

Regular Meeting of the Board of Education

Wednesday, June 10, 2026 6:00 PM

Independence Junior High School, 6610 W. Highland Dr., Palos Heights, IL 60463

1. Call to Order

1.A. Pledge to the Flag

1.B. Roll Call

2. Superintendent's Report

2.A. Let Your Light Shine Award from Illuminate - Patriots of the Year Independence Junior High School

2.B. Technology Updates

2.C. E-Rate 2026

3. Approval of the Consent Agenda Items

3.A. Minutes of the Regular Meeting of May 13, 2026

3.B. Minutes of the Closed Session Minutes of May 13, 2026

3.C. Approval of Bills & Payroll

3.D. Review of Schools' Activity Accounts

3.E. Approval of Annual Renewal of Pre-Tax Insurance

3.F. Personnel

Hiring:

1. Extension of V. Novy, long-term substitute, Kindergarten, through November 27, 2026
2. D. Burke, Special Education, Chippewa, effective August 18, 2026
3. S. Durkee, Paraprofessional, Indian Hill, effective August 18, 2026
4. K. Stas, Reading Interventionist Paraprofessional, Navajo Heights, effective August 18, 2026
5. H. Muhammad, Second Grade Teacher, Chippewa Elementary, effective August 18, 2026
6. A. Andrekus, Seventh Grade ELA Teacher, Independence Junior High, effective August 18, 2026
7. L. Colon, Preschool Paraprofessional, Indian Hill, effective August 18, 2026

3.G. Resignation:

1. N. Cook, Paraprofessional, Indian Hill, effective June 2, 2026
2. K. Nielsen-Lombardi, Paraprofessional, Navajo Heights, effective June 2, 2026

3. K. Grunwald, ELA Teacher, Independence Junior High, effective June 2, 2026
4. T. Buell, Paraprofessional, Independence Junior High, effective June 2, 2026

3.H. Addendum to Contract:

Addendum to the contract for Dr. Kirk, Independence Junior High Principal, regarding TRS reporting for the insurance fringe benefit offered.

4. **Old Business**

4.A. Approval of Board Resolution for the Certification of Serious Safety Hazards for the 2026-2027 School Year

4.B. Approval of the Quote for Carpet Installation - Chippewa Elementary and Independence Junior High

4.C. 2026 Audit Planning: Baker Tilly US, LLP

4.D. **Policy Final Approval**

8. 2:200 Types of Board of Education Meetings
9. 2:220 Board of Education Meeting Procedure
10. 2:250 Access to District Public Records
11. 2:260 Uniform Grievance Procedure
12. 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
13. 5:30 Hiring Process and Criteria
14. 5:250 Leaves of Absence
15. 5:330 Sick Days, Vacation, Holidays, and Leaves
16. 6:65 Student Social and Emotional Development
17. 6:100 Using Animals in the Educational Program
18. 6:145 Migrant Students
19. 6:180 Extended Instructional Programs
20. 7:20 Harassment of Students Prohibited
21. 7:50 School Admissions and Student Transfers To and From Non-District Schools
22. 7:100 Health, Eye and Dental Examinations: Immunizations and Exclusion of Students
23. 8:185 Teen Dating Violence Prohibited
24. 7:240 Conduct Code with Participants in Extracurricular Activities
25. 7:260 Exemption from Physical Education
26. 7:300 Extracurricular Athletics
27. 8:90 Parent Organizations and Booster Clubs
28. 2:140 Exhibit - Guidance for Board Member Communications, Including E-Mail Use

4.E. **DISTRICT CONTACT EDITS ONLY**

5. 2:265 Title IX Grievance Procedure
6. 5:10 Equal Employment Opportunity and Minority Recruitment
7. 5:20 Workplace Harassment Prohibited
8. 7:180 Prevention of and Response to Bullying, Intimidation and Harassment

4.F. REVIEW & MONITORING

- 7:220 Bus Conduct
- 7:230 Misconduct by Students with Disabilities
- 7:280 Communicable and Chronic Infectious Disease

5. New Business

5.A. Advance approval of estimated bills and payroll for June & July 2026, and estimated educational expenditures not to exceed \$2,000,000.

5.B. Early Childhood Block Grant - Bollard Installation

5.C. Approval of Curtain Replacement - Chippewa Elementary and Navajo Heights

5.D. Approval of Seal Coating: Independence Junior High and Chippewa Elementary

5.E. Country House Lunch Contract Renewal

6. Audience Participation

If you are coming up to speak, please identify yourself by name and connection to the district and we ask that comments remain brief to accommodate everyone wishing to speak. Policy ordinarily provides up to 3 minutes per speaker.

7. Information Items

7.A. YTD Financial Summary

7.B. Freedom of Information Act Items

8. Closed Session, if Needed

Discuss the appointment, compensation, discipline, performance, or dismissal of a specific employee; collective negotiating matters or deliberations concerning salary schedules for classes of employees; discussion of possible litigation; and student disciplinary issues. The placement of individual students in special education programs and other matters relating to individual students.

9. Return to Open Session

10. Adjournment



PALOS HEIGHTS
SCHOOL DISTRICT 128

Artificial Intelligence Guidance

Preparing Students for Their Tomorrow

Leading with Purpose in an Ever-Changing World.



THE PALOS FRAMEWORK FOR AI USE



PURPOSEFUL

Intentional and meaningful use that supports learning and human connection.



ALIGNED

Connected to learning, priorities, policies, and our Portrait of a Learner.



LEARNER-CENTERED

Designed to empower every learner.



OPEN & TRANSPARENT

Communicate clearly about when, why, and how AI is used.



SAFE & SECURE

Protect privacy, ensure well-being, and uphold ethical use.

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Purpose and Scope

The District 128 Artificial Intelligence Guidance Framework aims to provide staff, students, and families with clear guidance on the responsible, ethical, and human-centered use of artificial intelligence in teaching, learning, communication, and operational practices.

Please note that this document serves as administrative guidance and does not replace existing Board policies, administrative procedures, student handbooks, employee handbooks, technology agreements, or applicable state and federal laws. Expectations for students regarding the responsible use of artificial intelligence are further outlined in the District 128 Student-Parent Handbook and applicable technology agreements. As artificial intelligence technologies evolve, District 128 may periodically update this guidance to incorporate new best practices, legal requirements, and educational opportunities.

Superintendent Message

Artificial intelligence is rapidly reshaping our world, influencing how we learn, communicate, create, and work. At Palos Heights School District 128, we believe our responsibility is not simply to react to these changes but to thoughtfully prepare our students for their tomorrow.

As educators, we know that technology alone does not define the future. Human connection, curiosity, creativity, empathy, and critical thinking remain essential. AI should never replace these qualities; it should help amplify them.

Throughout the 2025–2026 school year, a group of District 128 teachers and administrators participated in an AI Think Tank to explore how artificial intelligence can support teaching, learning, communication, and operational efficiency while remaining aligned with our district values and Portrait of a Learner competencies.

This guidance reflects our commitment to approaching AI with purpose, transparency, safety, and innovation. We believe AI can serve as a teammate that supports learning while ensuring people always remain at the center of decision-making.

Together, we will continue to prepare students to thrive in an ever-changing world while remaining grounded in the human relationships and experiences that make learning truly meaningful.

A handwritten signature in black ink, appearing to be 'JS' with a stylized flourish.

Jason Smit, Ed.D.

Superintendent

Palos Heights School District 128

Preparing Students for Their Tomorrow

Artificial intelligence is rapidly reshaping how we learn, communicate, work, and solve problems. At Palos Heights School District 128, we believe our responsibility is to embrace these changes and thoughtfully prepare students and staff to navigate them with confidence, integrity, empathy, and purpose.

Our approach to AI is grounded in the values and competencies outlined in our Portrait of a Learner. This vision reflects our community's hopes and aspirations for all students who demonstrate Perseverance, Innovation, Communication, Wellness, and Citizenship in an ever-changing world.

We view AI as a teammate, a tool that can support creativity, efficiency, personalization, and learning, but it should never replace human thinking, relationships, empathy, or judgment. Students and educators remain at the center of the learning process. While AI may assist us, people will always ask meaningful questions, make important decisions, and determine what matters most.

In District 128, we believe the most meaningful learning experiences are rooted in human connection, collaboration, curiosity, creativity, and communication. While AI can enhance learning, it cannot replace the relationships among students, teachers, peers, and families that are essential for growth, belonging, and well-being.

Our approach reflects many of the same principles found in design thinking: listening deeply, understanding multiple perspectives, solving authentic problems, collaborating with others, and creating solutions that enhance people's experiences. AI should strengthen these human-centered experiences, not diminish them.

We also recognize the important difference between active and passive uses of technology. District 128 will prioritize AI experiences that are:

- interactive and creative,
- collaborative and discussion-based,
- focused on critical thinking and problem-solving,
- supportive of student voice and reflection,
- connected to authentic learning experiences.

District 128 does not consider all screen time equal. We prioritize technology experiences that foster creation, collaboration, communication, problem-solving, and human interaction over passive consumption and disengaged use. The quality, purpose, and impact of technology use matter more than the amount of time spent on a device.

District 128 evaluates artificial intelligence through the lens of learning rather than technology. The value of AI is not determined by its novelty but by its ability to support deeper thinking, creativity, communication, problem-solving, and student growth.

Rather than promoting passive consumption or more screen time, our goal is to use AI intentionally to deepen engagement, strengthen relationships, and support student wellness. AI should expand opportunities for meaningful human interaction, not diminish them. As a district, we believe in creation over consumption.

Preparing Students for Their Tomorrow

AI-Era Skill	Portrait of a Learner Connection
Asking thoughtful questions and refining prompts	Innovation
Evaluating accuracy and identifying errors	Perseverance
Seeking feedback and improving work	Communication
Using AI ethically and responsibly	Citizenship
Protecting privacy and digital well-being	Wellness
Making informed decisions about AI-generated information	Citizenship
Collaborating, discussing, and critiquing ideas	Communication
Creating original ideas and solutions with AI support	Innovation

Artificial intelligence is reshaping the skills students need for success in college, careers, and life. Although technology is constantly evolving, the competencies outlined in District 128's Portrait of a Learner remain vital. Students who think critically, communicate effectively, persevere through challenges, act responsibly, and maintain personal well-being will be best equipped to use AI as a tool for learning, creativity, and problem-solving.

Research Connection

Educational researchers John Hattie and Janet Clinton emphasize that artificial intelligence is most effective when it supports learning, rather than replacing human judgment, relationships, and critical thinking. District 128 agrees and sees AI as a partner that can enhance learning while keeping students and educators at the center of education.

The **PALOS** Framework for AI Use

As artificial intelligence continues to advance, District 128 recognizes the importance of a clear, intentional approach to its implementation. Our focus is on supporting student well-being and fostering human-centered learning.

To guide responsible decision-making, District 128 has developed the PALOS Framework for AI Use. This framework aligns with district values, our Strategic Plan, Portrait of a Learner competencies, and our commitment to preparing students for their tomorrow.

The **PALOS Framework** is designed to:

- support thoughtful and deliberate implementation,
- encourage ethical and responsible use,
- provide consistency across the district,
- and ensure AI enhances learning while preserving meaningful human connections.

The framework ensures that AI is used as a tool to enhance—never replace—the critical thinking, creativity, and human relationships essential for student growth.

P – PURPOSEFUL

Use AI intentionally and meaningfully to support learning and foster human connection.

- **Guidance:** We prioritize interactive, creative, and collaborative experiences over passive screen time. AI serves as a teammate in the learning process, but it must never replace human thinking, empathy, or judgment.

A – ALIGNED

Ensure all AI use is connected to learning goals, district priorities, policies, and our Portrait of a Learner.

- **Guidance:** AI implementations must integrate with district curriculum, Board policies, academic integrity standards, and the Portrait of a Learner competencies: Perseverance, Innovation, Communication, Wellness, and Citizenship.

L – LEARNER-CENTERED

Empower every learner through AI use.

- **Guidance:** AI tools should promote critical thinking, effective communication, and student ownership of ideas. Technology must support authentic student growth and the "productive struggle" essential to real learning. Artificial intelligence should strengthen student agency, reflection, and self-directed learning. Students should remain active participants in the learning process rather than passive recipients of information.

O – OPEN & TRANSPARENT

Clearly communicate when, why, and how AI is used.

- **Guidance:** Trust depends on transparency. Students, staff, and families should always know when AI is in use, its purpose, and how it supports instructional or educational goals.

S – SAFE & SECURE

Protect privacy, ensure student well-being, and uphold ethical standards.

- **Guidance:** We are committed to uncompromising student data privacy. All approved AI tools are thoroughly vetted to meet SOPPA, FERPA, and COPPA requirements.
 - **Data Privacy Boundary:** Never enter a student's Personally Identifiable Information (PII) or confidential educational records into exploratory or unapproved AI systems.

The **PALOS Framework** establishes clear guidelines for the responsible use of AI throughout District 128. As technology advances, these guidelines will help ensure that decisions prioritize student growth, strengthen human relationships, encourage ethical leadership, and enrich meaningful learning experiences.

The District 128 AI Stoplight Guidance Framework

To encourage thoughtful, age-appropriate, and responsible use of artificial intelligence, District 128 has created an AI Stoplight Guidance Framework. This framework helps educators make informed instructional decisions, use AI effectively in the classroom, and enrich student experiences.

The Stoplight Framework aims to:

- Provide clear guidance for staff and students.
- Support educators' professional judgment.
- Encourage a balanced and human-centered approach to technology.
- Promote transparency in AI use.
- Ensure that AI applications align with district values, instructional goals, and student well-being.

District 128 recognizes that not all AI applications have the same instructional value, developmental suitability, or privacy implications. The Stoplight Framework guides educators in evaluating AI use in three categories:

- when it is encouraged,
- when it is appropriate with guidance,
- when it is not suitable for instructional use.

This framework is a practical tool to support thoughtful decision-making and is intended to complement professional judgment, not replace it. It acknowledges that learning experiences, student needs, and instructional contexts vary widely across the district.

Status	Guidance Level	Description
	GREEN LIGHT: AI ENHANCES LEARNING	Encouraged to amplify creativity, accessibility, and active design.
	YELLOW LIGHT: AI REQUIRES GUIDANCE & OVERSIGHT	Appropriate only under teacher direction with human review.
	RED LIGHT: AI Use Is Prohibited	Strictly prohibited. Bypasses thinking or violates student privacy.

GREEN LIGHT: AI Enhances Learning

Students are encouraged to use approved Canva AI features independently in their digital workspaces to express ideas, design graphics, and create engaging multimedia projects.

Core Expectation: Canva AI should serve as an assistive design partner, helping students visually communicate their original ideas. Its use must always be purposeful, safe, and aligned with each student's classroom goals.

Approved Student Canva AI Activities:

- **Visual Graphic Design & Elements:** Selecting and applying AI-recommended design layouts, color palettes, and fonts that best match the mood and purpose of their project.
- **Magic Eraser & Background Remover:** Using basic AI photo-editing tools to clean up, isolate, or adjust the background of images they have collected or photographed for a project.
- **Enhancing Accessibility:** Using AI-generated captions for video projects or applying text-to-speech features to make presentations more interactive and accessible.
- **Template Customization:** Allowing Canva AI to suggest slide arrangements or content layouts based on the raw text and research the student has already manually added to a presentation.

Student Accountability Rule: Although students are encouraged to use Canva AI independently, all Green Light activities must occur within the district-managed Canva for Education environment and under the general supervision of the classroom teacher.

YELLOW LIGHT: AI Requires Guidance & Human Oversight

Students may use certain Canva AI tools only when the teacher gives explicit directions, when clear project guidelines are provided, and with direct supervision.

Core Expectation: Canva AI can help spark creativity or refine work, but it should never replace genuine student effort. Students, not Canva, must handle the main tasks of organizing, writing, and finalizing their projects.

Approved Student Canva AI Activities:

- **Image Generation (Text to Image):** Generating unique visuals or illustrations via prompt engineering when an appropriate image is not available in the standard Canva media library.

- **Layout & Template Adjustments:** Using AI layout suggestions to reorganize a presentation slide that the student has already written and researched.
- **Text Summarization or Expansion:** Using Canva's text assistant to summarize a long passage of original student writing for a presentation bullet point, or to brainstorm alternative vocabulary.
- **Collaborative Brainstorming:** Prompting Canva to generate an initial list of creative angles, themes, or color palettes for a design-based project or multimedia story.

Student Accountability Rule: Students must be transparent. If Canva AI tools are used to generate graphics or slide layouts during a Yellow Light activity, students are required to disclose or cite their use as directed by the teacher.

RED LIGHT: AI Use Is Prohibited

Students are not allowed to use Canva AI tools for the current activity or project. AI use is strictly prohibited in the following classroom scenarios or actions.

Core Expectation: Canva AI must never be used to bypass original student thinking, replace the development of essential skills, or jeopardize data privacy. During Red Light situations, students must rely solely on their own abilities.

Prohibited Student Canva AI Activities & Scenarios:

- **Teacher-Directed "No-AI" Assignments:** Any task, test, or writing assignment in which the teacher has explicitly stated that AI tools are not permitted. This applies when teachers need to accurately assess a student's baseline understanding, handwriting, or raw drafting skills.
- **Bypassing Original Writing (Ghostwriting):** Using Canva's text generation tools to write full paragraphs, stories, or essays and passing them off as original student work (academic dishonesty).
- **Entering Personal or Confidential Data:** Typing any Personally Identifiable Information (PII)—such as full student names, home addresses, phone numbers, or private student records—into an AI generation prompt.
- **Circumventing Content Filters:** Attempting to engineer prompts designed to bypass Canva Shield's safety filters to generate inappropriate, unsafe, or harmful imagery and text.

Student Accountability Rule: Using Canva AI tools in a Red Light scenario constitutes a violation of academic integrity and district technology guidelines and will be addressed in accordance with classroom and district policies.

Human-Centered Decision-Making

The District 128 AI Stoplight Framework is based on the belief that relationships matter, learning is fundamentally human, and technology should enhance—not replace—connection, creativity, and collaboration.

The Co-Pilot Principle: Artificial intelligence can be a powerful teammate that supports learning in unique ways, but human beings remain uniquely responsible for:

- **Instruction & Decision-Making:** Guiding the learning path and adapting to individual student needs.
- **Communication & Leadership:** Setting the tone for a safe, empathetic, and collaborative classroom environment.
- **Creativity & Empathy:** Providing the inspiration, validation, and emotional support that no algorithm can replicate.

Our Core Commitment: District 128 believes that the future of education is not a choice between technology and humanity. The goal is to ensure they work together to prepare students for the future while keeping a human connection at the heart of learning.

Approved AI Tools & Platforms

District 128 recognizes the importance of using artificial intelligence tools that are secure, developmentally appropriate, and aligned with educational goals. These tools should support teaching, learning, communication, creativity, and operational efficiency.

