



Committee of the Whole Meeting Agenda

Township High School District 214 Board of Education
Thursday, January 9, 2025, 7:00 PM
Forest View Educational Center
2121 South Goebbert Road
Arlington Heights, IL 60005

1. **Call to Order**
 - 1.1. Roll Call
2. **Pledge of Allegiance**
3. **Approval of the Agenda**

Approval of the agenda as presented/amended for January 9, 2025
4. **Approval of the Minutes**

Approval of the minutes for December 12, 2024
5. **Public Comments**

Members of the public, especially residents of District 214, are welcome to contribute during public comments. To do so, you must sign up before the start of the meeting.
6. **Superintendent Report**
 - 6.1. Northwest Suburban Special Education Organization (NSSEO) Report
7. **Board Member Updates**
8. **Roll Call Action Items**
 - 8.1. Approval of the Accounts Payable

Approval of the accounts payable for January 9, 2025
 - 8.2. Approval of Amendment to TRS 457(b) Deferred Compensation Supplemental Savings Plan

Approval of an amended supplemental savings plan for TRS employees, to include tier 2
9. **Discussion Items**
 - 9.1. Business of the Board
 - 9.1.1. Vision 2030

Discussion of a resolution supporting "Vision 2030," an education improvement plan supported by the Illinois Association of School Administrators (IASA), Illinois Association of School Boards (IASB), Illinois Principals' Association (IPA), Illinois Association of School Business Officials (IASBO), Illinois Association of Regional Superintendents of Schools (IARSS), Superintendents' Commission for the Study of Demographics and Diversity (SCSDD), Illinois Alliance of Special Education

Administrators (IAASE), and the Association of Illinois Rural and Small Schools (AIRSS)

9.1.2. Proposed Changes to Board Policy

Discussion of proposed changes to Board Policy as recommended by the Illinois Association of School Boards

9.2. Business Office

9.2.1. Grand Prairie Transportation Contract Amendment

Discussion of amendment to the Grand Prairie Transportation Contract

9.2.2. Tableau Contract

Discussion of a multi-year contract for Tableau services

9.3. Community Engagement

9.3.1. HP Large Format Printer Services

Discussion of the new lease for a large format HP printer

9.4. Teaching and Learning

9.4.1. Summer Experience Program

Discussion of the Summer Experience Program for summer 2025

10. **Closed Session**

10.1. Motion to go into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or legal counsel for the public body

10.2. Motion to adjourn closed session

11. **Roll Call Action Item**

11.1. Approval of Personnel Transaction Reports

Approval of personnel transaction reports for January 9, 2025

11.2. Approval of Job Description

Approval of job description as presented: Director of Student Services

12. **Adjournment**



BUSINESS MEETING MINUTES

Township High School District 214 Board of Education
Thursday, December 12, 2024 at 7:00 PM
Forest View Educational Center
2121 South Goebbert Road
Arlington Heights, IL 60005

Present: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker
Absent: Millie Palmer

1. Call to Order (Theater)

1.1. President Kreutzer called the meeting to order at 7:00 pm

2. Pledge of Allegiance, Wheeling High School

2.1. Wheeling High School Snowball sponsors, leaders and participants

Dr. Greg Wallace - Sponsor
Ariel Lozner - Student Leader
Ayana Solaka - Student Leader
Erika Punzalan - Student Leader
Inseo Yun - Student Leader
Sharon Escamilla - Student Participant
Nikki Georgiarentis - Sponsor
Svetlana Fastov – Sponsor

3. Approval of the Agenda

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

4. Approval of the Minutes

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer

Abstain: Andrea Rauch, Lenny Walker

5. Recognition by the Board of Education

5.1. Student Recognition

Special Olympics State Floor Hockey Gold Medalists

- Jesus Aguilar Mora - life senior
- Louis Berowski - TAFV senior
- Faith Haack - life senior
- Anthony "Tony" Natale - PHS senior
- William Pocklington - JHHS senior
- Christopher Schulz - life senior
- Peter Shteynberg - life senior

- Maximilian Soltys - JHHS sophomore
 - Kevin Stuercke - life senior
-

IHSA Girls Golf State Finals - 3rd Place

- Courtney Beerheide - BGHS junior
-

Class 7A All-State Football Team

- Noah Easter - PHS senior
- Colton Gumino - JHHS senior

Champaign News-Gazette 1st Team All-State

- Nate Cichy - JHHS junior
-

Boys Soccer Class 3A State Champions - JHHS

- Akram Aloviddinov - sophomore
- Johnny Antoniou - sophomore
- Lian Berk - sophomore
- Meschac Bryant - sophomore
- Adam Bugaj - junior
- Jimmy Catsaros - senior
- Urik Contla - senior
- Owen Devine - senior
- Joe Farrell - senior
- Darii Kishchak - junior
- Jakub Koziara - sophomore
- Kacper Lechowicz - senior
- Nate Mabry - senior
- Daniel Majerczak - senior
- Alex Mitura - junior
- Adam Myslinski - sophomore
- Diego Ortiz - junior
- George Paschos - senior
- Ray Reyes - senior
- Teddy Reyes - sophomore
- Adrian Smakowski - senior
- Nik Van De Mark - junior

1st Team All State

JHHS

- Ray Reyes - senior
- Adrian Smakowski - senior

RMHS

- Christian Jablonski - senior
 - Alex Kociubinski - senior
 - Marcelli Okonski - senior
-

IHSA Girls Cross Country State Finals - 3rd Place

- Veronica Znajda - PHS senior
-

IHSA Girls Swimming State Championship - 2nd Place - 500 Freestyle

- Ella Houston - BGHS junior
-

Journalism Education Association National Student Media Contest - Superior Rating

- Xander Adkins - PHS junior
- Maddie Bronder - PHS senior
- Amanda Feinberg - PHS senior
- Sarah George - PHS sophomore
- Amelia Maslowski - PHS senior
- Dylan Maye - PHS junior
- Molly Mundt - PHS senior
- Stella Palm - PHS junior

6. Reconvene in the Board Room

6.1. President Kreutzer called the meeting back to order at 7:36 pm

7. Public Hearing: Tax Levy

The Public Hearing was opened at 7:36 pm. Associate Superintendent for Business Services Tim Keeley reviewed the proposed tax levy. There were no public comments. The hearing was adjourned at 7:45 pm.

8. Public Comments

Keith Moens, community member, spoke against the Memo of Understanding
 Craig Berwitz, community member, spoke against the Memo of Understanding

9. Superintendent Report

Superintendent Scott Rowe reported that Buffalo Grove Principal Jeff Wardle has been named the North Cook Principal of the Year and would be a candidate for the Illinois Principal of the Year.

He also reported that the Strategic Plan Steering Committee had met the night before for the last time. The survey is still open to allow other voices to be heard.

The Superintendent was proud to announce that all 6 high schools earned the AP Honor Roll Designation, 6 out of 5,000 schools nationally to receive such an honor.

10. Board Member Updates

- Lenny Walker reported the district is looking for industry partners for mentors for apprenticeships; and registration is open for community education classes.
- Bill Dussling reported that he attended concerts at Prospect, Hersey, Wheeling, and a play at Hersey.
- Mark Hineman attended the Illinois Association of School Boards Joint Annual Conference in November which was very motivating. He added that the strategic plan process serving on the steering committee has been a great experience.
- Andrea Rauch mentioned this is fine arts season and Buffalo Grove was recently on WGN tv. She also attended “12 Angry Jurors” at Buffalo Grove.
- Frank Fiarito was a judge at the newbie DECA competition. He also gave an NSSEO update and looks forward to the Wheeling Classic over winter break.
- Alva Kreutzer attended the delegate assembly at the Joint Annual Conference representing District 214 and reviewed the resolutions presented at the conference.

11. Discussion Items

11.1. Presentation of the Annual Audit for District 214

Associate Superintendent for Business Services Tim Keeley introduced the auditor from Baker Tilly to present the results of the annual audit.

