy?

Note: Policy 5:30 refers to the Superintendent's responsibilities, rather than the Board's. Perhaps we should instead cross-reference policy 2:120?

4. #20 - Should we spell out "Ill" to "Illinois" in both instances?

Note: "Ill" is the traditional abbreviation for Illinois. There are also instances in these policies where Press is changing "Illinois" to "Ill". Should changes be proposed or will Press scan all policies for consistency, or is consistency necessary?

2:105 Ethics and Gift Ban PAGE 5

Admin -

1. During any campaign year, how are reminders be given to District employees and Board members on "prohibited" political activities on page 6?
2. **Under Limitations on Receiving Gifts**, Who tracks this (e.g., #7 and 8) to make sure no employee is over the limit with receiving for donations for the teachers' lounge, meals, holiday gifts, year-end gifts?

Board -

Page 5 - Under **Prohibited Political Activity**, #1 - Since Board Members are unpaid, should we revise the language to say, "No employee or Board Member shall intentionally perform any "political activity" during any "compensated time" or "on-duty time", as those terms are defined herein."

Note: #1 specifies "employee" only rather than also referencing "Board member". Is it necessary to revise #1?

2:110 Qualifications Term, and Duties of Board Officers PAGE 9

Admin -

1. Who actually performs the duties of the Secretary and the Recording Secretary? Is our Board Secretary (Marilyn) same as the Recording Secretary (see 2:220, page 13 and 14 where it states the Board Secretary takes the Minutes). Doesn't Jenna transcribe the Minutes?

2. How does the Board get feedback from Admin regarding the Superintendent completing the fingerprinting information check?

Board -

1. Page 8 - Under **President #8** - The sentence reads like we are providing the resources for the superintendent to perform screenings. Does it read better to say, "Ensure that the Superintendent undergo fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, Hiring Process and Criteria"?

If we agree with this language, also change in 4:175 in 4th line under **Screening** , e.g."... shall ensure that the Superintendent undergo and complete these checks."

2. Should we amend the policy to reflect our actual Secretary and Recording Secretary practice?

3. **#3** Should we take action at a reorganization meeting to formally "approve" the Board committees?

***Side note only:** According to the guidelines in Coming to Order, "any and all committees established by the school board are considered public bodies subject to the provisions of the OMA (notice, agenda, minutes) regardless of the number of board members serving on the committee. That means that an appointed committee of two board members is subject to the Act because it meets the definition of a quorum of that committee. An exception is a committee created to engage in collective bargaining negotiations with an employee union."*

2:120 Board Member Development PAGE 11

Admin -

1. When will all Board members complete required training on PERA and ongoing professional development on Adverse Consequences of School Exclusion; Student Behavior?

2. Is there a status report given to the Board on required training?

Board -

Page 11 - Should the requirement from PRESSPlus1 be a separate bullet point to state:

"2. Beginning the Fall of 2023, each Board Members must complete training for "trauma-informed practices for students and staff."?

Note: Or, if the Board feels that a revision is needed, would it read better to keep #1 and begin the sentence, "Within the first year of his or her term. . ." and then delete that phrase from the end of the sentence?

2:220 Board of Education Meeting Procedure PAGE 13

Board -

Would all Board members like to get a recent edition of Robert's Rules of Order: Newly Revised for reference?

Board -

1. In response to a Board members question as to when we review the Closed Session Minutes, it is done every 6 months (e.g., this month) and it is on the Planning Calendar.

2. Page 14 - Under **No Physical Presence...** should we spell out Ill. in the second line? In other sections Press is abbreviating Illinois?

3. Page 15 - Under **Rules of Order** - Should it be "state law" rather than "State law"? Again, Press consistently writes State and federal. Is State preferred and can Press make changes for consistency throughout, or is consistency necessary?

2:260 Uniform Grievance Procedure Page 16

Admin -

1. Is the standard practice to have the violation or complaint issue resolved by the principals and we only appoint a complaint manager if there is a potential conflict of interest?

2. Does the District appoint a complaint manager or how are the complaint managers designated?

3. What is the process for selecting a Complaint Manager if one is out of the office for any extended period of time?

Board -

1. Page 16 - In the paragraph starting Complaint Manager should we include Complaint Manager as a heading so readily identifiable by the reader?

2. Again, should "State" be "state" in the 2nd and 3rd lines? Press seems to prefer State and it may be a legal reference.

3. Page 17 - Under Investigation Process, Page 2, the 2nd and 3rd paragraph appear to be duplicated. Suggest keeping the 3rd paragraph as the 2nd paragraph references collective bargaining agreement twice.

In the 3rd paragraph, (3) should it also be "as authorized by the Complainant" along with "the parent/guardian of the student witness or by the student..."?

Note: It appears that, as defined in the first paragraph, the Complainant is the student, so adding "the Complainant" may be redundant.

4. Under Investigation Process, in the paragraph starting "The Complaint Manager will inform at regular intervals..." Should regular intervals be defined? For example, sometimes weekly may not be enough.

Note: The definition of "regular intervals" could change depending on the situation.

5. Throughout policy, (e.g., 4th paragraph under Investigation Process), it states "School Business Days". Should it be just "School Days" or is "School Business Days" a legal requirement?

Note: Business day means Monday through Friday, except for holidays. School day means any day, including a partial day that children are in attendance at school for instructional purposes.

6. Page 17 - Under Decision and Appeal, first line would it be better to replace "mail" with "deliver and receive confirmation of" before "his or her written decision..."? This would also apply to the last paragraph beginning "For complaints...", 2nd line, "The Board shall deliver and receive confirmation" its written decision..."

Note - Registered mail, return receipt requested, and/or personal delivery is a way to verify the date of receipt per PRESSPlus1.

3:40 Superintendent PAGE 22

Admin -

1. Under Duties and Authority, has the Superintendent's Position Description been updated to include the special reporting responsibilities in policy 5:90?

Board -

1. Page 23 - Under Evaluation, third line, it indicates that all Board members must be present for a formal evaluation. In practice this has not always been the case. Should the Board consider changing the language to "with a physical quorum present" or leave it as is and just ensure all members are in attendance?

2. Page 23 - Under Compensation and Benefits, after the 2nd sentence, add the language similar to 3:50 to state, "Unless stated otherwise in the Superintendent's employment contracts, all benefits and leaves of absence will be governed by the Administrative Compensation Program."

3:50 Administrative Personnel Other Than the Superintendent PAGE 23

Admin -

2. Do all the Administrators annually present evidence to the Superintendent "or designee" of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or is through other means as approved by the Superintendent? Is there an electronic reporting system?

4. Do the contracts and ACP need to be publicly available on the website if referenced in policy?

Board -

1. Page 23 - Under Evaluation, 2nd paragraph, add "or designee" after "Superintendent."
2. Page 23 - Under Compensation and Benefits, similar to 3:40, change the last paragraph to, "Unless stated otherwise in the individual employment contracts, all benefits and leaves of absence will be governed by the Administrative Compensation Program."