During the 2025–2026 school year, the District 128 AI Think Tank—made up of teachers, administrators, and instructional leaders—evaluated a variety of AI-supported educational and engagement tools. The Think Tank considered instructional applications, student engagement opportunities, workflow efficiencies, accessibility, privacy protections, and alignment with the district’s Portrait of a Learner and Strategic Plan.

As a result of this collaborative review, District 128 identified approved AI tools that support responsible use and maintain a strong commitment to student privacy, student wellness, and meaningful learning experiences.

Note: The list of district-approved AI tools may change as technology evolves, instructional needs shift, or legal requirements are updated.

Approved Staff AI Tools

Palos Heights School District 128 supports the careful use of approved, enterprise-grade AI tools to improve teaching, simplify administrative tasks, and foster creative design. The platforms listed below have been thoroughly reviewed for data privacy, security, and compliance with educational standards.

Google Gemini (Gemini Education)

- **Use & Access:** Managing school operations, professional communication drafting, and productivity workflows.
- **Age Restrictions:** In accordance with Google’s enterprise terms of service, these tools are available only to users 18 and older (faculty and staff) to maintain a secure environment.
- **Google Workspace Protections:** According to Google’s enterprise documentation, user data is not human reviewed, prompts and content are not used to train public AI models, and existing Google Workspace privacy and security protections apply natively to school-managed accounts.

Canva AI (Canva for Education)

- Use & Access: Visual design, communication, and highly engaging instructional material development.
 - Instructional Design: Supports lesson planning, brainstorming, and the design of creative content.
 - Classroom Resources: Presentation creation, differentiation templates, and instructional resource development.
 - Productivity: Workflow efficiency, data organization, and communication drafting.
 - Canva Shield & Protections: Content created by District 128 Canva Education teams is never used to train Canva's public AI models. Built-in safety measures (Canva Shield) automatically moderate prompts to block inappropriate content. Additionally, Canva is a signatory to the National Data Privacy Agreement (NDPA), which ensures strict limitations on student data tracking.
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Exploratory AI Tools for Professional Learning

District 128 recognizes that artificial intelligence technologies continue to evolve rapidly. Educators may explore additional AI tools to better understand emerging instructional possibilities and to support professional learning.

- **Guidelines for Exploration:** Staff may explore educational AI platforms, such as Diffit or Curipod, only after confirming their approval status with the technology department. These tools may be used only if they do not collect or store student Personally Identifiable Information (PII), fully meet district technology requirements, and are used responsibly for professional exploration, lesson planning, or instructional design.
 - **Critical Privacy Guardrail:** These exploratory tools are not currently designated as district-approved student platforms. They must never be used to enter confidential student information, protected educational records, or any personally identifiable data.
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Approved Student AI Tools

Students in Grades 3–8 may use approved Canva AI tools only within district-managed educational environments and during teacher-directed learning experiences.

- **Pedagogical Philosophy:** District 128 believes student AI experiences should be developmentally appropriate, foster creativity and communication, promote active learning, strengthen critical thinking, and directly support classroom learning goals.
 - **Expectations for Student Use:** Student AI interactions must always occur under direct staff supervision, on district-approved platforms, and in strict alignment with teacher expectations and instructional purposes. The district stoplight model will be enforced during student interactions with the Canva AI tools.
 - **Approved Student Activities:** Visual and presentation generation, brainstorming creative ideas, multimedia storytelling, design-based projects, collaborative learning activities, and communication-focused assignments.
 - **Core Student Principle:** District 128 believes AI should help students become active creators, communicators, and problem-solvers. Not passive consumers of technology.
-

Philosophy, Professional Responsibility, & Human Oversight

District 128 believes AI tools should assist, never replace human thinking, relationships, communication, creativity, and professional judgment.

- **The Efficiency Dividend:** AI should help educators reduce time spent on repetitive tasks, freeing staff to focus more deeply on building meaningful relationships, supporting students, collaborating, fostering creativity, designing instruction intentionally, and creating impactful learning experiences.
- **Staff Accountability:** Artificial intelligence may assist with organization, drafting, brainstorming, or preparing communications, but it must never replace professional judgment, individualized decision-making, or teamwork among educators. Staff must use extra caution and oversight when using AI tools in matters involving IEPs, Section 504 plans, student evaluations, behavioral documentation, personally identifiable information (PII), or other protected student services. Staff must not enter confidential student information, PII, educational records, or protected data into unapproved AI systems. All recommendations, evaluations, accommodations, goals, and educational decisions must be reviewed and approved by qualified staff in accordance with applicable laws, Board policies, and district procedures.
- **Mandatory Review:** AI-generated content must always be thoughtfully reviewed before classroom use, instructional implementation, parent communication, student feedback, or public sharing.

Core District Principle: District 128 believes educators, not AI systems, remain solely responsible for all instructional decisions, communication, evaluation, relationship-building, and final outputs. AI may serve as a powerful teammate, but students and educators will always remain at the center of learning.

Future Review of AI Tools

As artificial intelligence technologies continue to evolve rapidly, District 128 recognizes that new tools and platforms may emerge to enhance learning, communication, accessibility, and operational efficiency.

Future AI tools will undergo a structured technical review process that considers the following criteria:

1. **Instructional Value:** Evaluating the developmental appropriateness of the tool and its impact in the classroom.
2. **Data Privacy and Security:** Ensuring full compliance with the Illinois Student Online Personal Protection Act (SOPPA), the Family Educational Rights and Privacy Act (FERPA), and the Children's Online Privacy Protection Act (COPPA).
3. **District Alignment:** Assessing how well the tool aligns with the district's core values and its direct effect on student wellness and engagement.

District 128 will continue to prioritize thoughtful implementation, human-centered learning, student safety, and meaningful educational experiences as new technologies are evaluated.

Student Data Privacy, Cybersecurity, & Legal Compliance

1. Compliance with State & Federal Student Privacy Laws

Palos Heights School District 128 is committed to ensuring that all digital tools and artificial intelligence platforms comply with all relevant federal and state student privacy laws. The district enforces strict standards of data tracking, monetization, and profile building.

All approved AI platforms must support compliance with:

- SOPPA (Illinois Student Online Personal Protection Act): This guarantees that student data is never sold, used for targeted advertising, or exploited for commercial purposes.
- FERPA (Family Educational Rights and Privacy Act): This ensures that protected student educational records remain confidential and are securely managed within school-controlled account structures.
- COPPA (Children's Online Privacy Protection Act): This law imposes strict limits on data collection and requires the district to implement safeguards for any digital platforms accessed by students under 13.

2. Protecting Personally Identifiable Information (PII)

Protecting student and staff data is a legal and professional obligation for every District 128 employee.

Personally Identifiable Information (PII) includes, but is not limited to:

- Full names, home addresses, phone numbers, and identification numbers.
- Classroom grades, official assessments, and academic progress reports.
- Disciplinary records, health or medical information, and protected educational files.

Strict Data Privacy Rule: District 128 staff and students must not enter, upload, or share confidential student data or PII in any non-approved AI systems, public chatbots, experimental tools, or platforms lacking a formal district vendor agreement.

3. Cybersecurity Safeguards & Technical Oversight

New technologies introduce complex cybersecurity risks. District 128 regularly monitors and updates its systems to protect against AI-related threats, including:

- Advanced Phishing & Social Engineering: The rising threat of sophisticated email and communication scams created by malicious AI systems.
- Manipulated Media & Deepfakes: The use of synthetic audio, video, or images intended to deceive users or spread misinformation.

- **Content Generation Failures:** Automated systems that produce unsafe, explicit, or inappropriate content that can evade traditional filtering methods.

The district promotes digital safety awareness, enforces strict firewall protocols, and provides ongoing cybersecurity training for students and staff to maintain secure network operations.

4. Human Verification & The Risk of AI Misinformation

AI systems can produce results that are inaccurate, incomplete, biased, or entirely fabricated. For this reason, automated information should never be accepted without verification.

Operational Expectations for Staff:

- **Verify Everything:** Cross-check and confirm the accuracy of all AI-generated facts, figures, and data before using them.
- **Screen for Bias:** Evaluate AI-generated content for possible cultural, demographic, or instructional biases.
- **Apply Professional Judgment:** Ensure all final materials align with district curriculum standards, teaching guidelines, and community expectations.

5. Transparency, Accountability, & Family Communication

District 128 builds community trust through transparency and collaboration with families. The district is committed to:

- Providing families with clear, accessible registries of all approved educational AI tools.
- Making publicly available copies of district AI guidelines and data privacy policies.
- Continuously updating district policies and instructional guidelines as educational practices evolve and regulatory guidance changes.

Families may contact the district with questions regarding approved AI tools, instructional practices, or student data privacy protections.

While technology should support learning and help people reach their full potential, in Palos Heights School District 128, we prioritize human relationships, digital safety, and community trust above all else.

Academic Integrity & Responsible AI Use

Palos Heights School District 128 believes that artificial intelligence should support learning, not replace key aspects of student growth, such as critical thinking, creativity, communication, perseverance, and problem-solving. AI can spark new ideas and help students organize their thoughts, but true growth comes from nurturing essential skills and independent habits, such as curiosity, resilience, and creative problem-solving, that will serve students for a lifetime.

1. Teacher Professional Judgment

Learning experiences differ across grade levels, classrooms, and subjects. Teachers have full professional discretion to decide when AI use is appropriate, when it should be limited, and when it is not allowed.

Educators have the authority to establish classroom parameters regarding:

- Approved assignment-specific AI tools.
- Disclosure and tool citation expectations.
- Boundaries for writing assignments, independent assessments, and collaborative group work.

2. Student Transparency Expectations

When utilizing AI tools during approved instructional activities, students are expected to remain active, transparent participants in the learning process.

Depending on the assignment, students may be required to:

- Disclose AI-supported assistance and explain how the tools were used.
- Reflect critically on their learning process and revise AI-assisted drafts.
- Demonstrate their core understanding independently without technology.

3. Academic Dishonesty & Misuse

Using AI tools to circumvent authentic learning expectations violates the district's academic integrity and technology policies.

Prohibited actions include, but are not limited to:

- Submitting completely AI-generated text or graphics as entirely original student work.
- Using AI to complete independent homework assignments dishonestly.
- Generating answers during unauthorized classroom assessments or quizzes.

Core Integrity Rule: The primary goal of using artificial intelligence in District 128 is to support and expand human understanding. AI should never be used as a shortcut to avoid the potential struggle that is essential for real academic growth.

The Value of "Productive Struggle": Meaningful learning takes mental effort and perseverance. When AI is misused to remove the challenges of drafting, calculating, problem-solving, or critical analysis, students miss the chance to build resilience and deep understanding.

The Boundary of Assistive Partnership: AI can be used to help students reflect on and improve their ideas (for example, through editing, brainstorming, or organizing). However, it must not replace a student's own voice, critical thinking, or original work.

Core Integrity Rule: AI-supported learning should deepen human understanding, not help students avoid the valuable challenges involved in learning. True academic success is measured by a student's personal growth, perseverance, and authentic mastery—not by the speed at which an algorithm can generate an output.

Students and staff should approach AI-generated content with curiosity and critical thinking. Because artificial intelligence can produce information that is inaccurate, incomplete, biased, or misleading, users must carefully evaluate, verify, and, when necessary, improve AI-generated content rather than accept it without review.

4. AI Detection Tools & Human Review

District 128 recognizes that software-based AI detection tools can be unreliable and frequently produce inaccurate or inconsistent "false positive" results.

- **Assessment Standard:** AI detection systems **should not** be the sole factor in decisions regarding discipline, academic penalties, or allegations of misconduct.
- Instead, evaluations of student academic integrity should primarily rely on professional judgment, communication between students and teachers, classroom observations, and genuine face-to-face demonstrations of learning.

AI Literacy, Digital Citizenship, & Wellness

Preparing students for their tomorrow requires building a strong foundation of digital literacy. District 128 is dedicated to helping students learn how to use technology and AI safely and responsibly.

1. Critical Digital Citizenship

AI literacy extends far beyond technical skills. Students must learn to interact with digital tools safely, ethically, and responsibly.

- **Evaluating Information:** Students will be taught to critically question automated information, recognize subtle bias, verify sources, and identify AI-driven misinformation.
- **Responsible Creator Habits:** Instructional activities will prioritize experiences that keep students active creators, communicators, and problem-solvers, rather than passive consumers of technology.

2. Wellness & Screen Balance

District 128 recognizes the vital importance of maintaining healthy technology habits and balanced learning experiences.

DIGITAL WELLNESS & BALANCED SCREEN TIME	
● ACTIVE USE (Encouraged)	● PASSIVE CONSUMPTION (Limited)
Direct creation Collaboration Problem-solving Active design	Passive scrolling Automated text generation Disengaged habits

The district remains deeply committed to promoting student well-being, a healthy balance of screen time, and meaningful, face-to-face human interaction across all school environments.

Equity, Accessibility, & Inclusion

District 128 is committed to ensuring that every student has access to meaningful, inclusive, and developmentally appropriate learning opportunities. Our AI implementations are designed to actively promote equity and eliminate educational barriers.

1. Accessibility & Student Support

Artificial intelligence provides powerful assistive features that can level the playing field for diverse learners.

The district leverages approved tools to:

- Provide flexible, responsive learning supports for students with diverse learning needs.
- Assist multilingual learners with vocabulary acquisition, contextual translation, and communication support.
- Enhance differentiated instruction by tailoring text complexity to individual reading levels.

2. Mitigating Algorithmic Bias

Because AI models are trained on historical data, they can reflect systemic biases, structural inaccuracies, or inequitable perspectives.

Staff Responsibility: Staff members are expected to exercise professional judgment and carefully review AI-generated curriculum resources to ensure that materials remain culturally responsive, accurate, inclusive, and appropriate for all students.

Professional Learning & Continuous Improvement

Because artificial intelligence, educational practices, and legal requirements are changing quickly, this guidance document is a flexible framework that will be reviewed annually and updated as needed.

1. Ongoing Staff Development

District 128 is committed to supporting our educators through targeted, continuous professional learning.

Future training tracks will focus on:

- Instructional applications and effective prompting strategies for staff using Google Gemini.
- Canva AI (Canva for Education) for Staff
 - **Use & Access:** Utilizing design automation, multilingual translation, and text-adaptation features to streamline lesson preparation and support instructional differentiation.
- Canva AI (Canva for Education) for Students (Grades 3–8)
 - **Use & Access:** Managing teacher-directed student design experiences, visual storytelling, and collaborative multimedia projects under direct staff supervision.
- Data privacy laws (SOPPA/FERPA/COPPA) and cybersecurity awareness.
- Digital citizenship frameworks and ethical classroom implementation.

2. The District Review Cycle

To ensure continuous improvement, the technology department, administrators, and instructional leaders will periodically review and refine district practices by:

1. Collecting direct feedback from staff, as well as input from students and families.
2. Auditing approved AI platforms to ensure they meet enterprise-grade security standards.
3. Updating district policy playbooks to align with changing state and federal legal requirements.

The Final District Commitment:

Palos Heights School District 128 is committed to preparing students for their tomorrow. We use technology to support, not replace, human potential. Human connection, empathy, and relationships will always remain central to our educational experiences.

MEMORANDUM

To: Board of Education

From: Jason Smit, Ed.D., Assistant Superintendent

Date: June 10, 2026

Subject: Artificial Intelligence Guidance Framework and Administrative Policy Review

During the 2025–2026 school year, Palos Heights School District 128 formed an Artificial Intelligence (AI) Think Tank made up of teachers, administrators, and instructional leaders. Their goal was to explore the opportunities, challenges, and impacts of artificial intelligence in education.

The Think Tank assessed new AI educational technologies, instructional uses, opportunities to engage students, ways to improve operations, and privacy concerns. They also considered how these technologies align with the District's Portrait of a Learner and Strategic Plan.

Based on their findings, the committee recommended implementing Google Gemini for staff and Canva AI tools for staff and students in grades 3–8 in approved educational settings. This collaboration resulted in the District 128 Artificial Intelligence Guidance Framework: Preparing Students for Their Tomorrow. The framework sets clear expectations for responsible, ethical, and human-centered AI use, with a focus on student wellness, data privacy, academic integrity, transparency, and meaningful learning experiences.

The framework is based on the District's Portrait of a Learner competencies: Perseverance, Innovation, Communication, Wellness, and Citizenship. It reflects the belief that artificial intelligence should act as a partner in learning, while ensuring people remain central to decision-making.

While developing this guidance, administrators also reviewed existing Board policies and administrative procedures related to technology use, student conduct, academic integrity, employee responsibilities, student records, privacy protections, cybersecurity, and instructional practices.

Existing Board policies were found to provide a strong foundation for responsible AI implementation. The Artificial Intelligence Guidance Framework offers practical guidance and allows the District to adapt as technologies, educational practices, and legal requirements change.

To support implementation, District administrators updated the Student-Parent Handbook to clearly outline expectations for responsible and ethical use of artificial intelligence. The revisions cover academic integrity, proper use of technology, privacy, transparency, and adherence to teachers' AI guidelines. Each year, students and families will review these expectations and acknowledge them as part of the handbook sign-off process. At the start of the 2026–2027 school year, families will receive information about the district's approach to AI, along with updated handbook sign-off procedures.

The District will continue to monitor guidance from the Illinois State Board of Education (ISBE), the Illinois Association of School Boards (IASB), legal counsel, and other educational organizations. Administrators will regularly review and update the framework and may recommend changes to procedures, handbooks, or policies as new guidance emerges. The framework will be reviewed annually and updated as needed to reflect changes in technology, educational practice, legal requirements, and District priorities.

District 128 is committed to preparing students for their tomorrow while ensuring that technology amplifies human potential, strengthens relationships, and supports meaningful learning experiences.

MEMORANDUM

To: Board of Education

From: Jason Smit, Ed.D.

Date: June 10, 2026

Re: E-Rate Eligible Network Infrastructure Upgrades

To maintain a secure, reliable, and future-ready technology infrastructure, the administration recommends purchasing network equipment and services through the federal E-Rate program (Category 2 funding).

The proposed project involves upgrading critical network infrastructure, including:

- Replacing the district's core firewall and security services with Fortinet solutions.
- Providing five-year licensing and support for Extreme Networks management and switching infrastructure.
- Upgrading Uninterruptible Power Supply (UPS) equipment and replacing batteries to enhance network reliability and maintain operations during power interruptions.

The total project cost is **\$100,222.58**. The district has filed E-Rate Form 470 (Application #260018428) and will seek reimbursement through the federal E-Rate program. With the district's current discount rate, 40% of eligible costs should be reimbursed, reducing the local financial impact of these essential infrastructure improvements.