12. Roll Call Action Items

12.1. Business of the Board

12.1.1. Approval of Memorandum of Understanding Between The Board of Education of Township High School District 214, The Board of Education of Township High School District 211, The Board of Education of Community Consolidated School District 15, The Village of Arlington Heights, and CBFC Development, LLC

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.1.2. Approval of changes to Board Policy

Motion by Lenny Walker with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.1.3. Approval of Intergovernmental Agreement with Districts 21, 23, 25, 26, 57 and 59 for Data Sharing

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2. Business Services

Associate Superintendent for Business Services Tim Keeley reported that the Food Services Manager position would go out as a request for proposals.

12.2.1. Approval of Account Payable

Motion by Bill Dussling with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2.2. Approval of Financial Statements for October

Motion by Bill Dussling with second by Lenny Walker

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2.3. Approval of Insurance Cooperative Program Designee

Motion by Andrea Rauch with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2.4. Approval of Bond Record Keeping

Motion by Frank Fiarito with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2.5. Approval of Acceptance of Annual Audit

Motion by Bill Dussling with second by Andrea Rauch

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.2.6. Approval of Tax Levy Resolution

Motion by Bill Dussling with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.3. Community Engagement and Education

12.3.1. Approval of the Freedom of Information Act Report

Motion by Lenny Walker with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.4. Operations and Activities

12.4.1. Approval of International Trips

Motion by Mark Hineman with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

12.5. Student Services

Associate Superintendent for Student Services Kara Kendrick reported that Buffalo Grove received funding from the opioid settlement and has pledged \$58,000 over the next 4 years for Omni health services to fund a counselor at BGHS.

12.6. Teaching and Learning

12.6.1. Approval of Intergovernmental Agreement with the Arlington Heights Library

Motion by Frank Fiarito with second by Andrea Rauch

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

13. **Closed Session**

13.1. Motion to go into closed session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or legal counsel for the public body

Motion by Lenny Walker with second by Frank Fiarito

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

The Board adjourned to closed session at 9:06 pm

13.2. Motion to adjourn closed session

Motion by Frank Fiarito with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

The Board reconvened in open session at 9:40 pm

14. **Roll Call Action Item**

14.1. Human Resources

14.1.1. Approval of Personnel Transaction Reports

Motion by Lenny Walker with second by Bill Dussling

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

15. **Adjournment**

Motion by Bill Dussling with second by Mark Hineman

Aye: Bill Dussling, Frank Fiarito, Mark Hineman, Alva Kreutzer, Andrea Rauch, Lenny Walker

The Board meeting adjourned at 9:41 pm

Alva Kreutzer, President

Lenny Walker, Vice President

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

CHECKS DATED January 9, 2025

BOARD APPROVAL DATE January 9, 2025

“An Equal Employment and Equal Education Opportunity Agency”

Tim J. Keeley
Associate Superintendent of Business Services

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772542	01/09/2025	3RD MILLENNIUM CLASSROOMS	\$44,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772543	01/09/2025	425 MANUFACTURING	\$5,180.41	1703	Printed	Expense	<input type="checkbox"/>		
772544	01/09/2025	Ablenet Inc	\$1,100.00	1703	Printed	Expense	<input type="checkbox"/>		
772545	01/09/2025	ACACIA ACADEMY	\$3,036.96	1703	Printed	Expense	<input type="checkbox"/>		
772546	01/09/2025	Access One Inc	\$10,689.17	1703	Printed	Expense	<input type="checkbox"/>		
772547	01/09/2025	Accurate Biometrics Inc.	\$1,410.00	1703	Printed	Expense	<input type="checkbox"/>		
772548	01/09/2025	Addison Building Material Co	\$136.72	1703	Printed	Expense	<input type="checkbox"/>		
772549	01/09/2025	AGUIRE, CELESTE	\$100.00	1703	Printed	Expense	<input type="checkbox"/>		
772550	01/09/2025	AHW LLC	\$500.88	1703	Printed	Expense	<input type="checkbox"/>		
772551	01/09/2025	AIR AND SPACE FORCES ASSOCIATION	\$450.00	1703	Printed	Expense	<input type="checkbox"/>		
772552	01/09/2025	AI Warren Oil Co	\$45,959.52	1703	Printed	Expense	<input type="checkbox"/>		
772553	01/09/2025	Alberts Piano Service	\$340.00	1703	Printed	Expense	<input type="checkbox"/>		
772554	01/09/2025	Alert Services Inc	\$1,093.99	1703	Printed	Expense	<input type="checkbox"/>		
772555	01/09/2025	All-Ways Transportation Services	\$202,597.00	1703	Printed	Expense	<input type="checkbox"/>		
772556	01/09/2025	Alpha Baking Co Inc	\$3,684.62	1703	Printed	Expense	<input type="checkbox"/>		
772557	01/09/2025	ALRO	\$299.53	1703	Printed	Expense	<input type="checkbox"/>		
772558	01/09/2025	Alro Steel Corporation	\$468.86	1703	Printed	Expense	<input type="checkbox"/>		
772559	01/09/2025	American Outfitters	\$59.70	1703	Printed	Expense	<input type="checkbox"/>		
772560	01/09/2025	American Taxi Dispatch Inc	\$3,478.00	1703	Printed	Expense	<input type="checkbox"/>		
772561	01/09/2025	AMERICAN VENDING SALES INC DBA AVS	\$125.40	1703	Printed	Expense	<input type="checkbox"/>		
772562	01/09/2025	AMERICAN WATER POLO	\$963.14	1703	Printed	Expense	<input type="checkbox"/>		
772563	01/09/2025	Amita GlenOaks School - Pleasant Ridge	\$23,034.60	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772564	01/09/2025	Amplyus	\$31.50	1703	Printed	Expense	<input type="checkbox"/>		
772565	01/09/2025	Anderson Elevator	\$631.00	1703	Printed	Expense	<input type="checkbox"/>		
772566	01/09/2025	Anderson Lock Company Ltd	\$5,736.85	1703	Printed	Expense	<input type="checkbox"/>		
772567	01/09/2025	Anderson Pest Control	\$1,663.00	1703	Printed	Expense	<input type="checkbox"/>		
772568	01/09/2025	Andymark Inc	\$1,597.89	1703	Printed	Expense	<input type="checkbox"/>		
772569	01/09/2025	APPERSON EDUCATION PRODUCTS INC	\$1,180.27	1703	Printed	Expense	<input type="checkbox"/>		
772570	01/09/2025	Apple Computer, Inc	\$21,679.95	1703	Printed	Expense	<input type="checkbox"/>		
772571	01/09/2025	APPRAISAL ASSOCIATES (WVS)	\$750.00	1703	Printed	Expense	<input type="checkbox"/>		
772572	01/09/2025	Arcon Associates	\$162,669.55	1703	Printed	Expense	<input type="checkbox"/>		
772573	01/09/2025	Arlington Heights Chamber	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		
772574	01/09/2025	Arlington Heights Memorial Library	\$1,500.00	1703	Printed	Expense	<input type="checkbox"/>		
772575	01/09/2025	ARREGUIN, PATTY	\$50.00	1703	Printed	Expense	<input type="checkbox"/>		
772576	01/09/2025	Artistic Framing	\$117.00	1703	Printed	Expense	<input type="checkbox"/>		
772577	01/09/2025	At&T	\$243.65	1703	Printed	Expense	<input type="checkbox"/>		
772578	01/09/2025	Avant Assessment	\$257.40	1703	Printed	Expense	<input type="checkbox"/>		
772579	01/09/2025	Axess Transportation	\$17,882.00	1703	Printed	Expense	<input type="checkbox"/>		
772580	01/09/2025	B & F Construction Code Serv	\$750.00	1703	Printed	Expense	<input type="checkbox"/>		
772581	01/09/2025	B & H Photo Video Inc	\$1,634.27	1703	Printed	Expense	<input type="checkbox"/>		
772582	01/09/2025	BAER, DOUG	\$458.50	1703	Printed	Expense	<input type="checkbox"/>		
772583	01/09/2025	BARNES & NOBLE, INC	\$24,078.00	1703	Printed	Expense	<input type="checkbox"/>		
772584	01/09/2025	Barrington H.S.	\$100.00	1703	Printed	Expense	<input type="checkbox"/>		
772585	01/09/2025	Barrington H.S.	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772586	01/09/2025	Batavia H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772587	01/09/2025	Batteries Plus	\$1,949.97	1703	Printed	Expense	<input type="checkbox"/>		
772588	01/09/2025	Belvidere H.S.	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772589	01/09/2025	Belvidere H.S.	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772590	01/09/2025	Belvidere North H.S.	\$90.00	1703	Printed	Expense	<input type="checkbox"/>		
772591	01/09/2025	Belvidere North H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772592	01/09/2025	Bettina Itcovici	\$1,572.90	1703	Printed	Expense	<input type="checkbox"/>		
772593	01/09/2025	Blick Art Materials Llc	\$1,240.65	1703	Printed	Expense	<input type="checkbox"/>		
772594	01/09/2025	Bob'S Dairy Serv	\$1,790.47	1703	Printed	Expense	<input type="checkbox"/>		
772595	01/09/2025	Bornquist Inc	\$5,798.00	1703	Printed	Expense	<input type="checkbox"/>		
772596	01/09/2025	Brightmont Academy	\$8,077.86	1703	Printed	Expense	<input type="checkbox"/>		
772597	01/09/2025	Brucker Company	\$2,287.00	1703	Printed	Expense	<input type="checkbox"/>		
772598	01/09/2025	BSN Sports	\$19,521.10	1703	Printed	Expense	<input type="checkbox"/>		
772599	01/09/2025	Buffalo Grove H S	\$449.87	1703	Printed	Expense	<input type="checkbox"/>		
772600	01/09/2025	Buffalo Grove HS	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772601	01/09/2025	Buffalo Grove HS	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772602	01/09/2025	Buffalo Grove HS	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772603	01/09/2025	Buffalo Grove HS	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772604	01/09/2025	Buffalo Grove HS	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772605	01/09/2025	Buffalo Grove HS	\$550.00	1703	Printed	Expense	<input type="checkbox"/>		
772606	01/09/2025	Buffalo Grove HS	\$25.00	1703	Printed	Expense	<input type="checkbox"/>		
772607	01/09/2025	Camelot Therapeutic School LLC	\$4,575.24	1703	Printed	Expense	<input type="checkbox"/>		
772608	01/09/2025	Canopy Enterprises Inc	\$6,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772609	01/09/2025	Carmel Catholic H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772610	01/09/2025	CASALETTO, JAY	\$133.05	1703	Printed	Expense	<input type="checkbox"/>		