Note only: In reference to whether the Board needs to approve administrator's contracts, under Compensation and Benefits it states that, "The Board and each administrator shall enter into an employment agreement".

3:60 Administrative Responsibility of the Building Principal PAGE 24

Board -

1. Page 24 - Under Duties and Authority, 3rd line, should "and designee" be added after "Building Principal"?
2. Page 24 - Under Student Voter Registration - 2nd paragraph, add "or their designees" after the first "Assistant Principal" and then delete the second "and the Building Principal and Assistant Principals designee". Repeat this correction in the subsequent sentence.
2. In the following 3rd and 4th paragraphs, should it be the "Building Principal "and" Assistant Principal" be "or"?

Note: It appears that "and" would include both.

4:60 Purchases and Contracts PAGE 25

Admin -

1. Which contracts are reported on the District website according to the mandates in state law?
2. What is the process for notifying employees and students in advance when pesticides or coal tar sealants are applied?

Board

1. Page 25 - In the 2nd paragraph, should "State" be capitalized? It is also in the 5th paragraph. In the 3rd paragraph starting "All purchases and contracts should support a recognized District function...", should it also include "federal" to read, "and in compliance with federal and state law"? Should anywhere "state law" is mentioned it should be "federal and state law" for consistency?
2. Page 25 - #9 - Spell out January 1, 2023.

4:120 ADMIN page 27

Admin-

1. Do student clubs or LfL ever sell food or beverage items during lunch period as a fundraiser?
2. Should the last paragraph be changed to read "All revenues from the sale of any food or beverages sold by the school district..." or would any fundraiser food or beverages not be in competition with the School breakfast or Nations School Lunch Programs?

4:170 Safety PAGE 30

Admin -

1. When does the Board annually review each school building's emergency operations and crisis response plan(s), as well as each building's compliance with the four school safety drill plan"?
2. Is it on the Board Planning Calendar?
3. Would it be appropriate to discuss the emergency operations and crisis plans along with security/crisis response plans in Closed Session?
4. Under AED, is there at least one AED and a trained CPR/lifesaving certified AED user available on the premises at every physical fitness facility?
5. Under Lead Testing in Water, how often is the District required to do Lead Testing in the water? Does this paragraph still apply to us?
7. Under Soccer Goal Safety - Soccer goals are required to have safety stickers on them and should be added to the policy. Suggested wording in last line, "...requiring they be properly anchored and that

they all have safety/warning stickers." (430 ILCS 145/) Movable Soccer Goal Safety Act (aka Zach's Law).

Board -

Page 20 - Under [Annual Review](#), 4th line, [AED](#), 3rd line and [Lead Testing in Water](#), 2nd line, change "Ill" to "Illinois" unless "Ill".

4:175 Convicted Child Sex Offender; Screening; Notifications PAGE 32

Admin -

What is the process for notifying parents of sex offenders at registration?

Board -

Page 32 - Under Screening, 4th line, "The Board President shall ensure that these checks are completed for the Superintendent." How does the president know this and how does the board president know the appropriate action?

Note: These checks would be done upon hire and the Board is directly involved in the hiring of the Superintendent. If there are issues as outlined in PRESSPlus2, law enforcement would notify HR and in this case the Board President. With concurrence with the Board, HR would proceed with appropriate action.

5:20 Workplace Harassment Prohibited PAGE 37

Board -

1. Page 38 - Under [Reports That Involve Alleged Incidents of Sexual Abuse of a Child. . .](#), First paragraph - :..." As the paragraph seems to indicate it doesn't matter when and where it happened, would it be appropriate to delete the portion of the sentence starting with "that occurred..."? If keeping that portion of the sentence, delete the colon after "occurred". Same applies to policy **5:90, page 46**, under [Alleged Incidents of Sexual Abuse: Investigations](#), first sentence.

2. Page 37, 38 - It looks like the same information for Nondiscrimination Coordinator and Complaint Managers is in at least three policies. Should we reference something in all locations? If the name of the person changes, could we avoid having to "change policy"?

Note: It appears that the information for Nondiscrimination Coordinator and Complaint Manager are relevant to each policy.

5:30 Hiring Process and Criteria PAGE 40

Admin -

1. This policy mentions that the Board maintains the Superintendent's job description. When does the Board review the job description and when was that last done?

2. Where can the job description be found for reference?

Board -

Page 40 - Under [Investigations](#), 1st paragraph, 8th line, and again in the 3rd paragraph. spell out "Ill" as done throughout the policy. Should be consistent throughout?

5:50 Drug-and Alcohol-free Workplace; E-cigarette, Tobacco, and Cannabis Prohibition PAGE 43

Admin -

1. How often is a copy of this policy given to employees?

2. Besides the Board policies on our website, is notice of this policy posted somewhere?

3. **PRESSPlus1** - Page 45 - Do we communicate what will happen? If not, we should strike this sentence and select "adopted with Additional District Edits".

4. **PRESSPlus2** - Is this information communicated? If not, we should strike this sentence and select "adopted with Additional District Edits."

Board -

Page 43 - 6th paragraph, following the sentence, "As a condition of employment..." #1 add "of" before "this" and delete "the". It should read "Abide by the terms of this Board policy to respect a drug and alcohol-free workplace; and"

5:90 Abused and Neglected Child Reporting PAGE 46

Admin-

1. How is a licensed teacher convicted of a felony reported to the State agencies mentioned in policy 2:20 #19 and #20?

Board -

1. Instances of "Ill" in the first paragraph should be changed to spell out "Illinois" and again under Special Superintendent Responsibilities. What is the Press preference?
2. **Page 46**, under Alleged Incidents of Sexual Abuse: Investigations, first paragraph, first sentence As the paragraph seems to indicate it doesn't matter when and where it happened, would it be appropriate to delete the portion of the sentence starting with "that occurred..."? If keeping that portion of the sentence, delete the colon after "occurred". (See same comments above on Page 37, under Board #1 for policy 5:20.)
3. **Page 47 -** Under Special School Board Member Responsibilities, last paragraph, starting, "When the Board learns that a licensed teacher was convicted of any felony", should the board and superintendent coordinate this reporting assuming neither is being accused?
Note: Yes, throughout the process.

5:100 Staff Development Program PAGE 49

Admin -

1. Is mandatory reporter training from a provider or expert agency completed within 3 months of hire and again every 3 years?
2. How is the 3-year cycle maintained/recorded?
3. When will the training required by 1/31/23 be scheduled? Should it be on the Planning Calendar?
4. Where are we in the 2-year cycle for giving in-service training on ADD and ADHD non-aversive behavior interventions and the use of psychotropic medication?
5. Are the requirements for in-service staff development programs #1-16 met, including those highlighted in PRESSPlus 1 (page 51)?
6. **#1 - Page 49** - Why is staff development only mentioned for site personnel who work with students in grades K-8? Why not K-12?
7. **#14 - Page 50** - Should this be more of a list like #7 with "Ongoing professional development for teachers, administrators, school resource officers, and staff" or does #14 only include training since the individuals listed are only contract employees?