These upgrades will strengthen network security, improve system reliability, support instructional technology initiatives, and ensure the district's technology infrastructure can support teaching, learning, and operational needs for years to come.



E-Rate Spin# 143032123

Phone: (312) 375-9383
14007 S BELL RD, STE #401
HOMER GLEN, IL 60491
wesley@opt2net.com

Prepared for:

Palos Heights School District
"SD 128"

Form 470 Application Number: 260018428

F470_D128_C2

12809 S McVickers Ave,
Palos Heights, IL 60463

E-Rate Specifics

Service Provider Identification Number (SPIN): **143032123**

Provider agrees to comply with the written request of the School District, its agency, organization and or consultant administering, E-rate on the District's behalf, for information and or documentation relative to the project(s) under this Agreement within a commercially reasonable period of time (April 1, 2026 through September 30, 2026)

Customer represents and warrants that it qualifies to be eligible to receive E-rate discounts. This Agreement, once fully signed by the parties, will constitute a contract as required by the SLD. The contract is contingent upon award of E-rate funding. Unless otherwise requested or specified by the Customer, this project is contingent upon the successful award of E-rate funding and shall not commence until written notification is provided to Provider. If Provider commences project prior to notification by the Customer, Customer will not be responsible for any charges not authorized. If Customer requests product(s) and service(s) in advance of SLD funding commitments, Customer shall be responsible for full payment for all delivered product(s) and service(s) to the extent SLD

Reporting and Documentation

All work done in service of this agreement with Customer will be fully documented, as to services delivered, equipment installed, project plans, testing shall be provided to the Customer. Provider agrees to work with Customer to supply required information as part of the implementation of E-rate eligible services.

Payment and Charges

Accounts will be invoiced and will carry net 30 terms. Exceptions may include the initial or final invoice for a particular service. Payment is due as indicated by the invoice's due date. All payments will be applied to the oldest unpaid invoice in relation to the Customer account's bill cycle. Provider will remind Customer of any invoice that is 30 days past due.

Customer agrees to pay the account on net 30 terms, based on delivery of Products and, where applicable, successful compliance with the statement of work.

Signatures

Provider

Signed 

Title OWNER

Print Name: WESLEY ROZANSKI

Date: 03 / 03 / 2026

Customer

Signed _____ Title

Print Name:

Date ____/____/____

References:

Jason Wiegel

Information Technology Manager

A.E.R.O. Special Education Cooperative | Learning Without Boundaries

7600 South Mason Avenue

Burbank, Illinois 60459

Phone: (708) 496-3395 | Extension: 131 | Fax: (708) 496-3920

jwiegel@aerosped.org | www.aerosped.org | www.myaero.org

Egor Plichta, eplichta@leyden212.org

Network Manager

Leyden CHSD #212

847.451.6319

3400 Rose St, Franklin Park, IL 60131.org

Burbank School District 111

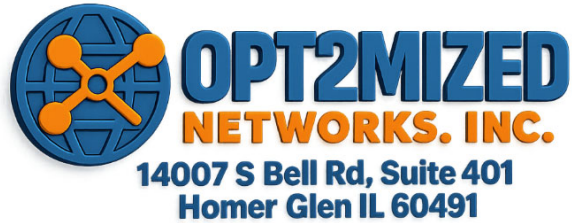
Robert McCartney, RMcCartney@bsd111.org

Director of IT

7600 Central Ave., Burbank, IL 60459

Phone: (708) 496-0500 Fax: (708) 496-0510

Quotation



DATE	QUOTE #
3/3/2026	1514

BILL TO
Palos Height SD 128 12809 S McVickers Ave Palos Heights, IL 60463-2351 708-597-9040

Valid Thru	P.O. NUMBER
9/30/2026	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	Form 470 Application Number: 260018428 F470_D128_C2			0.00 0.00
Hardware	Fortinet FG-201G-BDL-950-DD: Hardware plus Forti Care Premium and FortiGuard Unified Threat Protection (UTP) 5YR Subscription - SKU: FG-201G-BDL-950-60	1	23,750.45	23,750.45
Software Subscription	100 units Licenses: Extreme Networks Extreme Platform One Standard Networking for Tier A includes Extreme Works Right-to-Use Subscription and TAC OS for One Tier A Device for 5 Years (US K-12)	100	683.75	68,375.00
Hardware	APC UPS X 1500VA RACK TOWER LCD 120V Mfr.P/N: SMX1500RM2UCNC	1	1,623.45	1,623.45
Hardware	APC Replacement Battery, Cartridge #117, Mfr.P/N: APCRBC117	1	530.71	530.71
Hardware	APC Replacement Battery, Cartridge #118, Mfr.P/N: APCRBC118	1	364.08	364.08
Hardware	APC Replacement Battery, Cartridge #115, Mfr.P/N: APCRBC115	3	369.27	1,107.81
Hardware	Smart-UPS X-Series 48V, External Battery, Mfr.P/N: SMX48RMBP2U	6	745.18	4,471.08
Subtotal				100,222.58
0% Tax				0.00
Total				100,222.58
Balance Due				100,222.58

PALOS HEIGHTS SCHOOL DISTRICT 128

JUNE 2026

<u>GROSS PAYROLL</u>		
<u>MAY 1 THROUGH MAY 31, 2026</u>		1,074,905.71
<u>TRS</u>		71,875.49
<u>BOARD TRS SURCHARGE</u>		4,571.42
<u>THIS</u>		12,373.12
<u>IMRF, FICA, MEDICARE</u>		55,096.52
<u>TOTAL MAY PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		1,218,822.26
<u>EDUCATION FUND</u>	<u>10</u>	76,184.34
<u>BUILDING FUND</u>	<u>20</u>	27,662.38
<u>TRANSPORTATION FUND</u>	<u>40</u>	60,339.94
<u>SPECIAL CHECKS</u>		30,449.48
<u>CAPITAL PROJECTS</u>	<u>60</u>	34,632.00
<u>MUNICIPAL RETIREMENT</u>		
<u>TOTAL JUNE 2026 BILLS PAYABLE</u>		229,268.14
<u>TOTAL JUNE 2026 BILLS PAYABLE GROSS</u>		
<u>MAY 2026 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		1,448,090.40

PRESIDENT

SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1281

Voucher Date: 06/04/2026

Prepared By:


Printed: 06/04/2026 10:48:17 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$198,818.66 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$76,184.34
20	OPERATIONS AND MAINTENANCE	\$27,662.38
40	TRANSPORTATION	\$60,339.94
60	CAPITAL PROJECTS	\$34,632.00
		\$198,818.66

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ACUTRANS				
		10.5.1800.300.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS – TRANSLATIONS	\$458.05
ALLENGREEN GROUP			Vendor Total:	\$458.05
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$23,000.00
ALPHA SCHOOL BUS	2011		Vendor Total:	\$23,000.00
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$1,248.28
AMANDA BURESH			Vendor Total:	\$1,248.28
		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$138.84
AMAZON CAPITAL SERVICES			Vendor Total:	\$138.84
		10.5.1100.410.0000.01.00.00 Check #: 0	CONSUMABLES – CHIPPEWA	\$4,221.82
		10.5.1100.410.0000.03.00.00 Check #: 0	CONSUMABLES – NAVAJO	\$267.03
		10.5.1100.410.0000.04.00.00 Check #: 0	CONSUMABLES – INDIAN HILL	\$271.05
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 – SUPPLIES CHIPPEWA	\$1,001.33
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 – SUPPLIES INDEPENDENCE	\$76.98
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 – SUPPLIES – INDIAN HILL	\$215.95
		10.5.1125.411.3705.00.00.00 Check #: 0	PRE K SUPPLIES PFA GRANT	\$198.00
		10.5.1205.411.4620.05.00.00 Check #: 0	SPEC ED SUPPLIES IDEA GRANT	\$2,836.27

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
BETH COSME		10.5.1500.411.0000.04.00.00 Check #: 0	PHYS ED SUPPLIES – INDIAN HILL	\$134.17
		10.5.1800.411.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS– SUPPLIES	\$1,007.03
		10.5.2220.411.0000.04.00.00 Check #: 0	EDUCATION MEDIA – SUPPLIES INDIAN HILL	\$520.27
		10.5.2320.411.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN – SUPPLIES	\$36.96
		10.5.2660.411.0000.00.00.00 Check #: 0	DATA PROCESSING SERVICES– SUPPLIES	\$83.98
			Vendor Total:	\$10,870.84
BRIAN EVERSON		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$111.65
			Vendor Total:	\$111.65
BRYAN NEUBACHER		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$139.20
			Vendor Total:	\$139.20
BUREAU OF EDUCATION & RESEARCH, INC.	2539	20.5.2540.333.0000.00.00.00 Check #: 0	O & M MILEAGE REIMBURSEMENT	\$750.00
			Vendor Total:	\$750.00
BUSINESSOLVER		10.5.1800.332.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS–TRAVEL/CONF	\$295.00
			Vendor Total:	\$295.00
		10.5.1100.222.0000.00.00.00 Check #: 0	K-12 –MEDICAL INS	\$64.50
			Vendor Total:	\$64.50

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
CAMPLIN ENVIRONMENTAL SERVICES				
CARNEGIE LEARNING		20.5.2530.323.0000.00.00.00 Check #: 0	FAC & ACQ \$ CONST-PROF SVCS-ASBESTOS PROJECTS	\$950.00
			Vendor Total:	\$950.00
CELESTE RUSIN		10.5.1100.410.0000.02.00.00 Check #: 0	CONSUMABLES - INDEPENDENCE	\$1,864.20
			Vendor Total:	\$1,864.20
CHRISTINA BRENNAN		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$271.15
			Vendor Total:	\$271.15
CITY ELEMENTARY		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$49.30
			Vendor Total:	\$49.30
CITY OF PALOS HEIGHTS	23899	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$7,157.90
			Vendor Total:	\$7,157.90
DEE POTEMPA		20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$1,132.36
			Vendor Total:	\$1,132.36
DENA WHITE		10.5.2330.332.0000.00.00.00 Check #: 0	SPEC AREA ADM SERVICES-TRAVEL/CONF	\$500.00
			Vendor Total:	\$500.00
		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$54.81
			Vendor Total:	\$54.81

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
DESIREE WILLNER	24420	10.5.1800.333.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS-MILEAGE REIMBURSEMENT	Vendor Total: \$54.81
DIANE MULLER	20666	10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	Vendor Total: \$36.98
ELIM CHRISTIAN SERVICES	4659	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	Vendor Total: \$192.13
		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$180.00
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$1,980.00
ENGIE		20.5.2540.466.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-ELECTRICITY	Vendor Total: \$14,480.40
ERICA GERMANY		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	Vendor Total: \$4,974.71
EXPERT CHEMICAL & SUPPLY, INC.		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	Vendor Total: \$122.16
		60.5.2530.530.0000.00.00.00 Check #: 0	SITE AND BUILDING IMPROVEMENTS	\$159.72
				\$9,600.00
				Vendor Total: \$9,759.72

FAGEN FRIEDMAN & FULFROST, LLP

Printed: 06/04/2026 10:48:27 AM CST Report: rptAPVoucherAcctSummary

2026.1.11

Page:

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Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
FOLLETT CONTENT SOLUTIONS		10.5.2310.317.0000.00.00.00	BOARD OF EDUCATION -LEGAL SERVICES	\$2,796.00
		Check #: 0		
			Vendor Total:	\$2,796.00
FRANCOTYP-POSTALIA, INC	26071	10.5.2220.430.0000.02.00.00	EDUCATION MEDIA -LIBRARY BOOKS INDEPENDENCE	\$379.73
		Check #: 0		
			Vendor Total:	\$379.73
GOLDY LOCKS, INC.		10.5.1100.411.0000.00.00.00	K-12 - SUPPLIES	\$218.31
		Check #: 0		
			Vendor Total:	\$218.31
GREG URDAL		20.5.2540.319.0000.00.00.00	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$199.00
		Check #: 0		
			Vendor Total:	\$199.00
GROVE MASONRY MAINTENANCE, INC.		10.5.1100.333.0000.00.00.00	K-12 TEACHER MILEAGE REIMBURSEMENT	\$111.65
		Check #: 0		
			Vendor Total:	\$111.65
HEALTH EQUITY, INC.		60.5.2530.530.0000.00.00.00	SITE AND BUILDING IMPROVEMENTS	\$24,500.00
		Check #: 0		
			Vendor Total:	\$24,500.00
HM RECEIVABLES CO. LLC	41	10.5.1100.222.0000.00.00.00	K-12 -MEDICAL INS	\$200.00
		Check #: 0		
			Vendor Total:	\$200.00
		10.5.1100.410.0000.01.00.00	CONSUMABLES - CHIPPEWA	\$5,691.48
		Check #: 0		
			Vendor Total:	\$5,691.48

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ILLINOIS SCHOOL BUS	242			
		40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$20,415.12
		40.5.2550.334.0000.02.00.00 Check #: 0	Athletic & Academic Conf. Buses	\$2,414.65
		40.5.2550.335.0000.02.00.00 Check #: 0	FIELD TRIPS - INDEPENDENCE	\$1,558.54
			Vendor Total:	\$24,388.31
INDEPENDENCE JR HIGH	1820			
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$356.74
		10.5.2410.411.0000.02.00.00 Check #: 0	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	\$131.89
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$210.00
			Vendor Total:	\$698.63
JAMIE FIORAVANTI				
		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$67.43
			Vendor Total:	\$67.43
JANET DAVIS				
		20.5.2540.333.0000.00.00.00 Check #: 0	O & M MILEAGE REIMBURSEMENT	\$251.87
			Vendor Total:	\$251.87
JASON SMIT				
		10.5.2660.333.0000.00.00.00 Check #: 0	DATA PROECSSIONG-MILEAGE REIMBURSEMENT	\$500.00
			Vendor Total:	\$500.00
JULIE BUSSIE				
		10.5.2130.333.0000.00.00.00 Check #: 0	HEALTH SERVICES-MILEAGE REIMB	\$41.33

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
KAITLIN SETTLE		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$41.33
			Vendor Total:	\$500.00
KENNEDY PLUMBING		20.5.2540.319.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$500.00
			Vendor Total:	\$685.00
KEVIN KIRK		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$685.00
			Vendor Total:	\$500.00
KIM SOPKIN		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$500.00
			Vendor Total:	\$35.16
KIMBERLY ANOMAN		10.5.2510.333.0000.00.00.00 Check #: 0	BUSINESS SUPPORT MILEAGE RIEMB	\$35.16
			Vendor Total:	\$250.00
LAURA KRIHA		10.5.2320.333.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -MILEAGE REIMBURSEMENT	\$250.00
			Vendor Total:	\$79.11
LAZEL, INC		10.5.1205.319.4620.05.00.00 Check #: 0	SP ED OTHER PROF SERVICES IDEA GRANT	\$79.11
			Vendor Total:	\$1,870.00
LEAF				\$1,870.00
			Vendor Total:	\$1,870.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
LISA PASIA-WIESE		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$3,198.90
			Vendor Total:	\$3,198.90
MADER SOLUTIONS LLC		10.5.1800.333.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS--MILEAGE REIMBURSEMENT	\$54.74
			Vendor Total:	\$54.74
MARY KATE MORONEY		10.5.3000.500.3705.00.00.00 Check #: 0	PFA GRANT CAP OUTLAY	\$2,470.91
			Vendor Total:	\$2,470.91
MARY LYNN DUFFY		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$228.45
			Vendor Total:	\$228.45
MATH LEARNING CENTER		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL -TRAVEL/CONF	\$500.00
			Vendor Total:	\$500.00
MELISSA COSME	26921	10.5.1100.410.0000.01.00.00 Check #: 0	CONSUMABLES - CHIPPEWA	\$3,814.80
		10.5.1100.410.0000.03.00.00 Check #: 0	CONSUMABLES - NAVAJO	\$2,770.00
		10.5.1100.410.0000.04.00.00 Check #: 0	CONSUMABLES - INDIAN HILL	\$115.50
			Vendor Total:	\$6,700.30
MENARDS INC	1008	10.5.2210.314.4620.05.00.00 Check #: 0	PROFESSIONAL DEV IDEA GRANT	\$115.20
			Vendor Total:	\$115.20

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
MERRYL BROWNLOW		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$180.26
			Vendor Total:	\$180.26
MIDWEST PAPER RETRIEVER		10.5.2320.333.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -MILEAGE REIMBURSEMENT	\$1,000.00
			Vendor Total:	\$1,000.00
NICOR GAS		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$217.60
			Vendor Total:	\$217.60
NORA HUSEIN	26427	20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$1,378.97
			Vendor Total:	\$1,378.97
PALOS ACE HARDWARE	17607	10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$54.01
			Vendor Total:	\$54.01
PALOS SCHOOL DISTRICT 118		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$44.97
			Vendor Total:	\$44.97
PAULA STEPANIUK		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$4,282.35
			Vendor Total:	\$4,282.35
		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$270.64
			Vendor Total:	\$270.64

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1281

06/04/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
PROVEN IT				
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$194.00
REALLY GOOD STUFF	24407		Vendor Total:	\$194.00
		10.5.1800.411.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS- SUPPLIES	\$119.96
REPUBLIC SERVICES			Vendor Total:	\$119.96
		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$862.05
RSM US LLP			Vendor Total:	\$862.05
		10.5.2520.317.0000.00.00.00 Check #: 0	FISCAL SERVICES-AUDIT/FINANCIAL SERVICES	\$2,700.00
SARAH SUMOSKI			Vendor Total:	\$2,700.00
		10.5.1100.333.0000.00.00.00 Check #: 0	K-12 TEACHER MILEAGE REIMBURSEMENT	\$12.33
SCHOOL SPECIALTY_26419	26419		Vendor Total:	\$12.33
		10.5.1100.410.0000.01.00.00 Check #: 0	CONSUMABLES - CHIPPEWA	\$392.64
		10.5.1800.411.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS- SUPPLIES	\$26.54
SERTOMA SPEECH & HEARING CENTER	5222		Vendor Total:	\$419.18
		10.5.2150.700.4620.05.00.00 Check #: 0	HEARING EQUIPMENT IDEA GRANT	\$307.50
SHANNON DONATO			Vendor Total:	\$307.50