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772611	01/09/2025	Cassandra Strings	\$192.92	1703	Printed	Expense	<input type="checkbox"/>		
772612	01/09/2025	Castle Chevrolet North Llc	\$475.58	1703	Printed	Expense	<input type="checkbox"/>		
772613	01/09/2025	CDW GOVERNMENT INC - 2	\$16,183.77	1703	Printed	Expense	<input type="checkbox"/>		
772614	01/09/2025	Ceramic Shop Llc	\$1,431.50	1703	Printed	Expense	<input type="checkbox"/>		
772615	01/09/2025	Challenge Usa Inc	\$10,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772616	01/09/2025	Chicago Classic Coach Llc	\$10,511.00	1703	Printed	Expense	<input type="checkbox"/>		
772617	01/09/2025	Chicago Communications, Llc	\$3,459.50	1703	Printed	Expense	<input type="checkbox"/>		
772618	01/09/2025	CHICAGO RUNNING AND SPECIAL EVENTS MGT	\$3,315.00	1703	Printed	Expense	<input type="checkbox"/>		
772619	01/09/2025	CITICARE SERVICES LLC	\$46,054.20	1703	Printed	Expense	<input type="checkbox"/>		
772620	01/09/2025	City of Rolling Meadows	\$30,803.77	1703	Printed	Expense	<input type="checkbox"/>		
772621	01/09/2025	CoatX Professional Painting LLC	\$4,868.33	1703	Printed	Expense	<input type="checkbox"/>		
772622	01/09/2025	Coca Cola Bottling Company	\$9,555.63	1703	Printed	Expense	<input type="checkbox"/>		
772623	01/09/2025	Comcast Cable	\$104.85	1703	Printed	Expense	<input type="checkbox"/>		
772624	01/09/2025	Commonwealth Edison	\$45.09	1703	Printed	Expense	<input type="checkbox"/>		
772625	01/09/2025	Compass Health Center Llc	\$4,500.00	1703	Printed	Expense	<input type="checkbox"/>		
772626	01/09/2025	Conant H.S.	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772627	01/09/2025	Conant H.S.	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772628	01/09/2025	Conant H.S.	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772629	01/09/2025	Concert Sound Systems	\$600.00	1703	Printed	Expense	<input type="checkbox"/>		
772630	01/09/2025	Connections Day School South Campus	\$16,442.72	1703	Printed	Expense	<input type="checkbox"/>		
772631	01/09/2025	Conserv Farm Supply	\$8,936.02	1703	Printed	Expense	<input type="checkbox"/>		
772632	01/09/2025	Constellation	\$263,973.94	1703	Printed	Expense	<input type="checkbox"/>		
772633	01/09/2025	Cornerstone Energy Group Inc	\$3,972.89	1703	Printed	Expense	<input type="checkbox"/>		