5:120 Employee Ethics; Conduct; and Conflict of Interest PAGE 52

Admn -

1. What is the process for making all District employees aware of the conduct standards listed in the policy?
2. Under PRESSPlus2 - What does our attorney think about establishing appropriate employee conduct standards? Are these standards included as part of collective bargaining language discussions?
3. How is this policy monitored in relation to the guidance counselors, specifically #6 and #7?
4. Page 53 - The language in this policy under Consulting Activities supports the restrictions on "Other Work" in the Administrative Contracts. Should the responsibility for paying travel and expenses be included? Is it also in the LEA agreement?

Board -

1. Page 53 - Under Consulting Activities, first line, add "or designees" after "Superintendent."

2. Page 54, Should Illinois be abbreviated to "Ill" for consistency throughout the policies?
3. Page 53 - Under **Guidance Counselor Gift Ban**, Why are guidance counselors called out specifically? Wouldn't policy 2:105 already cover that? Shouldn't the gift ban apply to all employees?
4. Should "Guidance Counselor be changed to "School Counselor"? For reference "Guidance" is struck from Counselor in policy 7:150.5.b Agency and Police Interviews, instead School Counselor is referenced.
5. Guidance counselor is only for HS? What if we ever implement a guidance counselor again in JH, do we need to consider that?

Note : PRESSPlus7 defines a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. The policy text refers to Guidance Counselors and their unique connection to potentially receive promotion gifts from colleges, etc. The difference in "Guidance Counselor" and "School Counselor" (which was the prior JH position) is explained in policy 7:150, Page 100, PRESSPlus1.

5:125 Personal Technology and Social Media; Usage and Conduct PAGE 56

Admin -

1. **Page 57 - #2** - What is the process for providing a copy of this policy to employees at each building annually?
2. **#5** - When was the policy and process last reviewed with District employees and electronic systems administrators?

Board -

1. Page 56 - **Under Usage and Conduct**, #1 - It does not appear to be necessary to bold and underline "**Professional and Appropriate Conduct**".

Note: On page 52 of policy 5:120, Professional and Appropriate Conduct is and underlined heading.

2. Page 57, #2 - should "or designee" be added after "Building Principals"?

5:150 Personnel Records PAGE 58

Admin -

1. Under #2, PRESSPlus4 - Does the Superintendent or designee need to consult the attorney for discussion points about dismissals related to abuse, if we have reported to ROE?
2. Can the prospective employer just be referred to the ROE if abuse was the issue for dismissal?

Board -

1. Page 58 - Under **Prospective Employer Inquiries** - Add "or designee" after "Superintendent" in the first full paragraph, second line; #1.; second sentence.

2. #2, 2nd line - Add "the" before District, strike comma after "believe".

Note: As "or has probable cause to believe" is a nonrestrictive clause, it appears the comma could remain.

5:185 Family and Medical Leave PAGE 60

Admin -

Under **Leave Description**, 4th paragraph, in accordance with PRESSPlus1 (Page 62)- strike "rules" and add "applicable collective bargaining agreements or individual employment contracts."

Note: PRESSPlus1 states that "Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave...even when a collective bargaining agreement requires or allows for such a delay." It appears that "rules" would apply to this section rather than the collective bargaining agreement or contracts."

Board -

Page 60 - Under Leave Description, 1st paragraph, add "Act" before the second "(FMLA)" changing it to read, "An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act (FMLA)."

5:220 Substitute Teachers PAGE 64

Board -

Page 64 - Since the numbers are all spelled out in this policy, for consistency under Short-Term Substitute Teachers second line, do we want to add "(5)" after "five"? Also applies under Emergency Situations, 2nd line to add "thirty" before "(30)" and in the 3rd line to add "(5)" after "five" if it is legal language?

5:250 Leaves of Absence PAGE 66

Board -

Page 66 - Last sentence before Child Bereavement Leave, add "or designee" after "or Superintendent".

Page 66 and 67 - Under Leaves for Service in the Military, why does the policy specify that the sub does not need to have tenure?

Note: This section actually states that in the case of replacing someone on Military leave, the "professional staff member hired to replace one in military service does not acquire tenure" not that the sub does not need tenure.

5:330 Sick Days, Vacation, Holidays, and Leave PAGE 69

1. Are all types of leave referenced in policy 5:250 included in this policy, as applicable?
2. Should "parental leave", "leave to serve as an officer" be added?
3. The types of leave are only bullet pointed. Should details of the leave be provided like in 5:250?
4. Would it be appropriate to combine 5:250 and 5:330 or are they defined by sick leave and annual leave?

6:50 School Wellness PAGE 73

Admin -

1. Page 74 - Under Guidelines for Reimbursable School Meals, does the District participate in programs listed in **PRESSPlus 4**? (If not, we should delete number 3 in this section.)
2. **Page 74, #1** - Under Unused Food Sharing Plan, could Admin please explain our Unused Food Sharing Plan?
3. Does the plan include recording how much is shared (under Recordkeeping) and comply with points 1 through 4?
4. Under Monitoring, where are we in the triennial cycle for a report to the Board concerning this policy's implementation?
5. Should this monitoring report be on the Planning Calendar?
6. Page 75, **Under PRESSPlus1**, does the text in the policy's goal align with the District's practice in policy 6:60 (Page 76) for meeting minimum requirements or should the goals be changed and "Adopted with Additional District Edits" added?

Board -

1. Under the first paragraph, #1, the responsibility to ensure compliance seems obvious. Does #1 need to be included?

Note - Suggest keeping #1 for emphasis.

2. Page 74 - Under Unused Sharing Plan, #1 - Change "needy students" to "student needs".

Note: See Page 75, PRESSPlus2 for discussion.

3. Page 74 - In the first line under Monitoring and again under, Community Involvement and Recordkeeping, add "or designee" after "Superintendent".