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
SIOB IAN GAYDUK		10.5.1205.333.0000.00.00.00 Check #: 0	SPEC ED MILEAGE REIMB	\$89.54
			Vendor Total:	\$89.54
SMITHEREEN EXTERMINATING COMPANY	4755	10.5.2130.333.0000.00.00.00 Check #: 0	HEALTH SERVICES-MILEAGE REIMB	\$60.18
			Vendor Total:	\$60.18
SN LANDSCAPING		20.5.2540.320.0000.00.00.00 Check #: 0	OPER & MAINT PROP SERVICES	\$190.00
			Vendor Total:	\$190.00
SPECIAL EDUCATION SERVICES		20.5.2540.320.0000.00.00.00 Check #: 0	OPER & MAINT PROP SERVICES	\$4,000.00
			Vendor Total:	\$4,000.00
STUDIO GC ARCHITECTURE		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$5,003.20
			Vendor Total:	\$5,003.20
TCI	23967	60.5.2530.310.0000.00.00.00 Check #: 0	SITE AND BLD IMRPV ARCHITECT SERVICES	\$532.00
			Vendor Total:	\$532.00
TOMAS DEL TORO		10.5.1100.410.0000.01.00.00 Check #: 0	CONSUMABLES - CHIPPEWA	\$3,213.00
			Vendor Total:	\$3,213.00
		10.5.2660.333.0000.00.00.00 Check #: 0	DATA PROECSSIONG-MILEAGE REIMBURSEMENT	\$250.00
			Vendor Total:	\$250.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1281

06/04/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
UNIQUE PRODUCTS		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$4,285.87
UNIVERSAL TAXI DISPATCH		40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$2,928.00
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$2,303.00
VEREGY			Vendor Total:	\$5,231.00
		20.5.2540.319.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$7,400.00
WILSON LANGUAGE TRAINING.	8647		Vendor Total:	\$7,400.00
		10.5.1250.410.4300.05.00.00 Check #: 0	Reading/Math MTSS SUPPLIES TITLE I	\$666.36
			Vendor Total:	\$666.36
			Grand Total:	\$198,818.66

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1226

Voucher Date: 05/22/2026

Prepared By:


Printed: 06/04/2026 11:33:17 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$13,829.48 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$13,823.68
20	OPERATIONS AND MAINTENANCE	\$5.80
		\$13,829.48

SPECIAL CHECKS DRAWN IN MAY

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1226

05/22/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ACCURATE BIOMETRICS				
		10.5.2310.314.0000.00.00.00 Check #: 46114	BOARD OF EDUCATION –PROFESS SERVS/CONSULTANTS	\$155.25
Vendor Total:				\$155.25
BMO FINANCIAL GROUP				
		10.5.1100.411.0000.00.00.00 Check #: 46115	K-12 – SUPPLIES	\$490.42
		10.5.1100.411.0000.02.00.00 Check #: 46115	K-12 – SUPPLIES INDEPENDENCE	\$2,607.04
		10.5.1100.411.0000.03.00.00 Check #: 46115	K-12 –SUPPLIES – NAVAJO HEIGHTS	\$3,055.75
		10.5.1125.314.3705.00.00.00 Check #: 46115	PRE K PROF SERV PFA GRANT	\$178.00
		10.5.1205.319.4620.05.00.00 Check #: 46115	SP ED OTHER PROF SERVICES IDEA GRANT	\$299.98
		10.5.1205.411.4620.05.00.00 Check #: 46115	SPEC ED SUPPLIES IDEA GRANT	\$300.00
		10.5.1800.411.0000.00.00.00 Check #: 46115	BILINGUAL PROGRAMS– SUPPLIES	\$269.94
		10.5.2310.341.0000.00.00.00 Check #: 46115	BOARD OF EDUCATION –POSTAGE	\$2,441.10
		10.5.2310.351.0000.00.00.00 Check #: 46115	BOARD OF EDUCATION –PRINT PUBLICATIONS	\$49.50
		10.5.2310.411.0000.00.00.00 Check #: 46115	BOARD OF EDUCATION – SUPPLIES	\$895.00
		10.5.2410.332.0000.00.00.00 Check #: 46115	OFFICE OF PRINCIPAL –TRAVEL/CONF	\$225.00
		10.5.2410.411.0000.01.00.00 Check #: 46115	OFFICE OF PRINCIPAL – SUPPLIES CHIPPEWA	\$868.97
		10.5.2410.411.0000.02.00.00 Check #: 46115	OFFICE OF PRINCIPAL–SUPPLIES–INDEPENDENCE	\$502.89
		10.5.2410.411.0000.03.00.00 Check #: 46115	OFFICE OF PRINCIPAL – SUPPLIES – NAVAJO HEIGHTS	\$495.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1226

05/22/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
LESLIE BAUDO	26055	10.5.2560.400.3705.00.00.00 Check #: 46115	FOOD SERVICES SUPPLIES PFA GRANT	\$778.98
		10.5.2660.411.0000.00.00.00 Check #: 46115	DATA PROCESSING SERVICES- SUPPLIES	\$110.86
		10.5.2660.470.0000.00.00.00 Check #: 46115	DATA PROCESSING - SOFTWARE	\$20.00
			Vendor Total:	\$13,588.43
MENARDS INC	1008	10.5.1100.411.0000.04.00.00 Check #: 46116	K-12 - SUPPLIES - INDIAN HILL	\$80.00
		20.5.2540.411.0000.00.00.00 Check #: 46117	OPERATION/MAINTENANCE- SUPPLIES	\$5.80
			Vendor Total:	\$5.80
			Grand Total:	\$13,829.48

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1217

Voucher Date: 05/06/2026

Prepared By:


Printed: 06/04/2026 11:34:30 AM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$16,620.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$16,620.00
		\$16,620.00

Palos Heights School District 128

Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1217

05/06/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
JUSTYNA MAKSWIEJ				
		10.5.1100.335.0000.02.00.00 Check #: 46085	K-12 FIELD TRIPS/ACTIVITIES/IND	\$300.00
KAIT'S SMART COOKIES			Vendor Total:	\$300.00
		10.5.1100.335.0000.02.00.00 Check #: 46086	K-12 FIELD TRIPS/ACTIVITIES/IND	\$320.00
WIGHT & COMPANY			Vendor Total:	\$320.00
		10.5.2310.314.0000.00.00.00 Check #: 46087	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	\$16,000.00
			Vendor Total:	\$16,000.00
			Grand Total:	\$16,620.00

End of Report

Palos Heights School District 128

Fund Balances

Fiscal Year: 2025-2026

Month: May
Year: 2026
Fund Type: ☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATIONAL	\$4,388,623.80	\$9,860,085.46	(\$10,127,120.46)	\$0.00	\$4,121,588.80
11	STUDENT ACTIVITY FUND	\$5,490.00	\$0.00	\$0.00	\$0.00	\$5,490.00
20	OPERATIONS AND MAINTENANCE	\$404,692.84	\$986,549.64	(\$1,026,383.20)	\$0.00	\$364,859.28
30	DEBT SERVICE	\$826,071.70	\$1,250,043.03	(\$1,321,465.00)	\$0.00	\$754,649.73
40	TRANSPORTATION	\$621,531.25	\$553,744.33	(\$637,934.31)	\$0.00	\$537,341.27
50	MUNICIPAL RETIREMENT	\$147,285.24	\$205,299.19	(\$174,832.67)	\$0.00	\$177,751.76
55	SOCIAL SECURITY	\$95,348.79	\$250,477.92	(\$224,637.71)	\$0.00	\$121,189.00
60	CAPITAL PROJECTS	\$5,750,317.65	\$11,934.49	(\$1,019,682.36)	\$0.00	\$4,742,569.78
70	WORKING CASH	\$2,697,415.68	\$155,043.01	\$0.00	\$0.00	\$2,852,458.69
80	TORT IMMUNITY	\$5,068.32	\$20.62	\$0.00	\$0.00	\$5,088.94
90	LIFE SAFETY	\$195.88	\$0.80	\$0.00	\$0.00	\$196.68

Grand Total: \$14,942,041.15 \$13,273,198.49 (\$14,532,055.71) \$0.00 \$13,683,183.93

End of Report

**District 128, Cook County
Palos Heights, Illinois**

BOARD MEETING JUNE 10, 2026

Activity Fund Receipts and Expenses May 2026

	Balance 04/30/26	MAY Receipts	MAY Expenses	Balance 05/31/26
Indian Hill	2523.34	\$0.00	\$0.00	\$2,523.34
Chippewa	\$2,006.90	\$0.00	\$0.00	\$2,006.90
Navajo	\$121.38	\$795.00	\$793.88	\$122.50
Independence				
IJHS	\$5,325.21	\$4,228.95	\$5,859.74	\$3,694.42
Cheerleaders	\$42.11	\$1,200.00	\$0.00	\$1,242.11
Drama	\$3,477.08	\$676.61	\$304.03	\$3,849.66
Lunch	\$0.00	\$0.00	\$0.00	\$0.00
Poms	\$146.55	\$0.00	\$0.00	\$146.55
Student Council	\$1,237.63	\$0.00	\$0.00	\$1,237.63
TOTAL	<u><u>\$12,356.86</u></u>	<u><u>\$6,900.56</u></u>	<u><u>\$6,957.65</u></u>	<u><u>\$12,299.77</u></u>

*IH/CH Carried over-
info. not available.

Certificate of Resolution (2026)

For PALOS HEIGHTS SCHOOL DISTRICT #128

Section 125 Premium Only Plan

Plan Year Ending June 30, 2027

The undersigned Secretary or Principal of **PALOS HEIGHTS SCHOOL DISTRICT #128** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **July 1, 2026**, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **July 1, 2026**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By _____
Secretary/Principal



Palos Heights School District 128

12809 S. McVicker Ave • Palos Heights, IL 60463
Phone: (708) 597-9040 • Fax: (708) 597 9089 • www.palos128.org

Merryl B. Brownlow, Ed.D.
Superintendent

**RESOLUTION providing for the Certification of Serious Safety Hazard Conditions
in Palos Heights School District 128 as required by the
Illinois Revised Statute, Chapter 122, Paragraph 29-3.**

WHEREAS, pursuant to the certification of the serious safety hazard conditions that have been identified by the Palos Heights School District 128 Board of Education and approved by the Illinois Department of Transportation and subject to the conditions required by the Illinois Revised Statute, Chapter 122, Paragraph 29-3, The Palos Heights School District 128, Cook County, Illinois, requests to retain the "approved status" of hazard routes unchanged and that Palos Heights District 128 requests to reaffirm that the hazard conditions still exist for the 2026 - 2027 school year. Identifying the following sequence numbers:

128-86-01
128-86-02
128-86-03
128-86-04
128-86-05
128-86-06
128-86-07
128-86-08
128-86-09
128-87-10
128-87-11
128-87-12
128-87-13
128-87-14
128-87-15
128-87-16
128-87-17
128-87-18
128-87-19
128-87-20
128-87-21
128-87-22

IN WITNESS WHEREOF, said Palos Heights School District 128, Cook County, Illinois, by its Board of Education, has caused this resolution to be signed by the President And the Secretary of said Board of Education and to be filed with the South Cook Intermediate Service Center and the Illinois Department of Transportation, and the attached Applications identifying the serious safety hazard findings, this 10th day of June, 2026.

Richard Facko
President - Board of Education

Gail Rubio
Secretary - Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

C E R T I F I C A T E

I, _____, a duly qualified and acting Secretary of the Board of Education, Palos Heights School District 128, Cook County, Illinois, and keeper of the records thereof **DO HEREBY CERTIFY** that attached hereto is a true and correct copy of the resolution entitled:

R E S O L U T I O N

Resolution providing for the re-certification of Serious Safety Hazard Conditions in Palos Heights School District 128 as required by the Illinois Revised Statute, Chapter 122, Paragraph 29-3

Adopted at a Regular Meeting of the Board of Education
of said School District held on the 10th day of June, 2026.

Gail Rubio
Secretary - Board of Education
Palos Heights School District 128
Cook County, Illinois

INDIAN HILL
12800 S. Austin Ave
(708) 597-1285

CHIPPEWA
12425 S. Austin Ave
(708) 388-7260

NAVAJO HEIGHTS
12401 S. Oak Park Ave
(708) 385-3269

INDPENDENCE JR. HIGH
6610 W. Highland Dr
(708) 448-0737

Board Memo: Flooring Replacement Project

To: Board of Education
From: Bryan Neubacher, Director of Buildings and Grounds
Date: 6/10/26
Subject: Approval of Carpet Replacement at Independence and Chippewa Schools

Project Overview

This proposal seeks approval to replace high-traffic carpeting at Independence Junior High and Chippewa. Following the successful replacement of the Navajo Heights main office carpet two years ago, these upgrades continue our commitment to maintaining high-quality learning and administrative spaces.

Strategic Planning

By addressing these needs now, we are following a multi-year replacement cycle. This phased approach prevents the District from facing a massive, "all-at-once" capital expense in the future, allowing for more predictable annual budgeting and better facility upkeep.

Procurement & Efficiency

We are working with Mohawk Carpet Distribution through the Sourcewell Purchasing Cooperative (CO-OP). By working with Mohawk, we achieve:

1. Compliance: It fulfills all competitive bidding requirements, as Sourcewell has already vetted the vendor at the national level.
2. Complete package: Mohawk coordinates the installation contractors directly, streamlining the project timeline.

Financial Summary

The following are finalized quotes:

- Independence Jr. High: \$41,445.43

(Areas: Main Office, Principal's Office, Conference Room, Music & Band Classrooms)

- Chippewa: \$12,500.78

(Areas: Music Classroom)

TOTAL PROJECT COST: \$53,946.21



Mohawk Carpet Distribution, LLC. Sourcewell #061323-MCD Expires 08/09/2027

June 1, 2026

Bryan Neubacher
Palos Heights School District 128
Palos Heights IL

TLM03186 REV Palos Heights SD 128 Chippewa Elem in Palos Heights IL

M1-X is pleased to provide the following quotation for the above referenced job.

Main Bid

Style, Size, Backing, Description	Color Name	Color Number	Quantity	UoM		Unit Price	Line Total
Materials							
Neccasary Action 24"x 24" Carpet Tile Ecoflex One (8 sys per ctn)	Franklin	565	144.00	SY	@	\$ 30.88	\$ 4,446.72
CRW03 Rubber 4" Cove Base	TBD	TBD	240.00	LF	@	\$ 0.95	\$ 228.00
Adhesives							
Enpress pressure sensitive releasable for EcoFlex Matrix, NXT, ONE & Air carpet tile and plank (4 gal) / spread rate 140-160 sy 3/8" nap roller			2.00	EA	@	\$ 145.41	\$ 290.82
OptiSeal One Coat Moisture Sealer OR Cutback Sealer (4 gal) / spread rate 80-100 sy			2.00	EA	@	\$ 202.69	\$ 405.38
M45 wall base adhesive (30 oz cartridge) / spread rate 50 LF of 4" base or 30 LF of 6" base			5.00	EA	@	\$ 6.93	\$ 34.65
MIDWEST, MID ATLANTIC, AND CENTRAL REGION 3 LABOR PRICING							
Installation Carpet Tile			144.00	SY	@	\$ 11.57	\$ 1,666.76
Removal of Broadloom (Direct Glue Down)			127.00	SY	@	\$ 5.71	\$ 725.55
Carpet Disposal			127.00	SY	@	\$ 1.74	\$ 220.98
Install Base Standard 4" Vinyl/Rubber Blend[Black/Brown			240.00	LF	@	\$ 3.67	\$ 880.00
Install Standard Transitions (Black/Brown/Gold/Silver)			12.00	LF	@	\$ 3.68	\$ 44.12
Floor Prep Skim Coating to 1/8" (Material and Labor)			1,143.00	SF	@	\$ 1.84	\$ 2,103.12
Dumpster and demo/take up tool rental			1.00	EA	@	\$ 1,104.68	\$ 1,104.68
Freight			1.00	EA	@	\$ 350.00	\$ 350.00
Subtotal							\$ 12,500.78
Estimated Sales							\$ -
TOTAL							\$ 12,500.78

Notes

- Based on field measure by: Diverzify Pro
- This proposal is contingent on a scope review prior to acceptance.
- Price includes all work as specifically stated in above description for the quantities stated. Any unforeseen circumstances may require additional labor and can be handled through the change order process.
- Standard Floor Prep Includes: light sweeping & hairline crack filling. Any extra unforeseen floor prep: heavy scraping, trench filling, grinding, filling large depressions, leveling, or floating must be approved through a change order.
- Exclusions** (unless specifically included in the above scope of work): attic stock, bonding cost, extensive floor prep, protection of floors, resilient flooring, border carpet, cleaning / waxing of resilient, carpet cleaning, no thresholds / trimming of doors, preformed corners, special delivery / equipment, union labor, dumpster cost, asbestos abatement, stair materials, furniture moving, trip charges, moisture testing and / or remediation.

Sincerely,

Tammy Land

M1-X Project Manager:

Cell: 706-260-6550

Email: tammy.land@mohawkind.com

Account Executive:



Mohawk Carpet Distribution, LLC. Sourcewell #061323-MCD Expires 08/09/2027

June 2, 2026

Bryan Neubacher
Palos Heights School District 128
Palos Heights IL

TLM03187 REV Palos Heights SD 128 Independant JR HS Palos Heights IL

M1-X is pleased to provide the following quotation for the above referenced job.

Main Bid

Style, Size, Backing, Description	Color Name	Color Number	Quantity	UoM		Unit Price	Line Total
Materials							
GT467 Necessary Action 24"x 24" Carpet Tile Ecoflex One (sys per ctn) for Main Office	Franklin	565	184.00	SY	@	\$ 30.88	\$ 5,681.92
GT351 Smart Casual 24"x 24" Carpet Tile Ecoflex One (sys per ctn) for Music and Band Room	Sage Wash	656	304.00	SY	@	\$ 30.88	\$ 9,387.52
CRW03 Rubber 4" Cove Base	TBD	TBD	960.00	LF	@	\$ 0.95	\$ 912.00
GT467 Necessary Action 24"x 24" Carpet Tile Ecoflex One (sys per ctn) for Main Office	Amber Maple	842	169.54	SF	@	\$ 4.00	\$ 678.16
Adhesives							
Enpress pressure sensitive releasable for EcoFlex Matrix, NXT, ONE & Air carpet tile and plank (4 gal) / spread rate 140-160 sy 3/8" nap roller			5.00	EA	@	\$ 145.41	\$ 727.05
OptiSeal One Coat Moisture Sealer OR Cutback Sealer (4 gal) / spread rate 80-100 sy			6.00	EA	@	\$ 202.69	\$ 1,216.14
M95 acrylic adhesive (4 gal) / spread rate 880-1040 sf			1.00	EA	@	\$ 182.87	\$ 182.87
M45 wall base adhesive (30 oz cartridge) / spread rate 50 LF of 4" base or 30 LF of 6" base			17.00	EA	@	\$ 6.93	\$ 117.81
MIDWEST, MID ATLANTIC, AND CENTRAL REGION 3 LABOR PRICING							
Installation Carpet Tile			488.00	SY	@	\$ 11.57	\$ 5,648.47
Removal of Broadloom (Direct Glue Down)			443.00	SY	@	\$ 5.71	\$ 2,530.87
Removal / Disposal of Resilient Flooring			130.00	SF	@	\$ 2.28	\$ 296.40
Carpet Disposal			443.00	SY	@	\$ 1.74	\$ 770.82
Installation of LVT (Planks or Squares)			162.00	SF	@	\$ 3.49	\$ 565.33
Install Base Standard 4" Vinyl/Rubber Blend(Black/Brown			960.00	LF	@	\$ 3.67	\$ 3,520.01
Install Standard Transitions (Black/Brown/Gold/Silver)			24.00	LF	@	\$ 3.68	\$ 88.24
Floor Prep Skim Coating to 1/8" (Material and Labor)			4,117.00	SF	@	\$ 1.66	\$ 6,834.22
Dumpster and demo/take up tool rental			1.00	EA	@	\$ 1,101.60	\$ 1,101.60
Freight			1.00	EA	@	\$ 1,186.00	\$ 1,186.00
Subtotal							\$ 41,445.43
Estimated Sales							\$ -
TOTAL							\$ 41,445.43

Notes

1. Based on field measure by: Diverzify Pro
1. This proposal is contingent on a scope review prior to acceptance.
2. Price includes all work as specifically stated in above description for the quantities stated. Any unforeseen circumstances may require additional labor and can be handled through the change order process.
3. Standard Floor Prep Includes: light sweeping & hairline crack filling. Any extra unforeseen floor prep: heavy scraping, trench filling, grinding, filling large depressions, leveling, or floating must be approved through a change order.
4. **Exclusions** (unless specifically included in the above scope of work): attic stock, bonding cost, extensive floor prep, protection of floors, resilient flooring, border carpet, cleaning / waxing of resilient, carpet cleaning, no thresholds / trimming of doors, preformed corners, special delivery / equipment, union labor, dumpster cost, asbestos abatement, stair materials, furniture moving, trip charges, moisture testing and / or remediation.