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From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772634	01/09/2025	Cove School	\$28,947.06	1703	Printed	Expense	<input type="checkbox"/>		
772635	01/09/2025	COZEN O'CONNOR	\$3,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772636	01/09/2025	Crosstown Electric Inc	\$562.00	1703	Printed	Expense	<input type="checkbox"/>		
772637	01/09/2025	Crystal Lake Central H.S.	\$225.00	1703	Printed	Expense	<input type="checkbox"/>		
772638	01/09/2025	Cs2 Design Group Llc	\$3,825.00	1703	Printed	Expense	<input type="checkbox"/>		
772639	01/09/2025	Curtis A Bendell	\$615.00	1703	Printed	Expense	<input type="checkbox"/>		
772640	01/09/2025	Deerfield H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772641	01/09/2025	Deerfield H.S.	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		
772642	01/09/2025	Deerfield H.S.	\$350.00	1703	Printed	Expense	<input type="checkbox"/>		
772643	01/09/2025	Dekalb H/S	\$350.00	1703	Printed	Expense	<input type="checkbox"/>		
772644	01/09/2025	Dekalb H/S	\$350.00	1703	Printed	Expense	<input type="checkbox"/>		
772645	01/09/2025	Dekalb H/S	\$500.00	1703	Printed	Expense	<input type="checkbox"/>		
772646	01/09/2025	Demco	\$812.68	1703	Printed	Expense	<input type="checkbox"/>		
772647	01/09/2025	Direct Fitness Solution	\$191.07	1703	Printed	Expense	<input type="checkbox"/>		
772648	01/09/2025	Direction Promo Inc	\$750.00	1703	Printed	Expense	<input type="checkbox"/>		
772649	01/09/2025	Dorri Cook Ci & Ct	\$4,400.00	1703	Printed	Expense	<input type="checkbox"/>		
772650	01/09/2025	Downers Grove South H.S.	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772651	01/09/2025	Dreisilker Elec Motors Inc	\$213.29	1703	Printed	Expense	<input type="checkbox"/>		
772652	01/09/2025	Durabilt Fence II, Inc.	\$1,595.00	1703	Printed	Expense	<input type="checkbox"/>		
772653	01/09/2025	EASY WAY SAFETY SERVICES INC	\$180.00	1703	Printed	Expense	<input type="checkbox"/>		
772654	01/09/2025	Elena Soultanska	\$940.00	1703	Printed	Expense	<input type="checkbox"/>		
772655	01/09/2025	Elk Grove H S	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772656	01/09/2025	Elk Grove H S	\$460.72	1703	Printed	Expense	<input type="checkbox"/>		
772657	01/09/2025	Elk Grove Village	\$11,384.93	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772658	01/09/2025	Embi Tec	\$365.00	1703	Printed	Expense	<input type="checkbox"/>		
772659	01/09/2025	ENABLING DEVICES	\$339.95	1703	Printed	Expense	<input type="checkbox"/>		
772660	01/09/2025	Eric Peden	\$500.00	1703	Printed	Expense	<input type="checkbox"/>		
772661	01/09/2025	Eriketa Icka	\$720.00	1703	Printed	Expense	<input type="checkbox"/>		
772662	01/09/2025	Esscoe Llc	\$57,785.34	1703	Printed	Expense	<input type="checkbox"/>		
772663	01/09/2025	Felicity Schools Llc	\$10,254.40	1703	Printed	Expense	<input type="checkbox"/>		
772664	01/09/2025	Fenton Community H.S.	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		
772665	01/09/2025	FINANCE - ACT EDUCATION CORP.	\$46,807.00	1703	Printed	Expense	<input type="checkbox"/>		
772666	01/09/2025	First To the Finish	\$546.85	1703	Printed	Expense	<input type="checkbox"/>		
772667	01/09/2025	Fix This! Musical Instrument Repair, Inc	\$464.50	1703	Printed	Expense	<input type="checkbox"/>		
772668	01/09/2025	Flinn Scientific Inc	\$105.60	1703	Printed	Expense	<input type="checkbox"/>		
772669	01/09/2025	Follett Content Solutions, LLC	\$992.48	1703	Printed	Expense	<input type="checkbox"/>		
772670	01/09/2025	Fox Valley Fire & Safety	\$324.00	1703	Printed	Expense	<input type="checkbox"/>		
772671	01/09/2025	Franczek Pc	\$14,687.50	1703	Printed	Expense	<input type="checkbox"/>		
772672	01/09/2025	Freestyle Photographic Supplies	\$2,332.89	1703	Printed	Expense	<input type="checkbox"/>		
772673	01/09/2025	Fremd H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772674	01/09/2025	Fremd H.S.	\$400.00	1703	Printed	Expense	<input type="checkbox"/>		
772675	01/09/2025	GARCIA, SANTIAGO A.	\$240.00	1703	Printed	Expense	<input type="checkbox"/>		
772676	01/09/2025	Gary Koelbel	\$676.00	1703	Printed	Expense	<input type="checkbox"/>		
772677	01/09/2025	Getty Images Us Inc	\$3,156.00	1703	Printed	Expense	<input type="checkbox"/>		
772678	01/09/2025	Giant Steps	\$28,643.24	1703	Printed	Expense	<input type="checkbox"/>		
772679	01/09/2025	Gig Design and Decor	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772680	01/09/2025	Glenbrook South H.S.	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772681	01/09/2025	Glenbrook South H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772682	01/09/2025	Glenbrook South H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772683	01/09/2025	Gopher Performance	\$666.09	1703	Printed	Expense	<input type="checkbox"/>		
772684	01/09/2025	Gordon Food Service	\$54,620.67	1703	Printed	Expense	<input type="checkbox"/>		
772685	01/09/2025	GR POTTERY FORMS	\$592.20	1703	Printed	Expense	<input type="checkbox"/>		
772686	01/09/2025	Grainger	\$4,118.25	1703	Printed	Expense	<input type="checkbox"/>		
772687	01/09/2025	Grand Prairie Transit Elk Grove	\$1,046,055.59	1703	Printed	Expense	<input type="checkbox"/>		
772688	01/09/2025	GRANITE TELECOMMUNICATIONS, LLC	\$94.53	1703	Printed	Expense	<input type="checkbox"/>		
772689	01/09/2025	Graphic 14 Inc.	\$6,201.91	1703	Printed	Expense	<input type="checkbox"/>		
772690	01/09/2025	GRAPHICS USA 1	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772691	01/09/2025	Graybar Electric Co Inc	\$4,935.50	1703	Printed	Expense	<input type="checkbox"/>		
772692	01/09/2025	Grayslake Central H.S.	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		
772693	01/09/2025	Grayslake Central H.S.	\$400.00	1703	Printed	Expense	<input type="checkbox"/>		
772694	01/09/2025	Grayslake North H.S.	\$225.00	1703	Printed	Expense	<input type="checkbox"/>		
772695	01/09/2025	Grayslake North H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772696	01/09/2025	Haldeman-Homme	\$236.00	1703	Printed	Expense	<input type="checkbox"/>		
772697	01/09/2025	Harlem H.S.	\$500.00	1703	Printed	Expense	<input type="checkbox"/>		
772698	01/09/2025	HARRIS, MARK	\$312.50	1703	Printed	Expense	<input type="checkbox"/>		
772699	01/09/2025	Harry Choin	\$462.93	1703	Printed	Expense	<input type="checkbox"/>		
772700	01/09/2025	Hazchem Environmental Corp	\$8,149.44	1703	Printed	Expense	<input type="checkbox"/>		
772701	01/09/2025	HERNANDEZ, ARACELI	\$324.41	1703	Printed	Expense	<input type="checkbox"/>		
772702	01/09/2025	Hersey Instrumental Assn	\$750.00	1703	Printed	Expense	<input type="checkbox"/>		
772703	01/09/2025	Hilti Inc	\$481.07	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772704	01/09/2025	HIRSCH SOLUTIONS LLC	\$4,525.00	1703	Printed	Expense	<input type="checkbox"/>		
772705	01/09/2025	Hobart Corporation	\$886.97	1703	Printed	Expense	<input type="checkbox"/>		
772706	01/09/2025	Hoffman Estates H.S.	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772707	01/09/2025	Homewood-Flossmoor Community HS Dist 233	\$130.00	1703	Printed	Expense	<input type="checkbox"/>		
772708	01/09/2025	Hononegah High School	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772709	01/09/2025	Hunter Midwest Inc	\$506.16	1703	Printed	Expense	<input type="checkbox"/>		