6:60 Curriculum Content PAGE 76

Admin -

1. In 11/2021, the E3 Committee asked Administration to provide an overview of our three schools for the instruction required in this policy, including educating students about behaviors that violate policy 7:180, as stated in #6 and curriculum included in #14. Will that information possibly be available for the first or maybe the second reading for this policy?
2. PE isn't listed as a curriculum under #1 and #2. Is that because it is under 6:50 Wellness or is it not considered an instruction under curriculum?
3. In #1, 3rd line, Should it be changed to, "including the dangers of opioid abuse" to "including the dangers of any addictive medication such as but not limited to opioids". See this list: <https://www.goodrx.com/conditions/substance-use-disorder/15-most-addictive-prescription-drugs>
4. **#6 PRESSPlus 3** requires the District to submit an annual report to ISBE regarding educational technology capacities and policies. Should that be added to the language in #6?
5. The first **#13** begins in the fall of 2022 - 13.d deals with "reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behaviors" at the high school level. What is currently being done at LJHS to address the influence of social media on junior high students, particularly regarding their social emotional learning?
6. **#14** begins in the fall of 2023. Do we have enough course offerings, scheduling opportunities to accommodate this policy or will this be discussed at a later time?
7. What is the impact of adding #12, 13 and 14 on the current student's schedules?
8. In the "second #13" that should be #16, should we change "(LGBT)" to (LGBTQS2+)?
10. In that same #13, what type of educational programs are held in the schools on Constitution Day?
11. **Page 78 - Required Question 1 Question Response - Does the District provide anti-bias education and intergroup conflict resolution? (If no, IASB will remove the related language from the list of extended instructional programs.) If yes, we need to identify which curricula that we have implemented so far and the other requirements in the paragraph starting, "While boards are not required".**
12. **Page 79 - Required Question 2 - End of the paragraph, did our District offer the non-repealed family life and education program and should the attorney be consulted to assess whether that program may continue during the 2021-22 school and/or school years beyond?**
13. **Page 79 - Under Required Question 2, which of the two choices will our district provide?**
14. With past sex education, parents had the OPT-IN rather than OPT-Out option. Do we want to consider including that option now in procedures?
15. Under **Required Question 2**, which of the **five choices** are offered regarding communication to our community? The Board's choices need to be entered.
16. **Required Question 3 Response, Does the District offer a unit of instruction in grades 9-12 about the process of naturalization? (If yes, the new item needs to be added to the list.)**
17. **PRESSPlus 3** requires the District to submit an annual report to ISBE regarding educational technology capacities and policies. Would it be appropriate to share that information/report with the Board after submission?
18. **PRESSPlus 5.** Are our District's daily physical education requirements different than "minimum of three days per five-day week"? If so, we need to enter the changes in this policy.

Board -

1. Need to respond the Required Questions above.
2. Starting on **Page 76, #6** repeats and **#12 - #20** need to be renumbered after the first #14 (#12, 13 and 14 are repeated).

6:120 Education of Children with Disabilities PAGE 82

Admin -

In addition to SASSED, does the District belong to any other Cooperative Associations of school districts for students with disabilities?

6:135 Accelerated Placement Program PAGE 83

Admin -

1. Could Admin please describe whether our AP programs are in line with this policy?
2. Have we renamed all our AP's to maintain consistency and remove references to "gifted"?
3. **Under #4** - How is the District preparing for the fall of 2023 automatic enrollment policy?
4. **Under 4.c** - How do the State standards for Science assess levels of knowledge since there are different subject matters in Science?
5. **Page 84 - PRESSPlus2** - This language is optional and since we incorporate this as part of the school improvement plan, does Admin recommend keeping the language in this policy?

Board -

Page 83 - Should the cross reference to Policy 6:130 Program for the Gifted be removed? UTL 6:130.

6:180 Extended Instructional Program PAGE 85

Admin -

1. Which of the extended instruction programs listed in #1 - #11 does our District offer?
2. **Page 85 - Do we offer #8? If not, the answer to policy 6:60 PRESSPlus1 should be no and #8 will be removed.**

6:340 Student Testing and Assessment Program PAGE 88

Admin -

Per the last paragraph, which assessments administered by the District are reported to ISBE?

7:10 Equal Educational Opportunities PAGE 89

Admin -

2. How are staff and students informed of this policy and related grievance procedures?

Board -

Page 89 - Under [Administrative Implementation](#), should "or designee" be added after "The Superintendent" and after "Building Principal" ?

7:20 Harassment of Students Prohibited PAGE 90

Board -

Page 90 - Under [Making a Report or Complaint](#), in the third paragraph, add "or designee" after "The Superintendent" and again in the last paragraph before #1.

7:30 Student Assignment PAGE 93

Board -

Page 93 - Under [Class Assignment](#), add "or designee" after "Building Principal".

7:60 Residence PAGE 94

Admin -

1. Questions by a Board member- If property is owned in D202 but the residency is in Woodridge, can the child attend school here because the parent/guardian pays taxes in the District or is it strictly based on the child's residency?
2. If divorced parents have joint custody but live in two different towns, one in district and one out of district, can they pick the school to attend?

Board -

Page 95 - Under [Delayed Residency](#), 2nd paragraph and 6th paragraph, 2nd line, add "or designee" after the "superintendent".

7:70 Attendance and Truancy PAGE 97

Admin -

1. Page 97 - Under **Compulsory School Attendance** should the reference to a child being absent for mental or behavioral health for up to 5 days without a medical note be included in the 2nd paragraph, as stated in the 2nd line of PRESSPlus2?
2. As described under **Absenteeism and Truancy Program #9** - When was professional development last given (including for Board members) on supportive services for promotion of student attendance and engagement?

Board -

Page 97 - Under **Absenteeism and Truancy Program #1** 3rd line, add "or designee's" after "Superintendent's" and in the 6th line add "or designee" after "Superintendent".

7:80 Release Time for Religious Instruction/Observance PAGE 99

Board -

Page 99 - In the 3rd line of the 1st paragraph, should "or designee" be added after "Building Principal"?

7:150 Agency and Police Interviews PAGE 100

Board -

1. Page 100 - In the 1st line add "or designee" after "The Superintendent".
2. Should "building principal, assistant principals" be included on the list in 5b?

7:160 Student Appearance PAGE 101

Admin -

1. Have the procedures for guiding student appearance been updated in our Student Handbooks?
2. Page 101 - Would Admin recommend expanding upon the law's requirement of race, ethnicity or hair texture under **Required Question 1**? The Board needs to respond with no or yes.

7:180 Prevention of and Response to Bullying PAGE 102

Admin -

1. Page 102 - Under Definitions from 105 ILCS 5/27-23.7, is it accurate that persons who volunteer are included under "*Definitions, School personnel*"?
2. Page 104 - **Under the Bullying Prevention and Response Plan**, # 7 and 8, Page 104 - Should the language switch to "person" as that would incorporate all people not just students or staff? Is that the intent?
3. **#10**, when is the Plan annually distributed to parents, students and employees?
4. Is this policy the District's Bullying Prevention and Response Plan or is there a separate plan?
5. Under **#11**, will the information in a.- e. be discussed when the Board reviews the policy every 2 years?
6. Under **#13**, when are the District expectations communicated to employees?

Board -

1. Page 103 - Under **Complaint Manager**, remove the period after Avenue. Should the phone number for LES be included and should the phone numbers for the three schools be under the school Principal rather than under Anonymous Reporting? It should be consistent with the other policies where Complaint Manager is shown (policies 2:260 (Page 18) and 7:20 (Page 90) above) with one phone number and address for central office listed.
2. Page 104 - Under **#11**, should the Board's Minutes include whether or not changes to the policy were deemed necessary following the policy reevaluation?
3. Under **#11**, should the 2-year review and any revision dates be listed at the bottom of the policy, as "ADOPTED: with the date"?

7:190 Student Behavior PAGE 107

Admin -

1. In the first paragraph, 2nd line should it read "and tobacco, alcohol and" before "drug-free" or by definition are tobacco and alcohol considered "drugs"?
2. Under **Prohibited Student Conduct**, #5, should cellular telephone still be included or is authorization and approval still required by the Building Principal?
3. Page 110 - Under **Required Notices**, 4th line should "alcohol or" be added before "drug-related"?
4. Under **Student Handbook, Page 110** - Who is on the parent-teacher advisory committee that provides input for the disciplinary rules?
5. Are the disciplinary rules presented annually for the Board's review and approval?
6. Is that annual review on the Planning Calendar?