Sincerely,

Tammy Land

2026 audit planning:

Palos Heights School District 128

June 30, 2026

Executive summary

May 18, 2026

To the Board of Education of
Palos Heights School District 128
12809 S McVicker Ave
Palos Heights, Illinois 60463

We are pleased to discuss Palos Heights School District 128 ("the District") our initial plan for your June 30, 2026 audit. This document includes information for discussion on:

- Communication with predecessor auditors
- Audit approach
- Significant risks and other areas of emphasis
- Other required communications
- Audit timetable
- Audit committee resources

Your audit should provide you with confidence in your basic financial statements. The audit is performed based on information obtained from meetings with management, data from your systems, knowledge of the District's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

If you have questions at any point, please connect with us:

- Jason Coyle CPA, Principal: jason.coyle@bakertilly.com or +1 (630) 645 6205

Sincerely,

Baker Tilly US, LLP

Jason Coyle CPA , Principal

THIS COMMUNICATION IS INTENDED SOLELY FOR THE INFORMATION AND USE OF THOSE CHARGED WITH GOVERNANCE, AND, IF APPROPRIATE, MANAGEMENT, AND IS NOT INTENDED TO BE AND SHOULD NOT BE USED BY ANYONE OTHER THAN THESE SPECIFIED PARTIES.

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm that provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms.

Communication with predecessor auditor

- As part of procedures to be conducted in a first year audit, we will complete a review of the 2025 audit workpapers with the District's predecessor auditor.

Audit approach

We will perform the financial statement audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* in order to obtain reasonable, rather than absolute, assurance that the District's basic financial statements are prepared in accordance with accounting principles generally accepted in the United States of America and are free from material misstatement, whether due to fraud or error.

In planning and performing our audit, we will consider the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the District's compliance with those provisions.

We will communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to your responsibilities as the Board of Education, in overseeing the financial reporting process.

Our financial statement audit for 2026 represents an approach responsive to our risk assessments and the specific needs of the District. We design our audit and other procedures for the following:

- Express an opinion on the basic financial statements of Palos Heights School District 128.
- Report on internal control over financial reporting and on compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated financial statement amounts in accordance with *Government Auditing Standards*.
- Report on internal control over compliance related to major federal programs and an opinion on compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs that could have a direct and material effect on each major program in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200 (CFR) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

- Issue a management letter to management and the Board of Education.
- Prepare and present an audit results report to management and the Board of Education.

Our audit does not relieve management of its responsibilities with regard to the basic financial statements.

Our audit includes consideration of internal controls over financial reporting as a basis for designing our audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal controls over financial reporting.

Significant risks

A significant risk is an identified and assessed risk of material misstatement that, in the auditor’s professional judgment, requires special audit consideration. We have identified the following as significant risks:

- Management override of controls
- Improper revenue recognition due to fraud

Other areas of emphasis

We will also focus on other areas that do not meet the definition of a significant risk, but are determined to require specific awareness and a unique audit response. We have identified the following as areas of emphasis:

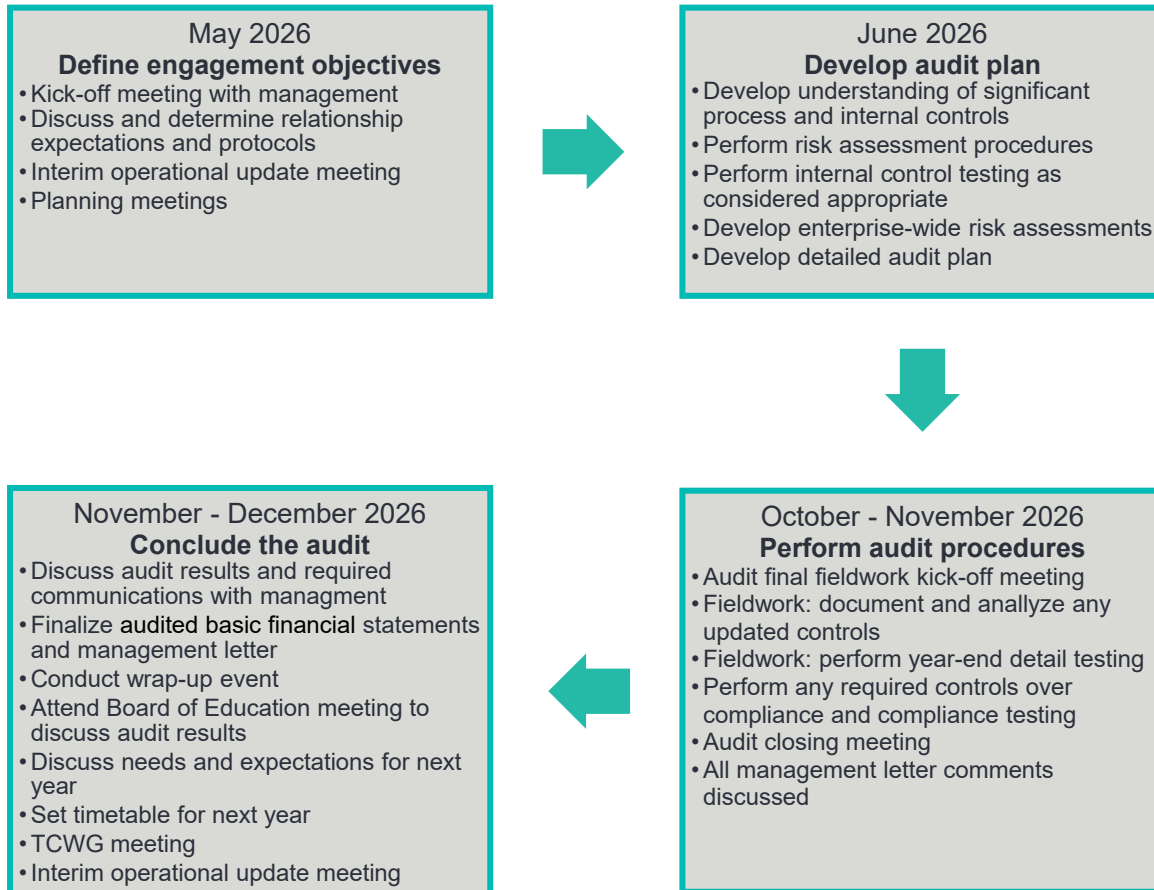
Other areas of emphasis		
Cash and investments	Cash receipts	Cash disbursements
Payroll	Pension and OPEB liabilities	Long-term debt
Capital assets	Fund balance/net position calculations	Financial reporting and required disclosures

Other required communications

- We did not discuss any significant issues with management in connection with our engagement as auditors regarding the application of accounting principles and auditing standards.
- We are not aware of any circumstances or relationships that may reasonably be thought to bear on our independence.

Audit timetable

Following is the planned timing and detailed list of the activities during each stage for our planning discussion.



On June 3, 2025, Baker Tilly and Moss Adams consummated a combination that redefines advisory and accounting services for our clients. The merger, which created the sixth-largest advisory CPA firm in the United States, brings deeper industry specialization, broader geographic reach and expanded capabilities to the District. Our unified firm operates under the Baker Tilly name, forming a leading firm positioned to help the middle-market navigate an increasingly complex environment. Our combination multiplies the value we can deliver through a shared people-first culture, client-centric service model and steadfast commitment to quality. A fixture on the West Coast, Moss Adams adds a significant presence to Baker Tilly in Washington, California, Arizona, Colorado and New Mexico, as well as in Texas.

Audit committee resources

Our business is to know every aspect of yours and to maintain a constant lookout for what's next. We invite you to learn about some of the trending challenges and opportunities for public sector organizations like yours and how Baker Tilly can help.

To explore more trending topics and regulatory updates, visit our resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.



Funding evaluation and pursuit

Public sector organizations may be eligible for grants, tax credits and other financial incentives through funding opportunities such as the Inflation Reduction Act, the Clean Communities Investment Accelerator, and the Infrastructure Investment and Jobs Act.

Baker Tilly can help you navigate, understand and pursue various federal and state funding sources through grant research and tracking, advising and writing, and management and compliance services.



Digital transformation

Digitizing public services can be a game changer for governments. Streamlining inefficient processes, providing digital access and delivery of services to meet public expectations, implementing technology to protect constituent data, leveraging information to make data-driven decisions and migrating outdated on-premises systems to the cloud are crucial to an entity's success.

Through these types of digital services, Baker Tilly can help you scale with future demand and be better positioned to rapidly respond to changing demands.



Cybersecurity

Public sector organizations face significant challenges from cyber threats and IT regulations. It can feel like you are on the defense keeping up with the latest risks, regulations and emerging trends. To mitigate risk, you must understand your organization's unique vulnerabilities, cybersecurity processes and controls.

Baker Tilly can help enhance your cybersecurity posture and ensure compliance, with solutions in IT compliance and security and cybersecurity and data protection to safeguard your data and navigate complex risk environments.



Capital project oversight

Public sector capital projects face increasing pressure from cost escalation, supply chain disruption, regulatory complexity and heightened scrutiny around transparency and accountability. Strong planning, governance and controls are critical across the full project life cycle, from feasibility and funding strategy through execution and closeout.

Independent oversight helps chart a clear course from planning to delivery. Our teams work alongside leadership to strengthen governance, establish financial and contractual controls, align funding with project goals and monitor performance throughout execution, helping projects stay on schedule, within budget and aligned with community priorities.



Succession planning

An aging workforce, rising retirement rates and competition for specialized talent make succession planning a fiscal and operational a priority for public sector organizations.

By identifying critical roles, assessing workforce risk, building internal talent pipelines and integrating succession planning with broader workforce strategies, Baker Tilly helps organizations preserve institutional knowledge and maintain continuity, today and into the future.



Economic development

Successful economic development depends on disciplined planning, sound financial analysis and coordinated execution. Public sector leaders must balance incentives, infrastructure investment, funding opportunities and stakeholder priorities while maintaining fiscal responsibility.

Baker Tilly's supports local governments with strategic and financial planning, incentive structuring and negotiation, tax increment financing administration, project financing, grant strategy and economic and fiscal impact analysis. This integrated approach helps leaders move from vision to action, strengthening communities and advancing sustainable, long-term growth.

SECTION 2 - BOARD OF EDUCATION

2:200 Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor

in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. [5 ILCS 120/2\(c\)\(1\)](#)

2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to [105 ILCS 5/24-24](#), provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4.5\)](#).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
7. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
8. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#).
10. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
11. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the

public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2\(c\)\(11\)](#).

13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
14. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. [5 ILCS 120/2\(c\)\(21\)](#).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office^{Q1} at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:

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

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

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

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: January 24, 2024

Questions

- Q1. Some attorneys find the Open Meetings Act's (OMA's) posting requirements for special meetings to be unclear and recommend that a board post notices and agendas of such meetings at the district's main office *and* at the location where the meeting is to be held. Consult the board attorney for guidance on this issue and ensure that posting practices align with this policy and administrative procedure 2:200-AP, *Types of School Board Meetings*. Posting at the meeting location promotes greater transparency.

Does the Board post notices and agendas for special meetings at the location where the meeting is to be held, in addition to posting at the district's main office? If yes, note that this policy may require posting in the same manner for reconvened and rescheduled meetings, in alignment with OMA.

Options

- ☐ No (Default)
- ☒ Yes (IASB will revise this sentence after "the District's main office" to add "and the location where the meeting is to be held")

Document Status: Draft Update

Recommend as presented - legal updates
Q1 - Discussion items from residents must be unanimously approved to add to agenda. Typical practice would be to consider for next meeting and not add since public comment is at the end of our meetings.
Q2 - Not recommending to take a roll call vote for every action item. Current practice is only when required.

SECTION 2 - BOARD OF EDUCATION

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 submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda.^{Q1} 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^{Q2} 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.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

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;
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 days after the meeting or at the second subsequent regular meeting, whichever is later.

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) 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*. 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. Open meeting minutes are available for inspection during regular office hours within 10 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 days after the Board approves them; the minutes will remain posted for at least 60 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 within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is 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, (3) a family or other emergency, or (4) unexpected childcare obligations, or (5) performance of active military duty as a service member.^{C1} 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, 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](#), Open Meetings Act.

[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)

ADOPTED: January 24, 2024

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated in response to the Open Meetings Act (OMA), 5 ILCS 120/7(a), amended by P.A. 104-438. OMA borrows the definition for *active military duty* from the Service Member Employment and Reemployment Act, 330 ILCS 61/1-10. 5 ILCS 120/7(a), amended by P.A. 104-438. It means any full-time military service regardless of length or voluntariness, including, but not limited to, annual training, full-time National Guard Duty, and State active duty. 330 ILCS 61/1-10. *Service member* means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, D.C., a commonwealth, or territory of the U.S. **Issue 121, March 2026**
-

Questions

- Q1. The Board may restrict addition of discussion items suggested by District residents to the agenda to the beginning of a regular meeting and/or upon unanimous approval of those board members present.

Does the Board want to add restrictions regarding addition of discussion items suggested by District residents to the agenda?

Options

- ☐ No (Default)
- ☐ Yes, restrict to the beginning of a regular meeting. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda at the beginning of a regular meeting.)
- ☒ Yes, restrict to upon unanimous approval of those board members present. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda upon unanimous approval of those Board members present.)
- ☐ Yes, restrict to the beginning of a regular meeting upon unanimous approval of those board members present. (IASB will add the following sentence: Discussion items suggested by District residents may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present.)

- Q2. Does the Board take a roll call vote on *all* action items?

Options

- ☒ No (Default)
- ☐ Yes (IASB will replace this paragraph with the following sentence: The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.)

SECTION 2 - BOARD OF EDUCATION

2:250 Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the delegated action that was delegated.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District. The District's public records do not include *junk mail*.^{C1}

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink.^{C2} The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and

copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; **or**
3. Complying with the request would be unduly burdensome; **or**
4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; **or**
5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification. ^{C3}

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying

fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:

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

[50 ILCS 205/](#), Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, [Personnel Record Review Act](#).

820 ILCS 130/5, [Prevailing Wage Act](#).

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

ADOPTED: January 25, 2023

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438. *Junk mail* means any unsolicited commercial mail or commercial electronic communication sent to a district and not responded to by a district. **Issue 121, March 2026**
- C2. Updated in response to FOIA, 5 ILCS 140/3(c), amended by P.A. 104-438. **Issue 121, March 2026**
- C3. Updated in response to FOIA, 5 ILCS 140/3(j), added by P.A. 104-438. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 2 - BOARD OF EDUCATION

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if one believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or has 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 complaints governed by Board policy 2:265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, [775 ILCS 5/](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d et seq.](#); and/or Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
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 Board policy 2:265, *Title IX 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. 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 forego any informal suggestions and/or attempts to resolve it 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 parent(s)/guardian(s)); 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 oneself 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 parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under 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 sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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 Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on the individual's behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant 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 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 from the Superintendent.

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 provide his or her written decision to the Complainant and the accused 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 provide its written decision to the Complainant and the accused, 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, Title IX 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 Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different 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, Title IX Coordinator, and the Complaint Managers.

Nondiscrimination Coordinator:

~~Merryl Brownlow~~

Jason Smit

12809 S. McVickers Avenue

Palos Heights, IL 60463

jsmit@palos128.org

~~mbrownlow@palos128.org~~

708-597-9040

Title IX Coordinator:

~~Merryl Brownlow~~

Jason Smit

12809 S. McVickers Avenue

Palos Heights, IL 60463

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~~mbrownlow@palos128.org~~

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Complaint Managers:

~~Merryl Brownlow~~

Mary Kate Moroney

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Jason Smit

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jsmit@palos128.org

708-597-9040

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.

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 of 1964.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964.

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

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

42 U.S.C. §12101 *et seq.*, Americans With Disabilities Act; 28 C.F.R. Part 35.

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, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/22-110, 5/24-4, and 5/27-1, 5/27-23.7, and 45/1-15.^{C1}

105 ILCS 45/, Education for Homeless Children Act.

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

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

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

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act; [56 Ill.Admin.Code Part 280](#).

[23 Ill.Admin.Code §§1.240](#), [200.40](#), [226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

ADOPTED: August 13, 2025

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

SECTION 4 - OPERATIONAL SERVICES

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

Title has been updated. Original title: Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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.

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 employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-

student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and

- c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional 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 employee-student 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. ^{C1}

The district will provide parents/guardians of students in Grades K-8 at least 5 days prior written notice of instruction related to recognizing and avoiding sexual abuse.

LEGAL REF.:

105 ILCS 5/10-23.13, 5/22-85.5, and 5/27-10159.1a, and 5/27-13.2. ^{C2}

105 ILCS 110/35/27-215, 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 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; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: January 25, 2023

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated in response to the repeal of 105 ILCS 5/27-13.2, by P.A. 104-391. **Issue 121, March 2026**
- C2. The Legal References are updated in response to 105 ILCS 27/1015 and 27/215, both renumbered by P.A. 104-391. **Issue 121, March 2026**

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

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 employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Personal Leave, Adoption Leave, Child-Rearing Leave

Please refer to the following current agreement:

"Palos Heights School District 128, PHEA Teacher Contract."