772710	01/09/2025	Huntley H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772711	01/09/2025	Huntley H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772712	01/09/2025	Huntley H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772713	01/09/2025	Huntley H.S.	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772714	01/09/2025	Huntley H.S.	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772715	01/09/2025	HYA CORPORATION	\$4,500.00	1703	Printed	Expense	<input type="checkbox"/>		
772716	01/09/2025	ILLCO	\$244.89	1703	Printed	Expense	<input type="checkbox"/>		
772717	01/09/2025	Illinois Music Educators (Ilmea)	\$1,410.00	1703	Printed	Expense	<input type="checkbox"/>		
772718	01/09/2025	Ingram Library Services	\$580.55	1703	Printed	Expense	<input type="checkbox"/>		
772719	01/09/2025	Inn Partners Lc	\$195.00	1703	Printed	Expense	<input type="checkbox"/>		
772720	01/09/2025	Instrumentalist Awards Llc	\$167.00	1703	Printed	Expense	<input type="checkbox"/>		
772721	01/09/2025	Itsavvy Llc	\$2,408.00	1703	Printed	Expense	<input type="checkbox"/>		
772722	01/09/2025	J W Pepper & Son Inc	\$1,572.46	1703	Printed	Expense	<input type="checkbox"/>		
772723	01/09/2025	Jacobs H.S.	\$225.00	1703	Printed	Expense	<input type="checkbox"/>		
772724	01/09/2025	Jacobs H.S.	\$225.00	1703	Printed	Expense	<input type="checkbox"/>		
772725	01/09/2025	Jbh Technologies Inc	\$138.30	1703	Printed	Expense	<input type="checkbox"/>		
772726	01/09/2025	JDS Industries, Inc.	\$146.65	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772727	01/09/2025	Jeanne Elledge	\$35.00	1703	Printed	Expense	<input type="checkbox"/>		
772728	01/09/2025	John Hersey HS	\$366.26	1703	Printed	Expense	<input type="checkbox"/>		
772729	01/09/2025	John Towner	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772730	01/09/2025	Jostens, Inc	\$1,428.24	1703	Printed	Expense	<input type="checkbox"/>		
772731	01/09/2025	JUAN MIGUEL MOLINA DE LA CRUZ	\$724.43	1703	Printed	Expense	<input type="checkbox"/>		
772732	01/09/2025	KAHOOT!	\$1,656.00	1703	Printed	Expense	<input type="checkbox"/>		
772733	01/09/2025	KAN-WIN	\$100.00	1703	Printed	Expense	<input type="checkbox"/>		
772734	01/09/2025	Kap 7 International	\$181.75	1703	Printed	Expense	<input type="checkbox"/>		
772735	01/09/2025	Kathleen Tracy	\$4,509.49	1703	Printed	Expense	<input type="checkbox"/>		
772736	01/09/2025	KELLY COLLEGE PREPARATORY HIGH SCHOOL	\$350.00	1703	Printed	Expense	<input type="checkbox"/>		
772737	01/09/2025	Kimball Midwest, Inc.	\$6,296.92	1703	Printed	Expense	<input type="checkbox"/>		
772738	01/09/2025	Kitcast Inc	\$20,440.00	1703	Printed	Expense	<input type="checkbox"/>		
772739	01/09/2025	Kriha Boucek LLC	\$2,166.00	1703	Printed	Expense	<input type="checkbox"/>		
772740	01/09/2025	KRUEGER POTTERY SUPPLY	\$5,788.00	1703	Printed	Expense	<input type="checkbox"/>		
772741	01/09/2025	L & W Supply Corp	\$1,197.60	1703	Printed	Expense	<input type="checkbox"/>		
772742	01/09/2025	Lab Development LLC	\$4,248.74	1703	Printed	Expense	<input type="checkbox"/>		
772743	01/09/2025	Lake County High Schools Technology Camp	\$5,682.32	1703	Printed	Expense	<input type="checkbox"/>		
772744	01/09/2025	Lake Park H.S.	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772745	01/09/2025	Lake Zurich H.S.	\$160.00	1703	Printed	Expense	<input type="checkbox"/>		
772746	01/09/2025	Lakes Community High School	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772747	01/09/2025	Lakes Community High School	\$400.00	1703	Printed	Expense	<input type="checkbox"/>		
772748	01/09/2025	Lakes Community High School	\$400.00	1703	Printed	Expense	<input type="checkbox"/>		
772749	01/09/2025	Lakes Community High School	\$400.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772750	01/09/2025	Landmark Visibility Solutions	\$3,300.00	1703	Printed	Expense	<input type="checkbox"/>		
772751	01/09/2025	Langton Snow Solutions Inc	\$17,214.75	1703	Printed	Expense	<input type="checkbox"/>		
772752	01/09/2025	Language Line Services Inc	\$977.91	1703	Printed	Expense	<input type="checkbox"/>		
772753	01/09/2025	Language Testing International	\$235.00	1703	Printed	Expense	<input type="checkbox"/>		
772754	01/09/2025	Learning Forward	\$75.00	1703	Printed	Expense	<input type="checkbox"/>		
772755	01/09/2025	Learning House	\$25,304.25	1703	Printed	Expense	<input type="checkbox"/>		
772756	01/09/2025	Learnwell	\$8,845.00	1703	Printed	Expense	<input type="checkbox"/>		
772757	01/09/2025	LEGO EDUCATION US	\$8,206.48	1703	Printed	Expense	<input type="checkbox"/>		
772758	01/09/2025	LENOVO (UNITED STATES) INC	\$1,228.50	1703	Printed	Expense	<input type="checkbox"/>		
772759	01/09/2025	Leslie Shankman School Corporation	\$6,121.76	1703	Printed	Expense	<input type="checkbox"/>		
772760	01/09/2025	LINCOLN-WAY CHSD 210	\$50.00	1703	Printed	Expense	<input type="checkbox"/>		
772761	01/09/2025	Little City Foundation	\$30,105.60	1703	Printed	Expense	<input type="checkbox"/>		
772762	01/09/2025	Loyola Academy High School	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772763	01/09/2025	Loyola Academy High School	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772764	01/09/2025	Loyola Academy High School	\$275.00	1703	Printed	Expense	<input type="checkbox"/>		
772765	01/09/2025	Loyola Academy High School	\$700.00	1703	Printed	Expense	<input type="checkbox"/>		
772766	01/09/2025	Luck's Music Library Inc	\$251.13	1703	Printed	Expense	<input type="checkbox"/>		
772767	01/09/2025	Lyons Township H.S.	\$60.00	1703	Printed	Expense	<input type="checkbox"/>		
772768	01/09/2025	Lyons Township H.S.	\$212.00	1703	Printed	Expense	<input type="checkbox"/>		
772769	01/09/2025	M&M LIMOUSINE SERVICE INC	\$1,583.50	1703	Printed	Expense	<input type="checkbox"/>		
772770	01/09/2025	MACCARB INC	\$229.50	1703	Printed	Expense	<input type="checkbox"/>		
772771	01/09/2025	Maine South H.S.	\$270.00	1703	Printed	Expense	<input type="checkbox"/>		
772772	01/09/2025	Mansfield Oil Company	\$1,419.93	1703	Printed	Expense	<input type="checkbox"/>		
772773	01/09/2025	Maria Louchios	\$1,050.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772774	01/09/2025	Marks Plumbing Parts	\$386.50	1703	Printed	Expense	<input type="checkbox"/>		
772775	01/09/2025	MARYVILLE ACADEMY	\$80,500.68	1703	Printed	Expense	<input type="checkbox"/>		
772776	01/09/2025	Mcmaster Carr Supply Co	\$781.46	1703	Printed	Expense	<input type="checkbox"/>		
772777	01/09/2025	Metal Supermarkets	\$515.36	1703	Printed	Expense	<input type="checkbox"/>		
772778	01/09/2025	Michael J Plantan	\$990.00	1703	Printed	Expense	<input type="checkbox"/>		
772779	01/09/2025	Michael Wagner & Sons Inc	\$630.91	1703	Printed	Expense	<input type="checkbox"/>		
772780	01/09/2025	Michaels Uniform Co	\$6,695.70	1703	Printed	Expense	<input type="checkbox"/>		
772781	01/09/2025	Midland Paper	\$9,010.70	1703	Printed	Expense	<input type="checkbox"/>		
772782	01/09/2025	Midwest Color Guard Circuit	\$650.00	1703	Printed	Expense	<input type="checkbox"/>		
772783	01/09/2025	MIDWEST MUSICAL IMPORTS	\$13,040.00	1703	Printed	Expense	<input type="checkbox"/>		
772784	01/09/2025	Miller Industrial	\$95.14	1703	Printed	Expense	<input type="checkbox"/>		