Board -

1. Page 108 - In #5, should it be the Building Principal "or delegate"?
2. Page 110 - Under **Delegation of Authority**, 2nd paragraph, add "or designee" after "The Superintendent".
3. Page 110 - Under **Student Handbook**, 1st line, add "or designee" after "The Superintendent".

7:200 Suspension Procedures PAGE 112

Admin -

1. **PRESSPlus1** - Do we currently have a "local mental health agency" that we have contracted with to consult on board policy 7:200 and 7:210?

Board -

1. Page 112 - Under **Out-of-School Suspension**, #2, 2nd line, change "persons" to "person(s)" as the danger could be to one or more individuals?

7:240 Conduct Code for Participants in Extracurricular Activities PAGE 115

Board -

1. Page 115 - First paragraph, last sentence, add "or designee" after "Building Principal".

7:250 Student Support Services PAGE 117

Admin -

1. In the 4th paragraph beginning, "The Superintendent or designee..." Do all our buildings have a Student Support Committee and who is on them? (The committee is also referenced in board policy 7:290.)
2. How do the committees identify the required counseling and community-based options?
3. Under counseling options, is D202 served by a community-based Children-Advocacy Center and sexual assault crisis center?

Board -

1. Page 117 - Under #5, should it be "Ill" or "Illinois" for consistency in the policies? Is Press now using "Ill"?

7:260 Exemptions for Physical Education PAGE 118

Board -

1. Page 118 - In the 4th line, Should it read "a medical note" rather than a "physician's note" as in the prior truancy policy 7:70, Page 98, PRESSPlus2?
2. In the 6th paragraph starting with "A student in grades 9-12..." add "or designee" after "the Building Principal".
3. In the 6th paragraph, starting with "A student in grades 9-12...", add "or designee" after "Building Principal"

7:290 Suicide and Depression Awareness and Prevention PAGE 119

Admin -

1. Under **Suicide and Depression Awareness and Prevention Program, #3.F.** Should LGBTQ now be LGBTQ2S+?
2. **#4** - Who is on our building-level Student Support committees? (The Committee is also referenced in board policy 7:250.)
3. **#6** - Which ISBE recommended resources are incorporated into the District's Suicide and Depression Awareness and Prevention Program?
4. Under **Illinois Suicide Prevention Strategic Planning Committee, Page 120**, what relationship has the District developed with the Illinois Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance and/or community mental health agencies?
5. Page 120 - Under **Information to Staff, Parents/Guardians and Students**, last sentence (and **PRESSPlus2**) do our Student ID cards (page 120) have the Safe2Help Illinois helpline or the local suicide prevention hotline, and the District website and student handbooks and planners contain the support information as required by state law?

Board -

Page 120 - Do we want to change the text to "Student identification (ID) cards issued by the School District" or can it be assumed that the student ID is from our District?

Note: Since the paragraph refers to each student enrolled in the District, would it be assumed that the Student ID card would be issued by the District?

7:315 Restrictions on Publications PAGE 123

Admin -

1. Under **Definitions**, who is our Student Media Advisor?
2. When is this policy discussed with student journalists (e.g., for publications at the HS or possibly also the JH)?
3. What is the process for reviewing and/or limiting publications or distributions for media to ensure it does not fit into one of the four prohibited categories listed?
4. **Page 125 - Required Question #1- Does Admin support the language providing student journalists more flexibility? The Board needs to respond, No or Yes?**
5. **Required Question #2 - Does Admin recommend addressing the additional text for the word-for word statutory language? The Board needs to respond, No or Yes?**
6. **Required Question #3 - Does Admin recommend that the student media advisor provide students journalists with written justification prior to limiting materials? Would Admin suggest the student media advisor provide written justification plus meet with the student to discuss? The Board needs to respond No or Yes.**

Board -

Page 124 - Under **Non-School Sponsored Publications Accessed or Distributed Off-Campus**, why would we have restrictions on non-school sponsored publications accessed or district off campus? Wouldn't that be the parent/guardian role? Maybe cross-reference policy 7:180 and 7:190?

Note: The off-campus restriction may apply if it causes a substantial disruption on-campus, or interferes with the rights of students or staff, by connection. 7:180 is cross-referred and we could add 7:190 (Student Behavior) for cross-reference if agreed.

7:340 Student Records PAGE 127

Board -

1. Page 127 - In the 2nd paragraph starting "State and federal..." 7th line after **PRESSPlus2**, change "parent" to "parent/guardian" as described in previous policies.
2. In the 3rd paragraph, add "or designee" after "The Superintendent".
3. Under **Student Biometric Information Collection**, 2nd paragraph, 1st line, change "the person having legal custody/parental responsibility" to "parent/guardian" to be consistent with the former

policies.

4. Under that same section, 4th paragraph, 3rd line, also change "the person having legal custody/parental responsibility" to "parent/guardian".

7:345 Use of Educational Technologies. . . PAGE 129

Board -

1. Page 129 - In the 3rd paragraph, 4th line, is the Superintendent the District's Privacy Office? If yes, leave as is; if not, should "or designee" be added?
2. In the first paragraph, 2nd sentence, add "or designee" after "the Superintendent".

FOR DISCUSSION

**Lisle Community Unit School District 202
Board of Education Meeting
January 24, 2022**

SUBJECT: Freedom of Information Act Request

BACKGROUND DATA: The District received Freedom of Information Act request(s) from the following individual(s):

- 1) Ross Weidner and Jonathan Fagg
- 2) Matt Gugala

The District will respond to all the request(s) within the required timeline.

From: Fagg, Jonathan P. (WLS-TV) <Jonathan.P.Fagg@abc.com>
Sent: Tuesday, January 11, 2022 5:14:52 PM
To: kfilipiak@lisle202.org <kfilipiak@lisle202.org>
Cc: Weidner, Ross E. (WLS-TV) <Ross.E.Weidner@abc.com>
Subject: FOIA Request

Dear Lisle CUSD 202,

Via FOIA, I request access to and/or a copy of documentation of remote learning equipment reported as missing, damaged, broken, stolen or otherwise unavailable for use. For this request, please provide the information in aggregate including (if available): type of device, school that device-assigned student attends, date of issuance, data or report of loss, and any other relevant information. In addition, please provide (if available) documentation showing the total number of remote learning equipment assigned.

If you believe any portions of these records are not subject to FOIA, please redact the materials to facilitate production and cite specific exemptions you believe justify redaction of the materials.

Thanks,
Ross Weidner and Jonathan Fagg
ABC7 Chicago
(312)590-1594

From: Matt Gugala <mattg@smart265.org>
Sent: Thursday, December 30, 2021 11:04 AM
To: kfilipiak@lisle202.org
Subject: FOIA Request

Freedom of Information Officer;

Typically, we send these foias as one FOIA. We have been requested by several school districts to send a foia for each individual school for better organization. It is the same information we usually ask for but just broken out into a more useable form. We also typically send these in the spring, however, school planning seems to be earlier this year due to lead time in material.