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.

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.

Family 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 family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an

employee's child, stepchild, spouse,^{C1} domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member 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 Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 but not more than 249 employees on a full-time basis, an employee is entitled to a total of six weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

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 Leave

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, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, 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, 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, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) 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, and subject to any exceptions in VESSA, 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, Trustee, or Representative 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) up to 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](#), (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](#), and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with [105 ILCS 5/24-3.5](#).

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.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave^{C2}

An unpaid leave from work is available to any staff member whose child^{C3} is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU.^{Q1} The District may require reasonable verification of the employee's child's length of stay in a NICU.^{C4}

LEGAL REF.:

[105 ILCS 5/10-20.83](#), [5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

10 ILCS 5/13-2.5, Election Code.

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

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.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care 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)

ADOPTED: January 24, 2024

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated for continuous improvement. A covered family member includes a spouse under 105 ILCS 154/5. **Issue 121, March 2026**
- C2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. This leave is separate from FMLA leave, and an employer must allow the employee to take the leave in addition to FMLA leave. The term *employee* includes part-time workers. **Issue 121, March 2026**

- C3. *Child* means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. **Issue 121, March 2026**
- C4. An employer may not request confidential information protected by the Health Insurance Portability and Accountability Act or other law when asking for reasonable verification. Consult the board attorney for guidance on acceptable forms of verification. **Issue 121, March 2026**
-

Questions

- Q1. A district that employs 50 or fewer employees may substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU." 820 ILCS 157/10, added by P.A. 104-259, eff. 6-1-26. A district that employs 15 or fewer employees is not subject to the requirements of 820 ILCS 157/. If the district employs 15 or fewer employees, it may choose to delete this subhead.

How many employees are employed by the district, including part-time workers?

Options



51 or more full- or part-time employees. (Default)



50 or fewer full- or part-time employees. (IASB will substitute the following sentence: "If the District employs at least 16 but not more than 50 employees, an employee is entitled to a total 10 days of unpaid leave while a child of the employee is a patient in a NICU.")

Document Status: Draft Update

General Personnel

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\(c\)](#).

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 one's 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, appropriate Intermediate Service Center Executive Director, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or

Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

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

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, one's 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.

Sexual Misconduct Related Employment History Review (EHR)

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

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. 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. ^{C1}

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.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[15 U.S.C. §1681](#) *et seq.*, Fair Credit Reporting Act.

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[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](#), [5/22-6.5](#), [5/22-94](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

[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; Criminal Background Check and/or Screen; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: January 24, 2024

Palos Heights SD 128

PRESSPlus Comments

- C1. Consult the board attorney if a staff member requests more than one physical examination to obtain a second opinion. **Issue 121, March 2026**

Educational Support Personnel

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 employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

a minimum. of Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees 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 the Superintendent may require medical certification.

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 to 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.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment		<u>Earned Per</u> <u>Monthly Accumulation</u>	Maximum Vacation Leave Earned Per Year
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to [Section 2-3.25g](#) or [24-2\(b\)](#) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday

Columbus Day

Abraham Lincoln's Birthday

Veterans Day

Casimir Pulaski's Birthday

2024 General Election
Day, when required by
law^{C1}

Memorial Day

Thanksgiving Day

Juneteenth National Freedom Day

Christmas Day

Independence Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill. 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 State law.

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. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.
9. Family Neonatal Intensive Care Leave.^{C2}

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 157/, Family Neonatal Intensive Care 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)

ADOPTED: January 24, 2024

Palos Heights SD 128

PRESSPlus Comments

- C1. The General Assembly passed legislation adding General Election Day as a school holiday for 2020, 2022, and 2024. Language referring to a General Election holiday when required by law is maintained in this policy should this practice continue. **Issue 121, March 2026**

- C2. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See policy 5:250, *Leaves of Absence*, for important information about this leave. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:65 Student Social and Emotional Development

Social and Emotional Learning^{C1} (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing staff professional development and training support to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include

establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.

5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children's Mental Health Act, 405 ILCS 49/, Children's Mental Health Act.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 25, 2023

Palos Heights SD 128

PRESSPlus Comments

C1. Updated throughout for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122 and, 5/27-~~265~~^{C1}14, and 112/.

105 ILCS 5/112, Dissection Alternatives Act.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: September 15, 2021

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-265, renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law.

This program will:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children students ^{C1} with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services,
 - b. Professional development programs, including mentoring, for District staff,
 - c. Family literacy programs, and
 - d. The integration of information technology into educational and related programs.
 - e. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

[20 U.S.C. §6318](#).

[20 U.S.C. §6391](#) *et seq.*, Education of Migratory Children.

[34 C.F.R. §200.81](#) *et seq.*

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: September 15, 2021

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level ~~compacts~~^{C1} plans.

District-Level Parent and Family Engagement ~~Plan~~ Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement ~~Plan~~ Compact (District Plan) according to Title I requirements. ~~This~~ District ~~Plan-Level Parent and Family Engagement Compact~~ shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the ~~District Plan~~ Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement ~~Plan~~ Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement ~~Plan~~ Compact (School Plan) according to Title I requirements. This School ~~Plan-Level Parent and Family Engagement Compact~~ shall contain: (1) a

process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Plan Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: September 15, 2021

Palos Heights SD 128

PRESSPlus Comments

- C1. To comply with the Elementary and Secondary Education Act (ESEA), a board must incorporate by reference the district's exhibits 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan*, and 6:170-AP1, E2, *School-Level Parent and Family Engagement Plan*. These exhibits, which have both been renamed to more closely align with federal statutes and guidance and terminology used by ISBE, contain all legally required components and are compatible with sample templates contained in the U.S. Dept. of Education's non-regulatory guidance titled Parent and Family Engagement (2025), at: www.ed.gov/media/document/parent-and-family-engagement-guidance-2025-109202.pdf.

Districts receiving a Title I, Part A allocation that are required to submit proof of parent and family engagement (PFE) compliance to the Ill. State Board of Education (ISBE) as part of their FY 2027 Consolidated District Plan (CDP) will need to submit this adopted policy and both exhibits 6:170-AP1, E1 and 6:170-AP1, E2. **Please note that the plans must be customized to reflect the district's actual Title I parent and family engagement activities.** At the end of March, ISBE will offer a recorded webinar on CDPs that will include additional information on Title I requirements. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Enrichment Program for Kindergarten
2. Before-and after-school programs for students in grades K-6.
3. Tutorial program.
4. Summer school, whether for credit or not.
5. Volunteer service credit 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, 5/27-255, 5/27-90522.1, 5/27-103522.3, and 5/27-105023.6.^{C1}

105 ILCS 110/3, Comprehensive Health Education Program.

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: May 11, 2022

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-255, added by P.A. 104-391, replacing, in part, 105 ILCS 110/3, and in response to P.A. 104-391, renumbering and reorganizing various provisions throughout 105 ILCS 5/27. **Issue 121, March 2026**

Document Status: Draft Update

SECTION 7 - STUDENTS

7:20 Harassment of Students Prohibited

No person, including a ~~School~~ District employee, 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; physical appearance; socioeconomic status; academic status; 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 Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents 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.

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 Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee 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, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Title IX Coordinator:

~~Merryl Brownlow~~

Jason Smit

12809 S. McVickers Avenue

Palos Heights, IL 60463

~~mbrownlow@palos128.org~~

jsmit@palos128.org

708-597-9040

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Jason Smit

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~~mbrownlow@palos128.org~~

jsmit@palos128.org

708-597-9040

Complaint Managers:

Mary Kate Moroney

~~Merryl Brownlow~~

Jason Smit

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12809 S. McVickers Avenue

Palos Heights, IL 60463

jsmit@palos128.org

708-597-9040

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, Title IX 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 Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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/guardian, 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 Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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](#).

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/22-110, 5/26A, and 5/27-1, and 5/27-23.7.^{C1}

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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; Code of Professional Conduct; and Conflict of Interest), 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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED: August 13, 2025

Palos Heights SD 128

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/22-110, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS**7:50 School Admissions and Student Transfers To and From Non-District Schools**Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to

the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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 for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as 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 (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.:

[8 U.S.C. §1101](#) *et seq.*, Illegal Immigrant and Immigrant Responsibility Act of 1996.

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

20 U.S.C. §1400 *et seq.*, Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

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

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/22-105, 5/26-1, and 5/26-2, and 5/27-8.1.^{C1}

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation); 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

ADOPTED: January 25, 2023

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS

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

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.

5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending

school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.122-105. and^{C1}

105 ILCS 45/1-20, Education for Homeless Children Act.

410 ILCS 45/7.1, Lead Poisoning Prevention Act.

410 ILCS 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers to and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: January 29, 2025

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/22-105, titled *Health examinations and immunizations* (formerly 105 ILCS 5/27-8.1), renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS**7:185 Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, ~~the term~~ *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report

them to any of the following individuals:

- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
 5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 5/27-240^{C1}110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: August 13, 2025

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-240, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS**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 and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, and (2) 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. . 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*. 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 8 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 594 U.S. 180 (2021).^{C1}

Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999).

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

105 ILCS 5/24-24, and 5/27-255(d)23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: March 9, 2022

Palos Heights SD 128

PRESSPlus Comments

- C1. The Legal References are updated in response to 105 ILCS 5/27-255(d), renumbered by P.A. 104-391, and for continuous improvement. **Issue 121, March 2026**

SECTION 7 - STUDENTS**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. 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.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

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 3-8, (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).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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; and
2. The student's class schedule.

LEGAL REF.:

105 ILCS 5/27-~~7106~~.^{C1}

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: March 9, 2022

Palos Heights SD 128

PRESSPlus Comments

C1. The Legal References are updated in response to 105 ILCS 5/27-710, renumbered by P.A. 104-391. **Issue 121, March 2026**

SECTION 7 - STUDENTS**7:300 Extracurricular Athletics**

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by an insurance^{C1} policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan~~policy~~.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about ~~the Board's concussion~~ policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, and 5/22-80, and 25/2.^{C2}

23 III.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: September 17, 2025

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated throughout for continuous improvement. **Issue 121, March 2026**
- C2. The Legal References are updated. **Issue 121, March 2026**

SECTION 8 - COMMUNITY RELATIONS**8:90 Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine **DistrictBoard**^{C1} policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, **or** a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster

club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: November 10, 2021

Palos Heights SD 128

PRESSPlus Comments

- C1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 121, March 2026**

Document Status: Draft Update - Rewritten

Communications To and From the Board

2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting.^{C1} 5 ILCS 120/. Other than during a Board meeting, a majority or more of a Board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This guidance assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*.

Note: *Public records* stored by board members on personal devices (i.e., texts) or personal email accounts pose significant logistical and administrative challenges for public record preservation and certain FOIA requests. It is therefore a best practice for board members to utilize District-issued devices or District-issued email addresses for electronic communications that qualify as public records under the Freedom of Information Act (FOIA) or the Local Records Act (LRA). For that reason, the examples in this guidance focus primarily on board member email use and District-issued devices.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a do not reply all/forward alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."** Alternatively, the Superintendent may blind carbon copy (bcc) all other board members (preventing them from replying to all) and include a similar alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. Only reply to the sender."**
2. Board members are permitted to discuss any topic other than District business with each other, whether in person or by telephone, email, text, or other electronic means, regardless of the number of members participating in the discussion. For example,

they may discuss sports, work, or current events.

3. Board members are permitted to provide information to each other, whether in person or by telephone, email, text, or other electronic means, that relates to District business but is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone, email, text, or other electronic means. Stated another way, a Board member may discuss District business in person or by telephone, email, text, or other electronic means with only one other Board member at a time.
5. A Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls, emails, texts, or other electronic communications to, Board members individually.
6. A Board member should include a do not reply all/forward alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”** Alternatively, the board member may bcc the other board members and include a similar alert to the other board members, such as **“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. To prevent replies or forwards to the group, all board members are blind carbon copied on this email. The recipient should not reply to it or forward it to another individual.”**
7. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a public record as defined by FOIA, unless a specific exemption applies. A *public record* is any recorded information “pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” 5 ILCS 140/2, amended by P.A. 104-438. Public records do not include *junk mail*. Junk mail includes unsolicited commercial electronic communications sent to the District that it does not respond to. *Id.* Email or other electronic communications sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a public record (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the electronic communication is subject to disclosure under FOIA, barring an

applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill. App. Ct. 2013).

The following examples describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work would not be a public record. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate OMA and, thus, are subject to disclosure during proceedings to enforce OMA.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Board Attorney will help determine whether a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Electronic communications that qualify under FOIA as *public records* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. 50 ILCS 205/. An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

Important: Do not destroy any electronic communication concerning a topic that is being litigated without obtaining the Board Attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally advise their clients at the beginning of a legal proceeding that they must not destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4.

Palos Heights SD 128

PRESSPlus Comments

- C1. Rewritten for PRESS Plus in response to the Freedom of Information Act (FOIA), 5 ILCS 140/2, amended by P.A. 104-438, excluding *junk mail* from the definition of *public record*, and for continuous improvement. This exhibit is not a substitute for legal advice. Use it after having a discussion with the board attorney. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 121, March 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.^{C1}

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall

be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.:

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#); [34 C.F.R. Part 99](#).

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [10/](#).

[720 ILCS 5/14-3\(m\)](#).

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED: September 15, 2021

Palos Heights SD 128

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:230 Misconduct by Students with Disabilities

Behavioral Interventions^{C1}

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. §§1412, 1413, and 1415](#).

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

[34 C.F.R. §§300.101, 300.530 - 300.536](#).

[105 ILCS 5/10-22.6](#) and [5/14-8.05](#).

[23 Ill.Admin.Code §226.400](#).

[Honig v. Doe](#), 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: September 15, 2021

PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
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Issue 121, March 2026

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.^{C1}

LEGAL REF.:

[105 ILCS 5/10-21.11.](#)

[23 Ill.Admin.Code §§ 1.610 and 226.300.](#)

[77 Ill.Admin.Code Part 690.](#)

[20 U.S.C. §1400](#) *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

[29 U.S.C. §794](#)(a), Rehabilitation Act of 1973, Section 504.

ADOPTED: September 15, 2021

Palos Heights SD 128

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 121, March 2026

SECTION 7 - STUDENTS

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school, if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from [105 ILCS 5/22-110](#)

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes generative artificial intelligence.

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, posting or distributing sexually explicit images, 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.

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*. *Cyberbullying* also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of *bullying*.

Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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, (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.

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 social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX 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:

Title IX Coordinator:

~~Merryl Brownlow~~

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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be

notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
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.

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 falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided 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 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 publicly accessible 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 Board 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:
 - 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 specifying the date of adoption (indicated by month, date, and year) 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

- 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 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. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 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.
 - f. 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.
 - g. 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).
 - h. 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.
 - i. 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.

- j. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides 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.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/22-110](#), and [5/24-24](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 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 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: January 21, 2026

Palos Heights SD 128

General Personnel

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, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, 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 Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 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.

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such 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, Title IX Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the 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, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

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Title IX Coordinator:

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Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. 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 Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional 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 Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board 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/guardian, 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 policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), 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/or 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.:

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. §1604.11](#).

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

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

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

[Crawford v. Metro. Gov't of Nashville & Davidson Cnty.](#), 555 U.S. 271 (2009).

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

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

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

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

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

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

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

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

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: August 13, 2025

Palos Heights SD 128

General Personnel

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; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or use of District-issued equipment to record such types of violence; 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for one's 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 under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because one: (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 for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

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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

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

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §218d](#), Fair Labor Standards 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. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

[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. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

[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](#) and [180/33](#), 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 Grievance Procedure), [2:270](#) (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), [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)

ADOPTED: January 21, 2026

Palos Heights SD 128

2:265 Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in [20 U.S.C. §1092\(f\)\(6\)\(A\)\(v\)](#), *dating violence* as defined in [34 U.S.C. §12291\(a\)\(11\)](#), *domestic violence* as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or *stalking* as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Definitions from [34 C.F.R. §106.30](#)

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or

forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Jason Smit
~~Merryl Brownlow~~

12809 S. McVickers Avenue
Palos Heights, IL 60463

jsmit@palos128.org
~~mbrownlow@palos128.org~~

708-597-9040

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with [34 C.F.R. §106.45](#). The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with [34 C.F.R. §106.45](#) before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive 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.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may

implement following any determination of responsibility.

9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment 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, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 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), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

ADOPTED: August 13, 2025

Palos Heights SD 128

Early Childhood Block Grant Continuous Quality Improvement Plan



Spring 2026



Continuous Quality Improvement Plan (CQIP)

During the Illinois State Board of Education's monitoring visit one areas of improvement which designated our program out of compliance is to enhance outdoor playground safety by installing protective bollards around designated playground areas to prevent unauthorized vehicle access and create a safer environment for children, staff, and families.

Site Services Quote:

- Install 23 Protective Bollard along the front drive
- Cost \$37,950.00
- 1 year warranty

Playground Area



THANK YOU FOR YOUR SUPPORT

Date: May 29, 2026**Pages:** 2**To:** Jason Smit - Palos Heights School District 128**From:** Eric DeVries

Phone: 219-924-9944

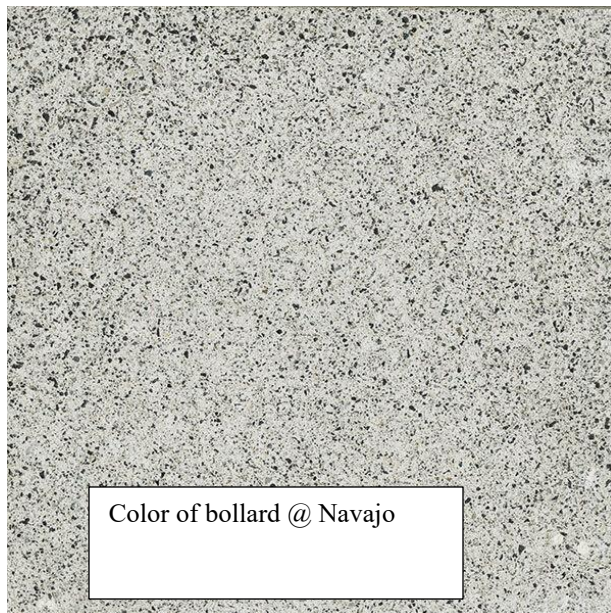
Proposal #: 261018

Subject: Bollard installation @ Indian Hill Early Learning Center in Palos Heights, IL**We Propose the Following:****Install 22 Protective Bollards along the front drive:**

- We will cut and remove 2'x2'squares of existing concrete side walk or asphalt drive.
- An auger will be used to drill down 2 feet and install a 40" steel pipe.
- Concrete will be poured in the hole to support the steel pipe.
- The Bollards will be installed over the steel pipes.
- The specific type is Wausau Tile TF6030 A31Y 12" x 36" Color: Fog

Price for the above listed work:**\$ 34,760.00**

\$1,580 per bollard



Color of bollard @ Navajo

Style of Bollard
@ Navajo Heights

Terms: Balance due upon completion, Net 30 days. Interest of 1½% per month will be added to all past due, unpaid balances. Customer is responsible for the costs of collection of past due accounts, including but not limited to court costs and attorney fees. Note: we will accept payment by credit card, but there is a 3% additional charge above the contract price. If a permit is required, the cost of obtaining the permit will be added to the price of the project. Prices are firm for 30 days from the date of the proposal.