772785	01/09/2025	Minnesota Clay Co. USA	\$6,355.34	1703	Printed	Expense	<input type="checkbox"/>		
772786	01/09/2025	MITA MOBILE SERVICES LLC	\$854.00	1703	Printed	Expense	<input type="checkbox"/>		
772787	01/09/2025	MOUNT PROSPECT PAINT	\$4,704.57	1703	Printed	Expense	<input type="checkbox"/>		
772788	01/09/2025	Msc Industrial Supply	\$142.72	1703	Printed	Expense	<input type="checkbox"/>		
772789	01/09/2025	Mundelein H.S.	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772790	01/09/2025	Mundelein H.S.	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772791	01/09/2025	Mutual Target Associates	\$5,320.00	1703	Printed	Expense	<input type="checkbox"/>		
772792	01/09/2025	Naperville North H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772793	01/09/2025	Naperville North H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772794	01/09/2025	NAPERVILLE PSYCHIATRIC VENTURES	\$30.00	1703	Printed	Expense	<input type="checkbox"/>		
772795	01/09/2025	National Investigations Inc.	\$757.50	1703	Printed	Expense	<input type="checkbox"/>		
772796	01/09/2025	NATIONAL LIFT TRUCK INC	\$6,081.21	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772797	01/09/2025	Neuco Inc	\$7,016.27	1703	Printed	Expense	<input type="checkbox"/>		
772798	01/09/2025	NeuroRestorative	\$25,316.34	1703	Printed	Expense	<input type="checkbox"/>		
772799	01/09/2025	New Connections Academy	\$29,085.60	1703	Printed	Expense	<input type="checkbox"/>		
772800	01/09/2025	NEW HAVEN RESIDENTIAL TREATMENT CTR	\$11,491.00	1703	Printed	Expense	<input type="checkbox"/>		
772801	01/09/2025	New Trier H.S.	\$100.00	1703	Printed	Expense	<input type="checkbox"/>		
772802	01/09/2025	Nexus - Onarga Family Healing	\$23,661.16	1703	Printed	Expense	<input type="checkbox"/>		
772803	01/09/2025	Niles West H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772804	01/09/2025	Niles West H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772805	01/09/2025	Nino'S Pizzeria & Catering	\$185.20	1703	Printed	Expense	<input type="checkbox"/>		
772806	01/09/2025	Nino'S Pizzeria & Catering	\$108.00	1703	Printed	Expense	<input type="checkbox"/>		
772807	01/09/2025	NORTH AMERICAN CORPORATION OF IL	\$2,009.70	1703	Printed	Expense	<input type="checkbox"/>		
772808	01/09/2025	North Cook Isc	\$12,451.25	1703	Printed	Expense	<input type="checkbox"/>		
772809	01/09/2025	NORTH LAKELAND DISCOVERY CENTER	\$1,741.65	1703	Printed	Expense	<input type="checkbox"/>		
772810	01/09/2025	Northlight Color Digital Printing Soluti	\$6,127.95	1703	Printed	Expense	<input type="checkbox"/>		
772811	01/09/2025	Northwest Comm Healthcare	\$210.00	1703	Printed	Expense	<input type="checkbox"/>		
772812	01/09/2025	NOWACK, RYAN	\$487.50	1703	Printed	Expense	<input type="checkbox"/>		
772813	01/09/2025	O'Boye Sales And Production Llc	\$115.00	1703	Printed	Expense	<input type="checkbox"/>		
772814	01/09/2025	O'Reilly Auto Parts	\$2,107.27	1703	Printed	Expense	<input type="checkbox"/>		
772815	01/09/2025	Oconomowoc Residential Programs Inc	\$48,316.18	1703	Printed	Expense	<input type="checkbox"/>		
772816	01/09/2025	Office Depot Inc	\$300.70	1703	Printed	Expense	<input type="checkbox"/>		
772817	01/09/2025	Ombudsman Ed Services Ltd	\$1,140.00	1703	Printed	Expense	<input type="checkbox"/>		
772818	01/09/2025	Omni Youth Service	\$37,500.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772819	01/09/2025	Onfire Learning Llc	\$9,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772820	01/09/2025	Opportunity Franchising Inc	\$485.78	1703	Printed	Expense	<input type="checkbox"/>		
772821	01/09/2025	Orchard Academy	\$18,804.24	1703	Printed	Expense	<input type="checkbox"/>		
772822	01/09/2025	Ozone Llc	\$2,457.45	1703	Printed	Expense	<input type="checkbox"/>		
772823	01/09/2025	Pactt Learning Center	\$7,051.14	1703	Printed	Expense	<input type="checkbox"/>		
772824	01/09/2025	Palatine H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772825	01/09/2025	Palatine H.S.	\$500.00	1703	Printed	Expense	<input type="checkbox"/>		
772826	01/09/2025	Palatine H.S.	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772827	01/09/2025	Palatine H.S.	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772828	01/09/2025	Palatine Park District	\$4,610.00	1703	Printed	Expense	<input type="checkbox"/>		
772829	01/09/2025	Panera Bread	\$241.83	1703	Printed	Expense	<input type="checkbox"/>		
772830	01/09/2025	PAPA JOHN'S PIZZA	\$13,392.00	1703	Printed	Expense	<input type="checkbox"/>		
772831	01/09/2025	Parkland Preparatory Academy Inc	\$13,432.80	1703	Printed	Expense	<input type="checkbox"/>		
772832	01/09/2025	Parts Town	\$444.91	1703	Printed	Expense	<input type="checkbox"/>		
772833	01/09/2025	PEPPER ENVIRONMENTAL TECHNOLOGIES INC	\$9,306.00	1703	Printed	Expense	<input type="checkbox"/>		
772834	01/09/2025	Pepsi Cola Beverages	\$10,404.56	1703	Printed	Expense	<input type="checkbox"/>		
772835	01/09/2025	PERLA MARTINEZ	\$2,272.36	1703	Printed	Expense	<input type="checkbox"/>		
772836	01/09/2025	Pirtek O'Hare	\$60.57	1703	Printed	Expense	<input type="checkbox"/>		
772837	01/09/2025	Pitney Bowes	\$2,337.51	1703	Printed	Expense	<input type="checkbox"/>		
772838	01/09/2025	Plainfield North H.S.	\$325.00	1703	Printed	Expense	<input type="checkbox"/>		
772839	01/09/2025	Polar Electro Inc	\$1,050.00	1703	Printed	Expense	<input type="checkbox"/>		
772840	01/09/2025	Porter Pipe & Supply	\$195.09	1703	Printed	Expense	<input type="checkbox"/>		
772841	01/09/2025	PREMISTAR NORTH	\$41,810.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772842	01/09/2025	Prentke Romich Company	\$114.00	1703	Printed	Expense	<input type="checkbox"/>		
772843	01/09/2025	PRIME SCAFFOLD INC	\$425.00	1703	Printed	Expense	<input type="checkbox"/>		
772844	01/09/2025	Prospect HS	\$350.00	1703	Printed	Expense	<input type="checkbox"/>		
772845	01/09/2025	Prospect HS	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772846	01/09/2025	Prospect HS	\$339.08	1703	Printed	Expense	<input type="checkbox"/>		
772847	01/09/2025	Prospect HS	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772848	01/09/2025	Quinlan And Fabish Music Co Inc	\$293.36	1703	Printed	Expense	<input type="checkbox"/>		
772849	01/09/2025	RAMBOLL AMERICAS ENGINEERING SOLUTIONS	\$15,533.97	1703	Printed	Expense	<input type="checkbox"/>		
772850	01/09/2025	RED ROVER TECHNOLOGIES LLC	\$7,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772851	01/09/2025	REPUBLIC SERVICES	\$174.20	1703	Printed	Expense	<input type="checkbox"/>		
772852	01/09/2025	RICK R SCHMEHL	\$843.45	1703	Printed	Expense	<input type="checkbox"/>		
772853	01/09/2025	Riddiford Roofing Co.	\$15,064.00	1703	Printed	Expense	<input type="checkbox"/>		
772854	01/09/2025	Rio Grande	\$185.14	1703	Printed	Expense	<input type="checkbox"/>		
772855	01/09/2025	Rito Martinez Consulting LLC	\$5,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772856	01/09/2025	RIZAL CENTER	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772857	01/09/2025	Rolling Meadows HS	\$175.00	1703	Printed	Expense	<input type="checkbox"/>		
772858	01/09/2025	Rolling Meadows HS	\$20.00	1703	Printed	Expense	<input type="checkbox"/>		