IF You prefer to answer in a single email, please separate each school so it is clear that the school does or does not have any record of planned work.

I thank you in advance for your patience and cooperation in this matter.

Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned at **Lisle Elementary School** for the 2022 calendar year which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems.

Architectural Metals used for weatherproofing and/or ornamental purposes.

Gutters and /or Downspouts.

New installation and/or replacement of lockers.

New installation and/or replacement of toilet partitions.

Kitchen Renovations.

Current HVAC Maintenance Contracts.

The information requested can be faxed, emailed, or mailed to the address listed on this request; whichever is more convenient for you.

This FOIA is for private use. If the required 5 day turnaround cannot be met, please contact me with your extension request.

Thank you for your cooperation and public service

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Sent: Thursday, December 30, 2021 11:04 AM
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IF You prefer to answer in a single email, please separate each school so it is clear that the school does or does not have any record of planned work.

I thank you in advance for your patience and cooperation in this matter.

Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned at **Lisle High School** for the 2022 calendar year which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems.

Architectural Metals used for weatherproofing and/or ornamental purposes.

Gutters and /or Downspouts.

New installation and/or replacement of lockers.

New installation and/or replacement of toilet partitions.

Kitchen Renovations.

Current HVAC Maintenance Contracts.

The information requested can be faxed, emailed, or mailed to the address listed on this request; whichever is more convenient for you.

This FOIA is for private use. If the required 5 day turnaround cannot be met, please contact me with your extension request.

Thank you for your cooperation and public service

From: Matt Gugala <mattg@smart265.org>
Sent: Thursday, December 30, 2021 11:04 AM
To: kfilipiak@lisle202.org
Subject: FOIA Request

Freedom of Information Officer;

Typically, we send these foias as one FOIA. We have been requested by several school districts to send a foia for each individual school for better organization. It is the same information we usually ask for but just broken out into a more useable form. We also typically send these in the spring, however, school planning seems to be earlier this year due to lead time in material.

IF You prefer to answer in a single email, please separate each school so it is clear that the school does or does not have any record of planned work.

I thank you in advance for your patience and cooperation in this matter.

Under the Freedom of Information Act I'm requesting information for the new construction, renovation and/or maintenance work planned at **Lisle Junior High School** for the 2022 calendar year which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

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Superintendent's Report – January 2022

Lisle Elementary School

[Library Resource Center Book Celebrations](#)

This year, our LRC is hosting special days each month focused on specific picture books for our students. They share books from famous authors, Monarch award nominees and Bluestem award nominees. Our students gather in our LRC, hear about the wonderful stories and also do an activity that goes along with the theme of the books. Some of the activities have been creating kindness rocks, recipe books and bookmarks. The students have really been enjoying these special days.

[Congratulations to the TESOL Poetry Contest Winners](#)

We are pleased to share that eight students entered this year's TESOL (Teaching English to Speakers of Other Languages) Elementary Poetry Contest. Our school had four students earn honors in a variety of Categories. Students will receive their award during the convention on Friday, February 25, 2022 at the Sheraton in Lisle. All students who entered poetry will be honored during our spring Bilingual Parent Meeting.

Bumjun R

Second Grade

- First place Bo-poem
- Second Place Diamante
- Second Place Haiku

Sebastian M

Second Grade

- First Place Diamante
- Second Place Acrostic

Angela A

Third Grade

- First place Haiku

Lium M

Fifth Grade

- First Place Acrostic

Lisle Junior High School

[Drones at LJHS](#)

The 8th grade Technology and Engineering class explores the many uses and possibilities with drones. Students learn all about the different types of drones, how to manually operate a drone, how to control a drone with a joystick controller, and how to code/program a drone.

One of the challenges students will face when coding a drone is a simulation of an example of real-life uses of drones; delivering a small package to a home. Students participate in the Drone Delivery Challenge where they are tasked with delivering a package (a foam block) via drone to a specific small area in the room (a 6' x 6' square that simulates a front porch) from the opposite side of the room while flying around several obstacles to reach the destination.

This is one small part of our drone unit in which students have hands-on opportunities to experiment and solve real world problems.

[ThingLink](#)

Seventh-grade social studies teacher Ms. Jaime Miller and instructional technology coach Mr. Vinny Slowiak implemented a new ed tech tool in the classroom called ThingLink to allow students to share their knowledge of a Middle Eastern country. ThingLink lets you take any image and add interactive elements right on top of it. We also were able to explore the 360° image library that immersed students in their chosen country, and students were able

to add tags that would include pictures, videos, and even a recording of their own voice. This was a great way for students to share their research on the country of their choice in an interactive way.

Lisle High School

Illinois State Scholars

Lisle High School received notification from the Illinois Student Assistance Commission regarding seniors who have been selected as Illinois State Scholars. The Illinois State Scholar Program identifies those high school seniors who possess superior academic potential. Each student named a State Scholar receives a Certificate of merit from the Illinois Student Assistance Commission. Students are named State Scholars on the basis of their ACT or SAT scores and GPA at the end of their junior year. Congratulations to the following Illinois State Scholars: **Margaret C, Kaleb C, Brady C, Cole D, Connor E, Anna G, Alexander G, Austin H, Abram P, Isabella P, Thomas P, Dylan P, Adam S, Maya S, Andrew S, and Sean Z.**

National Honor Society

On January 19th, Lisle High School held its annual National Honor Society induction ceremony in the Auditorium. Thank you to sponsor Becky Schwartz, the faculty committee and all those who contributed to help these students achieve this honor. Congratulations to **Tyler A, Jack A, Gianna C, Audrey C, Veronica C, Zachary E, Erin H, Kayleigh H, Ryan H, Ava M, Samantha R, Nicholas S, Brooke T, Lily T, Miette T, Julia V, Nathan V, Riley B, Maya S, and Emily W.**

Class of 2026 Presentations

On Thursday, January 27th, Lisle High School will provide two opportunities for the incoming 9th grade class of 2026 to obtain information regarding course selection for the 2022-23 school year.

- Option 1: We will hold an in-person presentation in the Auditorium from 7:00pm-8:00pm. The presentation will cover the following topics: Planning a 9th grade schedule, 9th grade course requirements, 9th grade elective options, signing up for classes via Powerschool, social & emotional support programs for 9th graders and co-curricular activities for all students. After the presentation, there will be an opportunity to ask specific questions of our Department Heads and School Counselors. All COVID guidelines and protocols will be followed.
- Option 2: View the virtual presentation, which provides the same information as well as a virtual tour of the building. The Department Heads and the School Counselors present in the virtual presentation as well.

Lisle Hall of Fame

Congratulations to the Class of 2022 Hall of Fame Inductees **Ken Jakalski, Shani Bauldrick '92, Grant Fitzgerald '11 and Matt Kerback '95.** This new class of individuals was honored on Friday, January 21st at the annual Hall of Fame induction in the auditorium and then recognized at halftime of the boys basketball game against Herscher.