Warranty: Site Services warranties against defects in products or workmanship for a period of one (1) year from the date of installation. The warranty is limited to the repair or replacement of the defect. The warranty specifically excludes Damage from Acts of God, accidents, excessive traffic loads and snowplowing.

Site Services We will work closely with you to schedule this project in a way that will minimize the inconvenience involved for everyone. We have completed thousands of projects since 1982. Please check our website at siteservicesonline.com or call for the location of projects in your area.

Cordially,



Eric DeVries
Estimator

PROPOSAL ACCEPTANCE

To accept this proposal, sign below and send a copy back to me. Work will only be scheduled after the signed proposal has been returned, or a purchase order has been issued.

Accepted by: _____ Title: _____ Date: _____

Company Name

Authorized Signature: _____ Print Name: _____

Options Selected: _____ Total Contract Price: _____

Billing Information: _____

Name/Contact

Contact Email or Mailing Address

SCHEDULING – After the proposal is signed and returned, I will make a work order for the operations manager. You will then be contacted regarding a proposed schedule for the project. Please indicate any issues that will affect our scheduling of this project. Indicate the hours the facility is open and any dates of special events. Please remember that Site Services does not work on Sunday.

THANK YOU FOR CHOOSING SITE SERVICES!





Palos Heights School District 128

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Phone: (708) 597-9040 • Fax: (708) 597 9089 • www.palos128.org

Merryl B. Brownlow, Ed.D.
Superintendent

MEMORANDUM

TO: Board of Education, Palos Heights School District 128

FROM: Bryan Neubacher, Director of Buildings and Grounds

DATE: June 5, 2026

SUBJECT: Approval Request: Stage Curtain Replacements (Chippewa & Navajo) and Annual District Parking Lot Maintenance

Recommendation

The Administration respectfully requests the Board of Education approve the following facility maintenance items for the upcoming fiscal cycle:

1. The contract for stage curtain replacement at **Chippewa** and **Navajo** schools, awarded to **North-West Drapery**, in the amount of **\$17,940.00**.
2. The authorization to proceed with the scheduled annual district-wide parking lot maintenance and repairs.

Part I: Stage Curtain Replacement (Chippewa & Navajo)

Background & Operational Need

The stage curtains at both Chippewa and Navajo have reached the end of their functional lifespan, showing wear that affects both appearance and ease of operation. Replacement curtains will ensure our performance spaces remain safe, professional, and fully functional for student and community activities.

Bid Summary & Financial Breakdown

The district solicited competitive proposals from prominent theatrical drapery providers. A review of the returned bids demonstrates a significant variance in pricing and project scope:

Stage Curtain Replacement	North-West Drapery	Grand Stage
Chippewa Elementary	\$8,970.00	\$14,180.00
Navajo Heights	\$8,770.00	\$14,945.00
Total	\$17,740.00	\$29,125.00

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12800 S. Austin Ave
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(708) 388-7260

NAVAJO HEIGHTS
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(708) 385-3269

INDPENDENCE JR. HIGH
6610 W. Highland Dr
(708) 448-0737



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Merryl B. Brownlow, Ed.D.
Superintendent

Rationale for Vendor Selection

The Facilities Department recommends awarding the contract to **North-West Drapery** based on the following justifications:

- **Cost Efficiency:** The total proposal saves the district **\$11,385.00** compared to the Grand Stage submission.
- **Comprehensive Scope:** The North-West Draperies proposal covers all required logistics, including the **removal** of the degraded assets and the complete **installation** of the new stage curtains. Conversely, the Grand Stage proposal is restricted strictly to curtain fabrication and delivery.
- **Proven Performance History:** The district has a successful ongoing working relationship with North-West Draperies, most recently utilizing their services for a highly successful curtain installation at Independence Junior High. Their work is structurally exceptional and consistently priced below regional competitors.

Part II: Annual District Parking Lot Maintenance

Scope of Work

To preserve capital investment and ensure the safety of students, staff, and visitors during daily arrivals and dismissals, the district conducts rolling annual preventative maintenance across its surface lots. The proposed summer work package for Chippewa Elementary and Independence Junior High includes:

- **Sealcoating:** Apply a protective layer to repel moisture, automotive fluids, and severe winter weather.
- **Crack Filling & Patching:** Sealing of baseline expansion gaps and focused structural patching to prevent moisture from undermining the underlying gravel base layers.
- **Stripping:** Full reapplication of high-visibility traffic paint for parking stalls, strict fire lane zones, crosswalk indicators, and proper safety directional arrows.

Fiscal Impact

The funding for both initiatives has been appropriately anticipated and allocated within the district's Operations and Maintenance (O&M) capital budget framework. The costs associated with this maintenance are as follows:

Last Top-Coats Proposal	Chippewa Elementary	Independence Junior High
Sealcoating	\$7,233	\$11,013
Crackfilling	\$1,350	\$2,610
Stripping	\$2,028	\$3,934
Total Cost	\$10,611	\$17,557

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North-West Drapery Service, Inc.

4507 N. Milwaukee Avenue, Chicago, IL 60630

(773) 282-7117 Phone / (773) 282-6882 Fax

Palos Heights School District 128

11/17/2025

ATTN: Kim Anoman, Business Manager

RE: Chippewa Elementary and Navajo Elementary – Budgetary Quotations

Kim Anoman,

Thank you for your interest in North-West Drapery Service, Inc. and the products and services that we can provide to you at Palos Heights School District 128. As per our email correspondence, I am pleased to offer you the following budgetary quotations for replacement of the existing curtains at Navajo ES and Chippewa ES.

Replacement Stage Curtains:

We will remove the existing curtains from the hanging hardware and dispose of them in a school provided dumpster.

We will furnish, fabricate, and install new stage curtains made in typical stage manner using 50% added fullness sewn into box pleats located 12" on center.

Heavy 3" Polypropylene webbing will hold the pleats in place.

Grommets will be inserted in the center of each pleat and at the ends for s-hook or tie line attachment to the existing hanging hardware in its existing condition.

All side and bottom hems will be 4" with the bottom hems of all floor length curtains having an internal pocket containing a continuous length of chain for added weight.

We will use inherently flame retardant (IFR from here forward) synthetic Prism material for all curtains quoted.

All downstage curtains (valances and front curtains) will be fabricated using IFR 22 oz. Prism and all upstage curtains (borders, and rear travelers) will be fabricated using IFR 15 oz. Prism.

Per your request we have removed the side legs from the upstage curtain schedule.

Mill issued certificates of compliance will be issued upon completion of the project.

Curtain Schedule:

Navajo ES – 6 curtains (3 downstage and 3 upstage curtains)...	\$8,970.00
Chippewa ES – 6 curtains (3 downstage and 3 upstage curtains)...	\$8,770.00

Please note that all labor rates are based on current prevailing wage rates for Cook County.

We can hold our price firm for 60 days.

Thank you for taking the time to review these budgetary quotes. If you have any questions or would like to see fabric samples, please feel free to call or email. Thanks again for your time and I look forward to hearing back from you.

Best regards,

Matt Schoeff

matt@northwestdrapery.com



GRAND STAGE

Chicago Spotlight
Rentals, Events & Production

art drapery studios
Stage Rigging & Drapery

3418 N Knox Ave., Chicago, IL 60641
Phone: (312) 332-5611
Fax: (312) 258-0056
www.GrandStage.com

Chippewa Elementary School
Palos Heights, Illinois
Replacement Stage Drapery

June 3, 2026
Page 1 of 1

Grand Stage Company is pleased to provide the following proposal for your consideration:

Replacement Stage Drapery for Chippewa Elementary School, Palos Heights, Illinois; including jobsite delivery for installation by others, and consisting of:

Total soft goods - \$ 14,180.00

The above pricing is FOB Chicago, Illinois, with freight allowed to the jobsite via motor freight for installation by others. The above pricing includes field verification of dimensions and is firm for 30 days. The above pricing does not include any installation work or applicable taxes. Terms are net 30 days on approved accounts. We will be happy to provide complete specifications or alternate proposals upon request.

Thank you for the opportunity of quoting on your requirements.

Sincerely,

Grand Stage Company

Michael W. Hostetler

I/We accept this proposal and wish to proceed with the project described herein:

Signature

Title

Date



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Navajo Heights Elementary School
Palos Heights, Illinois
Replacement Stage Drapery

June 3, 2026
Page 1 of 1

Grand Stage Company is pleased to provide the following proposal for your consideration:

Replacement Stage Drapery for Navajo Heights Elementary School, Palos Heights, Illinois; including jobsite delivery for installation by others, and consisting of:

Total soft goods - \$ 14,945.00

The above pricing is FOB Chicago, Illinois, with freight allowed to the jobsite via motor freight for installation by others. The above pricing includes field verification of dimensions and is firm for 30 days. The above pricing does not include any installation work or applicable taxes. Terms are net 30 days on approved accounts. We will be happy to provide complete specifications or alternate proposals upon request.

Thank you for the opportunity of quoting on your requirements.

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Grand Stage Company

Michael W. Hostetler

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Signature

Title

Date



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Merryl B. Brownlow, Ed.D.
Superintendent

MEMORANDUM

TO: Board of Education, Palos Heights School District 128

FROM: Bryan Neubacher, Director of Buildings and Grounds

DATE: June 5, 2026

SUBJECT: Approval Request: Stage Curtain Replacements (Chippewa & Navajo) and Annual District Parking Lot Maintenance

Recommendation

The Administration respectfully requests the Board of Education approve the following facility maintenance items for the upcoming fiscal cycle:

1. The contract for stage curtain replacement at **Chippewa** and **Navajo** schools, awarded to **North-West Drapery**, in the amount of **\$17,940.00**.
2. The authorization to proceed with the scheduled annual district-wide parking lot maintenance and repairs.

Part I: Stage Curtain Replacement (Chippewa & Navajo)

Background & Operational Need

The stage curtains at both Chippewa and Navajo have reached the end of their functional lifespan, showing wear that affects both appearance and ease of operation. Replacement curtains will ensure our performance spaces remain safe, professional, and fully functional for student and community activities.

Bid Summary & Financial Breakdown

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Superintendent

Rationale for Vendor Selection

The Facilities Department recommends awarding the contract to **North-West Drapery** based on the following justifications:

- **Cost Efficiency:** The total proposal saves the district **\$11,385.00** compared to the Grand Stage submission.
- **Comprehensive Scope:** The North-West Draperies proposal covers all required logistics, including the **removal** of the degraded assets and the complete **installation** of the new stage curtains. Conversely, the Grand Stage proposal is restricted strictly to curtain fabrication and delivery.
- **Proven Performance History:** The district has a successful ongoing working relationship with North-West Draperies, most recently utilizing their services for a highly successful curtain installation at Independence Junior High. Their work is structurally exceptional and consistently priced below regional competitors.

Part II: Annual District Parking Lot Maintenance

Scope of Work

To preserve capital investment and ensure the safety of students, staff, and visitors during daily arrivals and dismissals, the district conducts rolling annual preventative maintenance across its surface lots. The proposed summer work package for Chippewa Elementary and Independence Junior High includes:

- **Sealcoating:** Apply a protective layer to repel moisture, automotive fluids, and severe winter weather.
- **Crack Filling & Patching:** Sealing of baseline expansion gaps and focused structural patching to prevent moisture from undermining the underlying gravel base layers.
- **Stripping:** Full reapplication of high-visibility traffic paint for parking stalls, strict fire lane zones, crosswalk indicators, and proper safety directional arrows.

Fiscal Impact

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FOOD SERVICE AGREEMENT

This Food Service Agreement (the “Agreement”) is made as of this 10th day of June 2026, and effective on July 1, 2026, between Palos Heights School District 128 (the “District”) and Country House Restaurant of Alsip, Inc., an Illinois corporation (“Country House”).

RECITALS

WHEREAS, the District operates and manages a School Lunch Program providing lunch meals and beverages for its students at Independence Junior High School, Indian Hill School, Chippewa Elementary School, and Navajo Heights School (collectively “the Schools”);

WHEREAS, the District does not have the resources to provide the lunch meals and beverages for its School Lunch Program at the Schools;

WHEREAS, the District wishes to engage Country House for the purpose of providing it with lunch meals and beverages in order to facilitate its provision of lunch meals and beverages to its students in connection with its operation of its School Lunch Program at the Schools;

WHEREAS, Country House wishes to provide the District with lunch meals and beverages in order to assist the District with its provision of lunch meals and beverages to its students at the Schools;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the District and Country House agree as follows:

**SECTION ONE
SCOPE OF SERVICES**

Country House shall provide the following services: (a) prepare and deliver the lunch meals and beverages agreed upon as set forth in SECTION TWO A. below, and (b) set up such lunch meals and beverages ready for serving.

**SECTION TWO
MENU SELECTION PRICING AND PAYMENT**

- A. As soon as practicable prior to the end of each month, the District and Country House shall agree upon the number of lunch meals and beverages to be provided by Country House at each of the Schools for the following month as well as the days of service, menu and price to be charged to the District for such lunch meals and beverages.
- B. No later than the fifth (5th) day of each month Country House shall present to the District a detailed invoice itemizing the lunch meals and beverages provided by Country House to the Schools for the previous month. Such invoice shall be due and payable in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et.seq.).
- C. The prices charged by Country House for lunch meals and beverages shall be inclusive of food and beverage costs, meal and beverage preparation and delivery, and meal and beverage set up. For the 2026-2027 school year, Country House shall receive \$6.95 for paid lunches (including beverages) and \$4.95 for the free/reduced lunches (collectively “2026-2027 Prices”). The prices to be charged and received by Country House for the 2027-2028 and 2028-2029 school years shall be adjusted as follows: For the 2027-2028 school year the 2026-2027 Prices shall be increased by 5% to be rounded to the nearest

nickel (“2027-2028 Prices”) and for the 2028-2029 school year the 2027-2028 Prices shall be increased by 5% to be rounded to the nearest nickel.

- D. The services to be provided by Country House hereunder and the prices to be charged by Country House are on the condition that the District places no less than sixty (60) meal and beverage orders per month when students are in attendance during the regular school term.

SECTION THREE TERM OF AGREEMENT

Subject to SECTION FOUR below, this Agreement shall be for a three (3) year period commencing on July 1, 2026 and expiring on June 30, 2029.

SECTION FOUR TERMINATION

This Agreement may be terminated prior to its expiration by either party upon the material breach of this Agreement by the other party. In the event of claimed breach, the non-breaching party shall provide fifteen (15) days' notice to the other party specifying the factual circumstances giving rise to the breach. If the breach is not cured to the satisfaction of the non-breaching party within the fifteen (15) day period, this Agreement will terminate automatically upon the expiration of the notice period.

SECTION FIVE TYPE OF FOOD AND BEVERAGES

Country House shall furnish and provide the highest quality food and beverage items.

**SECTION SIX
LEGAL COMPLIANCE AND INSURANCE**

- A. Country House shall comply with all municipal, county, state and federal health laws in the delivery of its services under this Agreement.
- B. Country House maintains adequate insurance in connection with the services to be provided hereunder, including general comprehensive liability and workers' compensation insurance.

**SECTION SEVEN
INDEPENDENT CONTRACTOR STATUS**

Country House shall be an independent contractor. No partnership is intended to be entered into by this Agreement.

**SECTION EIGHT
FORCE MAJEURE**

Neither Party shall be liable for the nonperformance of, or for the failure or delay to perform, any obligation under this Agreement arising out of or resulting from circumstances beyond the control of the affected Party, including without limitation, natural disasters or acts of God; fire; flood; war; epidemics, pandemics, or outbreak of communicable disease; public health crises; quarantines; government acts, orders or restrictions; health or safety related school closure; or civil commotion or disorder (each, a "Force Majeure Event").

So long as any Force Majeure Event continues, the Parties' obligations under this Agreement shall be suspended and excused. Further, upon the occurrence of a Force Majeure Event, the Parties shall discuss what, if any, modifications of the terms of this Agreement or modifications of performance or of obligations may be necessary to address the Force Majeure

Event and in order to arrive at an equitable solution. Failing this, either Party may then terminate this Agreement by providing ten (10) days prior written notice to the other Party and this Agreement shall terminate upon the expiration of the notice period.

SECTION NINE INDEMNIFICATION

Each Party shall indemnify, defend, and hold harmless, the other, including their respective boards, board members, officers, employees, and agents from and against all claims, suits, judgments, liabilities, or costs (including reasonable attorneys fees) for injury, illness, or death to persons, and damage or destruction to property to the extent arising from the negligent acts or omissions or intentional misconduct of the indemnifying party or its employees or agents. The obligations of this Section Nine shall survive expiration or termination of this Agreement.

SECTION TEN ASSIGNMENT

This Agreement may not be assigned by Country House without the prior written consent of the School.

SECTION ELEVEN COMPLETE AGREEMENT

This Agreement contains all the covenants, understandings, agreements, and stipulations between the parties and the parties declare their intention to be legally bound by the Agreement. The Recitals set forth above are incorporated herein by reference.

SECTION TWELVE AUTHORITY TO EXECUTE

The District's authorized representative who has executed this Agreement warrants that he is authorized by the District to execute this Agreement on its behalf. Country House's

representative who has executed this Agreement warrants that he is authorized to execute this Agreement on its behalf.

IN WITNESS WHEREOF, the District and Country House have caused their respective names to be signed hereto by their authorized representatives.