772859	01/09/2025	Rolling Meadows HS	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772860	01/09/2025	Rolling Meadows HS	\$560.10	1703	Printed	Expense	<input type="checkbox"/>		
772861	01/09/2025	Ronald A Bialkowski	\$627.50	1703	Printed	Expense	<input type="checkbox"/>		
772862	01/09/2025	RST Inc	\$3,998.81	1703	Printed	Expense	<input type="checkbox"/>		
772863	01/09/2025	Russo Power Equipment	\$174.00	1703	Printed	Expense	<input type="checkbox"/>		
772864	01/09/2025	Ryder Transportations Services	\$2,014.71	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772865	01/09/2025	Safe Haven School	\$7,744.64	1703	Printed	Expense	<input type="checkbox"/>		
772866	01/09/2025	SALESMAKER CARTS	\$4,244.00	1703	Printed	Expense	<input type="checkbox"/>		
772867	01/09/2025	Sandra Moore	\$1,381.32	1703	Printed	Expense	<input type="checkbox"/>		
772868	01/09/2025	Schaumburg H.S.	\$250.00	1703	Printed	Expense	<input type="checkbox"/>		
772869	01/09/2025	School Health Corporation	\$53.15	1703	Printed	Expense	<input type="checkbox"/>		
772870	01/09/2025	School Specialty Llc	\$464.56	1703	Printed	Expense	<input type="checkbox"/>		
772871	01/09/2025	Seal of Illinois	\$11,570.30	1703	Printed	Expense	<input type="checkbox"/>		
772872	01/09/2025	Secondary School Cooperative Risk (Sscrm	\$28,708.05	1703	Printed	Expense	<input type="checkbox"/>		
772873	01/09/2025	Sentinel Technologies	\$280.80	1703	Printed	Expense	<input type="checkbox"/>		
772874	01/09/2025	Service Sanitation	\$501.61	1703	Printed	Expense	<input type="checkbox"/>		
772875	01/09/2025	Shopbot Tools Inc	\$138.03	1703	Printed	Expense	<input type="checkbox"/>		
772876	01/09/2025	SIEROSLAWSKI, TIFFANY	\$55.00	1703	Printed	Expense	<input type="checkbox"/>		
772877	01/09/2025	Sigma Aldrich	\$183.89	1703	Printed	Expense	<input type="checkbox"/>		
772878	01/09/2025	Soil & Material Consultants Inc	\$3,735.00	1703	Printed	Expense	<input type="checkbox"/>		
772879	01/09/2025	Southside Control Supply Co	\$493.72	1703	Printed	Expense	<input type="checkbox"/>		
772880	01/09/2025	SPECIAL EDUCATION SERVICES	\$11,828.62	1703	Printed	Expense	<input type="checkbox"/>		
772881	01/09/2025	SPECIALIZED EDUCATION OF ILLINOIS INC	\$183,795.18	1703	Printed	Expense	<input type="checkbox"/>		
772882	01/09/2025	Squirrels Llc	\$137.45	1703	Printed	Expense	<input type="checkbox"/>		
772883	01/09/2025	St Mary'S Services	\$5,144.48	1703	Printed	Expense	<input type="checkbox"/>		
772884	01/09/2025	STANDARD LUMBER CO	\$2,269.75	1703	Printed	Expense	<input type="checkbox"/>		
772885	01/09/2025	Steve Weiss Music	\$3,115.95	1703	Printed	Expense	<input type="checkbox"/>		
772886	01/09/2025	Stevenson HS	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772887	01/09/2025	Str Partners Llc	\$72,375.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772888	01/09/2025	Streamwood H.S.	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772889	01/09/2025	Strings Attached - 2	\$1,417.00	1703	Printed	Expense	<input type="checkbox"/>		
772890	01/09/2025	Stryker Sales Corp	\$400.19	1703	Printed	Expense	<input type="checkbox"/>		
772891	01/09/2025	Sue Garcia Fitness Inc	\$8,099.07	1703	Printed	Expense	<input type="checkbox"/>		
772892	01/09/2025	Sunbelt Rentals Inc	\$986.78	1703	Printed	Expense	<input type="checkbox"/>		
772893	01/09/2025	Sunbelt Staffing Llc	\$78.00	1703	Printed	Expense	<input type="checkbox"/>		
772894	01/09/2025	Sweetwater Sound Inc	\$3,330.60	1703	Printed	Expense	<input type="checkbox"/>		
772895	01/09/2025	T & J Printing Supply	\$230.92	1703	Printed	Expense	<input type="checkbox"/>		
772896	01/09/2025	T-Mobile Usa	\$4,660.43	1703	Printed	Expense	<input type="checkbox"/>		
772897	01/09/2025	T-Mobile Usa	\$893.00	1703	Printed	Expense	<input type="checkbox"/>		
772898	01/09/2025	Terrace Supply Co	\$422.48	1703	Printed	Expense	<input type="checkbox"/>		
772899	01/09/2025	TESTA PRODUCE	\$1,446.70	1703	Printed	Expense	<input type="checkbox"/>		
772900	01/09/2025	The Worlds Oldest Sport	\$195.00	1703	Printed	Expense	<input type="checkbox"/>		
772901	01/09/2025	Thomson Reuters	\$1,220.67	1703	Printed	Expense	<input type="checkbox"/>		
772902	01/09/2025	Timothy Ortmann	\$2,750.00	1703	Printed	Expense	<input type="checkbox"/>		
772903	01/09/2025	Tovar Snow Professionals, Inc.	\$7,313.00	1703	Printed	Expense	<input type="checkbox"/>		
772904	01/09/2025	Township Hs Dist 211	\$387.00	1703	Printed	Expense	<input type="checkbox"/>		
772905	01/09/2025	Tread 365 Inc	\$3,782.00	1703	Printed	Expense	<input type="checkbox"/>		
772906	01/09/2025	TRUENORTH EDUCATIONAL COOPERATIVE 804	\$84,079.25	1703	Printed	Expense	<input type="checkbox"/>		
772907	01/09/2025	TYKEEM Q RAINEY	\$4,000.00	1703	Printed	Expense	<input type="checkbox"/>		
772908	01/09/2025	Tyler Technologies, Inc.	\$1,520.00	1703	Printed	Expense	<input type="checkbox"/>		
772909	01/09/2025	United Parcel Service	\$123.22	1703	Printed	Expense	<input type="checkbox"/>		
772910	01/09/2025	VANG, ELI	\$100.00	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772911	01/09/2025	Villa Park Office Equipment	\$1,112.00	1703	Printed	Expense	<input type="checkbox"/>		
772912	01/09/2025	Village of Arlington Heights	\$1,046.61	1703	Printed	Expense	<input type="checkbox"/>		
772913	01/09/2025	Village of Wheeling	\$19,537.45	1703	Printed	Expense	<input type="checkbox"/>		
772914	01/09/2025	Virtual Connections Academy	\$27,040.00	1703	Printed	Expense	<input type="checkbox"/>		
772915	01/09/2025	Vistar	\$21,376.26	1703	Printed	Expense	<input type="checkbox"/>		
772916	01/09/2025	VWR INTERNATIONAL INC	\$54.36	1703	Printed	Expense	<input type="checkbox"/>		
772917	01/09/2025	WALLACE ACADEMY LLC	\$24,387.84	1703	Printed	Expense	<input type="checkbox"/>		
772918	01/09/2025	Ward'S Natl Sci Est Inc	\$138.69	1703	Printed	Expense	<input type="checkbox"/>		
772919	01/09/2025	Warehouse Direct	\$4,192.96	1703	Printed	Expense	<input type="checkbox"/>		
772920	01/09/2025	Warren B Bjork Jr	\$195.00	1703	Printed	Expense	<input type="checkbox"/>		
772921	01/09/2025	Wauconda H.S.	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772922	01/09/2025	Wenger Corp	\$3,380.83	1703	Printed	Expense	<input type="checkbox"/>		
772923	01/09/2025	West40 Intermediate Service Center #2	\$1,200.00	1703	Printed	Expense	<input type="checkbox"/>		
772924	01/09/2025	Wheaton North H.S.	\$550.00	1703	Printed	Expense	<input type="checkbox"/>		
772925	01/09/2025	Wheaton North H.S.	\$40.00	1703	Printed	Expense	<input type="checkbox"/>		
772926	01/09/2025	Wheaton Warrenville South HS (2)	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772927	01/09/2025	Wheeling HS	\$200.00	1703	Printed	Expense	<input type="checkbox"/>		
772928	01/09/2025	Wheeling HS	\$500.00	1703	Printed	Expense	<input type="checkbox"/>		
772929	01/09/2025	Wheeling HS	\$424.90	1703	Printed	Expense	<input type="checkbox"/>		
772930	01/09/2025	William Rainey Harper College	\$49,359.92	1703	Printed	Expense	<input type="checkbox"/>		
772931	01/09/2025	WILMETTE TRUCK & BUS SALES & SERVICE	\$320.00	1703	Printed	Expense	<input type="checkbox"/>		
772932	01/09/2025	WINDY CITY EXPLORER POST 9	\$150.00	1703	Printed	Expense	<input type="checkbox"/>		
772933	01/09/2025	WINDY CITY POOLS	\$999.88	1703	Printed	Expense	<input type="checkbox"/>		