Congratulations to the Lisle Park District Photo Contest Winners

Lisle High School photography students Andrea C. (sophomore) and Cierra B (senior). submitted photographs to this year's Lisle Park District Photo Contest. We are pleased to share that Andrea's piece "Red House," which was taken at the Museums at Lisle Station Park earned first place and Cierra's piece, "Beneath a Blue Sky," featuring blooms in Lisle Community Park earned third place. Both photographs will be featured in the Lisle Park District Winter-Spring Program Guide.

District

[COVID-19 Vaccine Booster Clinic for Individuals Ages 12 and up](#)

Lisle District 202 will host a COVID-19 Vaccine Booster Clinic on Wednesday, January 26th from 2:30-5pm at Lisle High School. All eligible individuals 12 and older are welcome to participate.

[5Essentials Survey](#)

The District will be sending information about this year's 5Essentials Survey on Friday, January 28th. The state will provide survey results for individual schools only if a school has at least 20 percent of parents take the survey. Our goal is to receive feedback from as many of our families as possible, so please share your thoughts with us on this survey. The survey window will be open through March 11, 2022.

HSO Council Meeting Agenda October 20, 2021

IN ATTENDANCE: Laura Tchakanakis, Heather Tumbarelli, Dena Klein, Katie Candler, Linda Kotalik, Pam Ahlmann, Rachel Schuette, Mary Ebert, Jen Gavigan, Julie Vander Zanden, Irene Evert, Jenifer Hammond, Kathy Gill

CALL TO ORDER: Laura Tchakanakis called the meeting to order at 7:04 pm
Welcome to the October 2021 HSO Council meeting. Thank you all for attending. Thank you Dr. Kotalik and to the school and to Ms. Kiener-Barnette (Mr. Nagler) for being here to bring us up to date on happenings within the District.

Before beginning, let's review, can we take a moment to approve the minutes.

Let's jump right in with reports from Dr. Kotalik and Ms. Kiener-Barnette.

APPROVAL OF MINUTES:

SUPERINTENDENT REPORT: Linda Kotalik

- Provided an overview and answered questions pertaining to the new COVID-19 Test to Stay program and Shield Testing protocols to help reduce the number of students and staff in quarantine. The program has been approved by the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE), and the DuPage County Health Department (DCHD) recently made this option available to school districts in our county.
- Staff input and desires are being obtained in preparation for renovations to LJH. A guideline is that renovations will be made without increasing taxes.
- Many parents responded to the Inclement Weather survey with their preference for traditional snow days or remote learning. The opinions are still being analyzed and seem to be fairly well split. The difference between e-learning days and remote learning days was explained. Additional input was obtained from several of the Council members, as well as their thoughts regarding the difference between a polar vortex day:

SCHOOL BOARD LIAISON: Pam Ahlmann

- Questions were addressed regarding the Chesterton Academy lease and an update on the sale of Tate Woods. The zoning requirement of the Special Use Permit for Tate Woods was explained. Clothing Sale Committee members hope to learn the availability of a facility for the spring Clothing Sale, as soon as possible, and will be flexible in adjusting sale dates, as needed.
- The three Board liaisons this year, Pam Ahlmann, Lisa-Kiener Barnette and Greg Nagler, will rotate attending HSO Council meetings throughout the school year.
- Parent teacher conferences at LJH and LHS are virtual again this year. Input from HSO Council members regarding virtual conferences last year was very positive.

...s showcased an interview with one of our LSH students attending the Technology Center of DuPage (TCD). The article highlighted more young people seeking trade jobs post HS and the benefits of developing skills for career readiness.

- National Merit Students, Dylan Peterik, commended student, and Anna Gallaway and Isabella Pellicano, semi-finalists, and their families, were recognized at the September Board meeting.
- The Board approved an application for a school maintenance project grant which could result in \$50,000 to be used for the maintenance of building structures for education purposes. If received, the money would be applied to roofing projects at the HS.
- Kudos were given to the LHS Boys Soccer team for making it to the Sectional Semi-finals; the positive Homecoming activities and games; and the successful outdoor choral concert on the Van Kampen stage.
- The Bi-Lingual Parent Meeting on October 19th emphasized the support available for families from our ELL staff and what parents can do to help their students with bi-lingual skills.
- The Board is receiving governing recognition by the Illinois Association of School Boards (IASB) DuPage Division for practicing effective governance as identified by IASB's Foundational Principles and participation in support of Board development programs.
- The Lisle Elementary School (LES) project was evaluated by a panel of school administrators and architects and was selected to receive the Award of Distinction for excellence in the design of educational environments. The award will be presented to the architectural firm and District and highlighted in the Educational Environments award video at the November IASB Joint annual conference in Chicago.
- Three Board members and District administrators recently attended a 4-hour training conference presented by our law firm, Himes, Petrarca & Fester CHTD. The details of legal requirements, trends and recent legislation were highlighted.
- As part of the Board's ongoing governance review, Board Goals are being removed as a separate document as the language has been incorporated into the Board Code of Conduct and Agreed Upon Norms.
- Last night there was a bilingual parent meeting - many in the group that meet with parents/teachers. Importance of biliteracy and are able to help with parent teacher conferences
- Dinner for Illinois Association of School Boards - we are getting a Governing Award on 10-21-21
- Award for Distinction for Excellence in the Design of Educational Environment Award the weekend before Thanksgiving
- Administration attend law conference by attorneys, 4 hours go through new legislation, and share situations encountered, and trends
- Will be reviewing Board Goals - different than Board Norms, and are merging those.

PRESIDENT REPORT: Laura Tchakanakis

Thank you:

- Thank you to Rebecca Harris and Anne Blaeske for getting the Directory out in record time. This is no small task and we appreciate your efforts and how quickly this was done this year.

Thank you to our Treasurer Katie Candler for the continued work she's put in transitioning us to our new accounting system. We are extremely appreciative of the work you've done so far Katie getting things organized and off to a good start. Thank you to the unit treasurers present who have helped with this.

- Thank you to Kathy Gill for offering to do some investigation regarding the possibility of obtaining D & O insurance for the HSO boards. We look forward to hearing more later this evening.