**PALOS HEIGHTS
SCHOOL DISTRICT 128**

**COUNTRY HOUSE RESTAURANT
OF ALSIP, INC.**

By: Jason Smit
Its: Superintendent

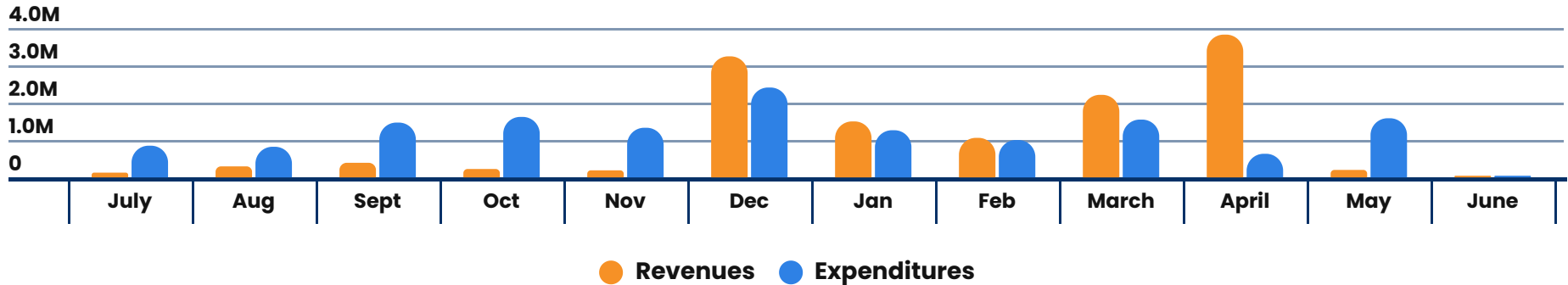
By: David Boundas
Its: Executive Vice-President and
CFO

Monthly Financial Report – May 2026

Palos Heights School District 128



Monthly Revenues and Expenditures for FY26



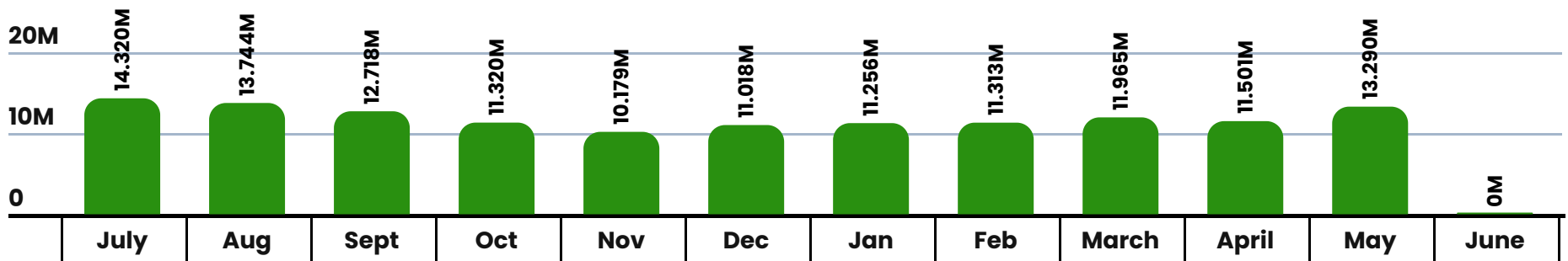
Revenues Received During Month

Source	Month	YTD
Real Estate Taxes	1,000	10,908,000
Other Local Sources	44,000	354,000
Evidenced-Based Funding	57,000	575,000
Other State Sources	0	911,000
Federal Sources	99,000	525,000
Total All Funds	\$201,000	\$13,273,000

Expenses Paid During Month

Object	Month	YTD
Salaries	1,043,000	7,427,000
Benefits	261,000	1,934,000
Purchased Services	145,000	1,848,000
Supplies & Materials	39,000	546,000
Capital Outlays	1,000	890,000
Tuition and Other	96,000	566,000
Debt Payments	0	1,321,000
Total All Funds	\$1,585,000	\$14,532,000

Monthly Fund Balance – All Funds



Budget Tracking Report



FY26 Actual YTD

Beginning Balance	YTD Revenues	YTD Expenditures	Bond Proceeds - YTD	Ending Balance
\$14,549,000	\$13,273,000	\$14,532,000		\$13,290,000

FY26 Total Budget

Beginning Balance	Budgeted Revenues	Budgeted Expenditures	Budgeted Bond Proceeds	Budgeted Ending Balance
\$14,549,000	\$14,278,000	\$17,142,000		\$11,685,000

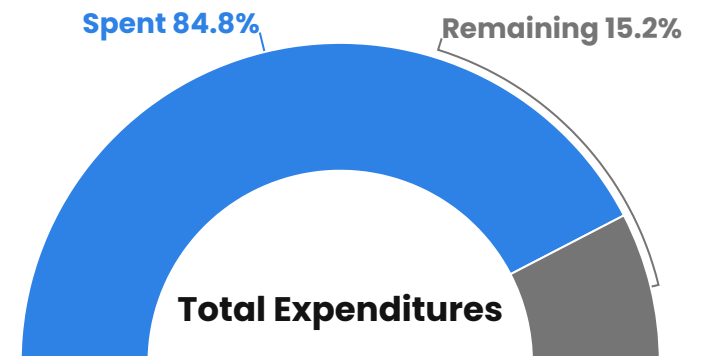
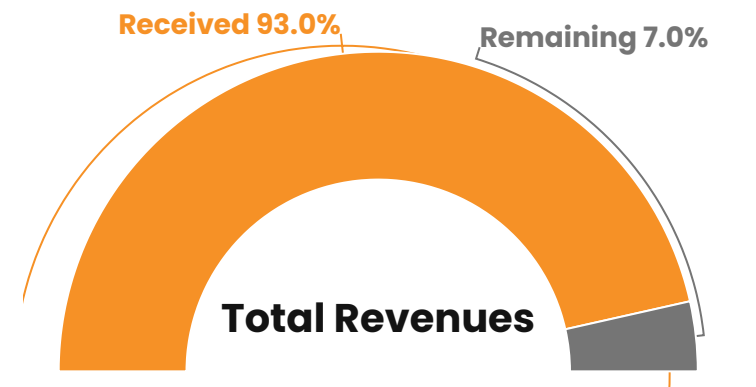
Revenues Received - Actual YTD vs. Total FY Budget

Source	YTD	Budget	% of Budget	Budget Remaining
Real Estate Taxes	10,908,000	11,276,000	96.74%	368,000
Other Local Sources	354,000	695,000	50.94%	341,000
Evidenced-Based Funding	575,000	620,000	92.74%	45,000
Other State Sources	911,000	1,205,000	75.60%	294,000
Federal Sources	525,000	482,000	108.92%	(43,000)
Total All Funds	\$13,273,000	\$14,278,000	92.96%	\$1,005,000

Expenses Paid - Actual YTD vs. Total FY Budget

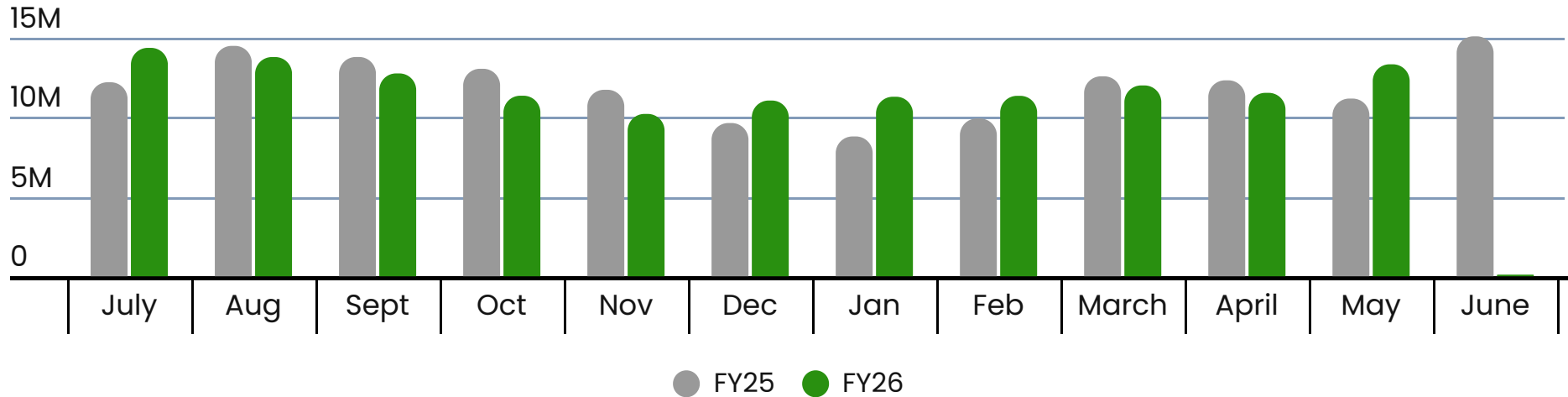
Source	YTD	Budget	% of Budget	Budget Remaining
Salaries	7,427,000	8,842,000	84.00%	1,415,000
Benefits	1,934,000	2,245,000	86.15%	311,000
Purchased Services	1,848,000	1,732,000	106.70%	(116,000)
Supplies	546,000	702,000	77.78%	156,000
Capital Outlays	890,000	1,484,000	59.97%	594,000
Tuition and Other	566,000	629,000	89.98%	63,000
Debt Service	1,321,000	1,508,000	87.60%	187,000
Total All Funds	\$14,532,000	\$17,142,000	84.77%	\$2,610,000

% Actual vs. Budget



Current Year vs. Prior Year Tracking Report

Monthly Fund Balance Comparison



YTD Revenues FY26 vs. FY25

Source	Current YTD	FY25 YTD	FY26 v. FY25
Real Estate Taxes	10,908,000	10,813,000	95,000
Other Local Sources	354,000	466,000	(112,000)
Evidenced-Based Funding	575,000	562,000	13,000
Other State Sources	911,000	1,100,000	(189,000)
Federal Sources	525,000	630,000	(105,000)
Total All Funds	\$13,273,000	\$13,571,000	\$(298,000)

YTD Expenditures FY26 vs. FY25

Object	Current YTD	FY25 YTD	FY26 v. FY25
Salaries	7,427,000	6,704,000	723,000
Benefits	1,934,000	1,716,000	218,000
Purchased Services	1,848,000	1,322,000	526,000
Supplies	546,000	596,000	(50,000)
Capital Outlays	890,000	335,000	555,000
Tuition and Other	566,000	551,000	15,000
Debt Payments	1,321,000	1,159,000	162,000
Total All Funds	\$14,532,000	\$12,383,000	\$2,149,000

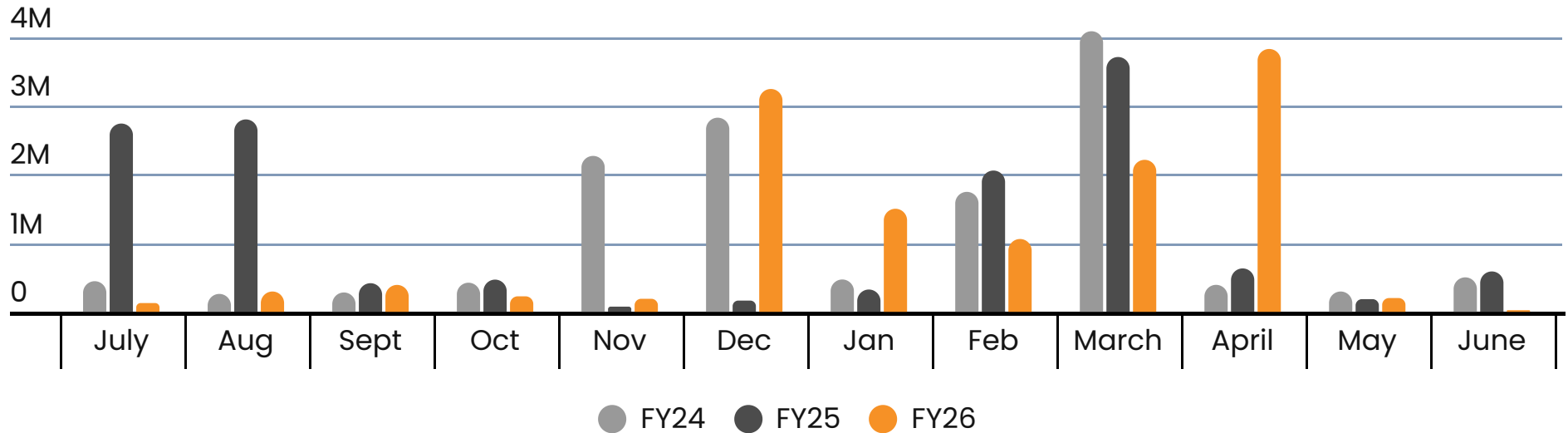
Current YTD Revenues vs. Expenditures
\$(1,259,000)

Prior YTD Revenues vs. Expenditures
\$1,188,000

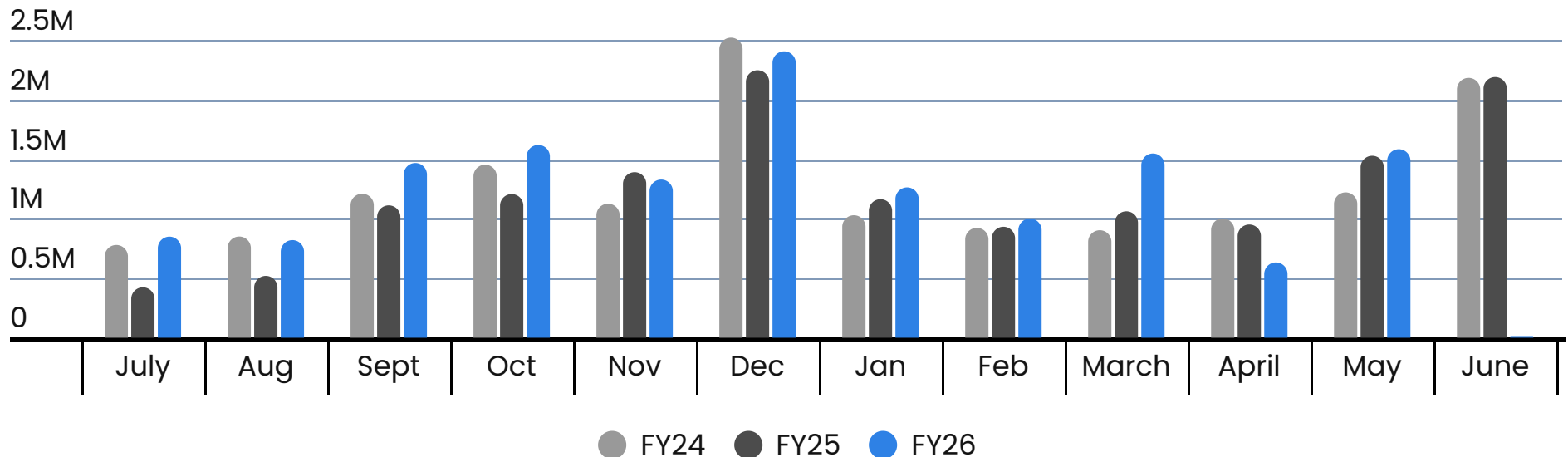
Cash Flow Report



Revenues Received by Month vs. Prior Years



Expenditures Paid by Month vs. Prior Years



Fund Balance Report



Fund	Beginning Balance	Revenues YTD	Expenses YTD	Transfers - Other	Ending Balance
Education	4,072,000	9,859,000	10,128,000		3,803,000
Operations and Maintenance	322,000	987,000	1,026,000		283,000
Transportation	633,000	554,000	638,000		549,000
Working Cash	2,531,000	155,000	0		2,686,000
Total - Operating Funds	\$7,558,000	\$11,555,000	\$11,792,000		\$7,321,000
Bond and Interest	993,000	1,250,000	1,321,000		922,000
IMRF/Social Security	243,000	456,000	399,000		300,000
Capital Projects	5,750,000	12,000	1,020,000		4,742,000
Tort Immunity	5,000	0	0		5,000
Health/Life Safety	0	0	0		0
Total - Other Funds	\$6,991,000	\$1,718,000	\$2,740,000		\$5,969,000
Total - All Funds	\$14,549,000	\$13,273,000	\$14,532,000		\$13,290,000



Laura Kriha <lkriha@palos128.org>

FOIA request reply

1 message

Kim Anoman <kanoman@palos128.org>
To: Sheri Reid <sreid@smartprocure.com>
Cc: Merryl Brownlow <mbrownlow@palos128.org>, Laura Kriha <lkriha@palos128.org>

Mon, Jun 1, 2026 at 1:39 PM

Ms. Reid,

Per your FOIA request below, attached you will find the reports that complete your request.

----- Forwarded message -----

From: **Sheri Reid** <sreid@smartprocure.com>
Date: Sat, May 30, 2026 at 8:00 AM
Subject: SmartProcure FOIA Request to Palos Heights School District #128 For PO/Vendor Information
To: mbrownlow@palos128.org <mbrownlow@palos128.org>

Dear Merryl Brownlow or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Palos Heights School District #128 for any and all purchasing records from 3/3/2026 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759

Kim Anoman
Business Manager
Palos Heights School District #128
708-597-9040

2 attachments

 **Disbursement Detail March 3, 2026 to June 1, 2026.xlsx**
153K

 **PO Pay History March 3, 2026 to June 1, 2026.xlsx**
15K



Laura Kriha <lkriha@palos128.org>

FOIA request reply

1 message

Kim Anoman <kanoman@palos128.org>

Thu, May 28, 2026 at 12:25 PM

To: sophia@databranchusa.com, cora.butterworth@thedatabranch.com

Cc: Merry! Brownlow <mbrownlow@palos128.org>, Laura Kriha <lkriha@palos128.org>

Per the FOIA request below, we did not have any purchases or records with the listed vendors.

----- Forwarded message -----

From: **Sophia Price** <sophia@databranchusa.com>

Date: Wed, May 27, 2026 at 2:38 PM

Subject: FOIA Request - Palos Heights SD 128 [Ref: Cora Butterworth]

To: mbrownlow@palos128.org <mbrownlow@palos128.org>

CC: cora.butterworth@thedatabranch.com <cora.butterworth@thedatabranch.com>

Hello,

The Data Branch is writing to submit a public records request regarding vendor procurement records.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

All products from School Asset Manager, Collaborative Student Transportation, Prismatic Services Inc, Lead Public Schools, buildEd, and Transpar Group.

Our goal is to identify records from 2022 to now that show the pricing arrangements associated with these vendors, such as licensing or subscription terms, per-unit costs, and any implementation or setup fees that may apply.

Specifically, we are seeking:

- Contracts, service agreements, or order forms
- Purchase orders tied to the listed vendors
- RFP or solicitation documents
- Task orders issued against cooperative purchasing agreements

We are glad to accept records in whatever format your office finds easiest to produce, including:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records already maintained by your office

If portions of the responsive records fall under an exemption, please withhold only those portions and produce the rest.

For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Palos Heights SD 128 has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

Please direct all records to my colleague Cora Butterworth at:

Email: cora.butterworth@thedatabranch.com

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

Thank you for your time and assistance with this request. If it has been misdirected, kindly forward it to the appropriate records custodian or let us know where it should be sent. We appreciate your cooperation.

With thanks,

Sophia Price

The Data Branch Research Team

Kim Anoman

Business Manager

Palos Heights School District #128

708-597-9040