VICE PRESIDENT REPORT: Kathy Gill

Updated membership

TREASURER REPORT: Katie Candler

Please see attached reports

CORRESPONDING SECRETARY REPORT: Rachel Schuette

Nothing to report

RECORDING SECRETARY REPORT: Daniele Cole - filled by Kathy Gill at this meeting

Please send reports for the minutes

OPEN FORUM:

Will discuss D & O insurance after the updates

UNIT DELEGATE REPORTS:

Elementary: Heather Tumbarelu

LEHSO Meeting 10-6-21

- Parent teacher conferences are virtual
- Clothing sale profits were down from years past but overall, it went well.
- Practice safety drills in the month of October
- Halloween activities- coordinators will be providing kits for the teachers to work on with the students
- Stock the lounge- in November and February

Junior High School HSO Report: Julie Vander Zandon

- Principal - student council starting with just reps from each grade, HS helping with athletic camps for Jr High, wrestling/track coach retired looking for replacement, parent/teacher conferences were 10/14-15, Roar Store going strong will be looking for donations
- President - meetings are 2nd Wednesdays of the month. It does conflict with boosters
- Treasurer - budget approved with understanding it may need to be revised in February
- Committees - box top cutouts need to be turned in by 10/29, Bonus Fest (ShopWithScrip) running Friday-Sunday 10/8-31, Dinner Ready was restaurant night, Halloween Dance is 10/29 from 5-7 pm outside sign-up genesis for volunteers and food has been created, looking for ways to boost ShopWithScrip gift card program and for a second fundraiser.

10-20-21

Lisle HSO Council Meeting Minutes

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High School: Mary Ebert

- Fall sports are ending and winter sports starting
-

COMMITTEE REPORTS:

Directory - Finished and distributed

Flower Sale - No new information

Awards - Anne B is gathering information to pass along to Jen G.

5 K Run/Walk - Will be able to do this again - Anne B and Jen L offered to gather prizes so will be able to do this

UNFINISHED BUSINESS:

ByLaws - Kathy G and Dena K will work on this

D/O Insurance - Reviewed information from Kathy G conversation with Dawn the rep from the insurance company.

Discussed pros and cons

Moving forward with a vote

Motion "move purchase with a 1 year policy D/O insurance not to exceed \$800

Dena made motion, Jen G seconded motion

9 in favor, 2 opposed - motion passed

Tax returns filed on November 30, not due until January 15

Cannot locate tax return at IRS

Making good progress on Quick Books - still need Elementary

NEW BUSINESS/OPEN FORUM:

Junior High is hurting financially per Irene Evert

- Fundraiser from November 1 to November 19 - can purchase gift card to be delivered to teacher, or staff member or principal in the building
- They will add fee - will package and deliver
- Creates fundraiser
- Provides a way to give teacher a gift while making it easy for parents
- Still setting this up.

Thanks to Dena for helping set this up - creating Shopify

Motion to adjourn by Mary E, seconded by Rachel S

MEETING ADJOURNED: 8:40pm

10-20-21

Lisle HSO Council Meeting Minutes

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LISLE HSO COUNCIL TREASURER'S REPORT
October 20, 2021

- 1) The cash balance as of 10/20/2021 is \$7,253.76.
- 2) Income/Expense items to note:
 - a) Membership
 - i) Amount collected for 2021-2022 school year is currently \$1,780.00 (last year, we were at \$820 at this point in the year).
 - ii) The following staff dues have been deposited:
 - (1) LES - \$170
 - (2) LJHS - \$0
 - (3) LSHS - \$0
 - iii) 50% of membership remains with Council; the other 50% is split among the other 3 Units.

2021-2022 District Enrollment			
School	# Students	Membership Allocation	Amount to Distribute
LES	736	50.5%	\$449.45
LJHS	328	22.5%	\$200.25
LSHS	393	27.0%	\$240.30
Total	1,457	100%	\$890.00



**Board of Control Meeting
January 26, 2022
Southeast Alternative School--Gym
6S331 Cornwall
Naperville, IL 60540
6:30 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. Public Hearing for E-Learning Program
 - a. E-Learning Presentation
 - b. E-Learning Public Comments
 - c. Adjournment--Public Hearing
4. Audit Presentation
5. FY23 Budget Presentation
6. FY22 Amended Budget Presentation
7. **Public Comment**
8. **Consent Agenda**
 - a. Approve Minutes of December 8, 2021 Board of Control meeting and November 10, 2021 finance committee meeting
 - b. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Appointments of Educational Support Staff, Licensed Staff, Registered Staff and Contracted Staff as presented.
 - c. Accept the Financial Reports
 - 1) Treasurers Report--December 2021
 - 2) Revenue & Expenditure Reports--December 2021
 - 3) Gross Payrolls--December 2021
 - 4) Interim Payrolls--December 2021
 - 5) Bill List--December 2021, January 2022
 - 6) Interim Checks--December 2021
 - d. Accept the Annual Financial Audit Results
 - e. Approve contract for sign language interpreting services
 - f. Conduct Second Reading/Adoption of Substantive Changes/New Policies:
 - 2:110, Qualifications, Term, and Duties of Board Officers
 - 2:120, Board Member Development
 - 2:150, Committees
 - 2:220, School Board Meeting Procedure
 - 2:260, Uniform Grievance Procedure
 - 3:40, Executive Director
 - 4:60, Purchases and Contracts
 - 4:160, Environmental Quality of Buildings and Grounds
 - 4:170, Safety
 - 5:20, Workplace Harassment Prohibited
 - 5:30, Hiring Process and Criteria
 - 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
 - 5:90, Abused and Neglected Child Reporting
 - 5:100, Staff Development Program

- 5:120, Employee Ethics; Conduct; and Conflict of Interest
- 5:125, Personal Technology and Social Media; Usage and Conduct
- 5:150, Personnel Records
- 5:184, Leaves, Holidays, and Vacations
- 5:185, Family and Medical Leave
- 5:260, Student Teachers
- 6:50, School Wellness
- 6:60, Curriculum Content
- 6:120, Education of Children with Disabilities
- 6:180, Extended Instructional Programs
- 6:340, Student Testing and Assessment Program
- 7:70, Attendance and Truancy
- 7:80, Release Time for Religious Instruction/ Observance
- 7:160, Student Appearance
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190, Student Behavior
- 7:240, Conduct Code for Participants in Extracurricular Activities
- 7:250, Student Support Services
- 7:260, Exemption from Physical Education
- 7:290, Suicide and Depression Awareness and Prevention
- 7:340, Student Records
- 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (NEW)
- 7:315, Restrictions on Publications; High Schools (NEW)
- g. Approve Early Choices contractor agreement with Natasha Croff
- h. Approve SOPPAS for:
 - 1) Fool Proof Foundation/Belleville Township High School District 201
 - 2) Little Bee Speech/Northwest Suburban Special Education Organization
 - 3) Wallwisher (d.b.a. Padlet)/Grayslake CHSD 127
 - 4) Assistive Ware BV/Naperville Community Unit School District 203
 - 5) Quizziz, Inc./Geneva CUSD 304
 - 6) University of Oregon/SASED
- 9. **Discussion Without Action**
 - a. Informational/Correspondence
 - 1) Executive Director Evaluation Process
 - b. Enrollment Update
 - c. Board Committee Updates
- 10. **Discussion with Action**
 - a. Approve 2022 Extended School Year Tuition and Pay Rates
 - b. Adopt E-Learning resolution
 - c. Adopt Cooperative Operations during COVID-19 Pandemic resolution
 - d. Approve agreement with IASB for policy services in the amount of \$7,500
 - e. Approve contract addendum with BluePrint Partners SEL for support at Southeast Alternative School
- 11. **Adjournment**