Township High School District 214

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Check:

To Check:

From Voucher: 1703

To Voucher: 1703

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
772934	01/09/2025	World Security & Control	\$2,310.00	1703	Printed	Expense	<input type="checkbox"/>		
772935	01/09/2025	Xerox Corporation	\$14,330.46	1703	Printed	Expense	<input type="checkbox"/>		
772936	01/09/2025	Xiaohong Wang	\$1,700.00	1703	Printed	Expense	<input type="checkbox"/>		
772937	01/09/2025	York H.S.	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772938	01/09/2025	York H.S.	\$375.00	1703	Printed	Expense	<input type="checkbox"/>		
772939	01/09/2025	Zions Bank	\$300.00	1703	Printed	Expense	<input type="checkbox"/>		
772940	01/09/2025	Zoom Video Communications Inc	\$34,018.40	1703	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$3,849,515.27

End of Report

TOWNSHIP HIGH SCHOOL DISTRICT 214
2121 S GOEBBERT RD
ARLINGTON HEIGHTS, IL 60005



ACCOUNTS PAYABLE LISTING

EFT LISTING DATED January 9, 2025

BOARD APPROVAL DATE January 9, 2025

“An Equal Employment and Equal Education Opportunity Agency”

Tim J. Keeley
Associate Superintendent of Business Services

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Account: 444-371-9

01/09/2025	Amazon Capital Services, Inc.	\$215.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$2,359.43	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.60	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$64.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.44	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$203.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$115.84	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$71.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$157.30	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.62	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$65.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$149.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$71.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$299.94	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$7.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$174.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.86	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$199.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$31.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$52.78	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.86	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$56.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$51.75	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.29	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Status	AP
01/09/2025	Amazon Capital Services, Inc.	\$14.65	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$1,677.60	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.19	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.94	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$38.38	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$96.20	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.94	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$46.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$153.87	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.23	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$40.98	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$34.94	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.62	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$119.52	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$49.99	1720	Posted to G/L	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$29.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.33	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.06	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$127.74	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$34.16	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$47.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.54	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$100.12	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$187.30	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$93.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$43.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.58	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$7.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$59.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.46	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$43.09	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.18	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$42.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.42	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$101.47	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$115.08	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$73.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$49.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$49.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$200.66	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.84	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.77	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$11.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$47.43	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$47.87	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$32.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$56.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$169.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.62	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.53	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$20.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$139.25	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$45.87	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$56.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$41.82	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$32.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$4.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.63	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.81	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.36	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.11	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$57.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$1,009.05	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$303.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$4.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$3.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.58	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$323.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$359.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$379.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$54.03	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$53.14	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.85	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$404.64	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.52	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$73.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.30	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$71.70	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$56.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$99.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$85.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	NSSEO	\$2,100.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$46.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.51	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$37.23	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$9.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.64	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$359.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$182.30	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$51.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$119.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$67.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store - 2	\$25.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store - 2	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store - 2	\$44.43	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$57.94	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Jewel Food Store	\$34.94	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.85	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.60	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$229.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.57	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$209.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$161.18	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$64.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$129.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$30.92	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Status	Action
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$42.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$77.04	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$52.70	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$91.10	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$72.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$99.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$1,318.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.09	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$97.52	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.21	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.23	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.08	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.05	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.81	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$78.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$112.64	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$183.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$59.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$123.14	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.77	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$42.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$32.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$67.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.91	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$40.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$45.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$14.81	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$58.15	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$4.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$43.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$58.74	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.58	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$44.19	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$52.36	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.21	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$673.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$457.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.14	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$28.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.12	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$4.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.34	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$41.52	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$9.92	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$25.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$44.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.19	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$147.53	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$58.74	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$61.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$59.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	NSSEO	\$325,608.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	NSSEO	\$37,550.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	NSSEO	\$325,608.50	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	NSSEO	\$37,550.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$220.08	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$327.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$287.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$387.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$69.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$80.82	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.77	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$63.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$63.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.12	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.21	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Pepper Construction Co	\$366,016.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Pepper Construction Co	\$118,220.85	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Pepper Construction Co	\$122,793.81	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.49	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$35.26	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.07	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	NSSEO	\$207,538.15	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$168.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$148.51	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.78	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$71.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$46.72	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.65	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$82.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.64	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$324.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Posting	AP
01/09/2025	Amazon Capital Services, Inc.	\$7.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$7.48	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$69.30	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$84.22	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$39.36	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.95	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$3.79	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.36	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$4.48	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.27	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$28.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.73	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.29	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.59	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.49	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.17	1720	Posted to G/L	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$33.52	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$89.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$46.72	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$43.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$49.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$53.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$143.26	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$12.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

Date	Description	Amount	Voucher	Status	Action
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$14.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$53.69	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$6.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$130.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$118.48	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$61.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$47.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$459.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$34.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$72.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$164.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.44	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$20.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.31	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.72	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.85	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.75	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.01	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$65.31	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$36.42	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.68	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$8.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$68.24	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.44	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.57	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$5.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$53.44	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$58.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$1,149.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$175.35	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Pepper Construction Co	\$232,086.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Status	AP
01/09/2025	Amazon Capital Services, Inc.	\$242.25	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$33.98	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$198.87	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$366.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$94.50	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$151.84	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$127.90	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$34.46	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$4.49	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$489.65	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$7.16	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$295.80	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store	\$13.56	1720	Posted to G/L	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Status	AP
01/09/2025	Jewel Food Store	\$0.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$320.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.73	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Trane Us Inc	\$1,375.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.71	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$28.65	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.94	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$24.91	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.14	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$59.12	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$20.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.70	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$135.92	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.39	1720	Posted to G/L	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$427.26	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$79.66	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$769.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.18	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.58	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$996.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$53.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$54.33	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$25.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$98.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$55.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$34.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$31.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.95	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$85.12	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$89.67	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$2.86	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.03	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.60	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.83	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$20.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$47.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$268.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$128.78	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.19	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.30	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$87.25	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$34.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$11.15	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$127.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$93.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$63.92	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$121.40	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.15	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$3.29	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.95	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$16.62	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.10	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$274.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.69	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	-\$107.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.00	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$12.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$43.90	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$251.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$107.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$22.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$647.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	-\$55.92	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$382.10	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$107.50	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$79.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$79.20	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$79.20	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

Date	Description	Amount	Voucher	Status	AP
01/09/2025	HDSupply Facilities Maintenance Ltd	\$519.75	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Jewel Food Store - 2	\$60.08	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$239.92	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$28.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$939.00	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$1,009.20	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$40.30	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	HDSupply Facilities Maintenance Ltd	\$90.32	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$40.65	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.22	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.66	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.98	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.98	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$110.56	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$99.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.99	1720	Posted to G/L	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$139.99	1720	Posted to G/L	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$16.89	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.84	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$7.24	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$64.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$128.70	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$15.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$73.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.59	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$57.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$37.76	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$26.02	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$33.96	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$199.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$347.97	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$137.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$25.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025 **To Date:** 01/09/2025
From Voucher: 1720 **To Voucher:** 1720

01/09/2025	Amazon Capital Services, Inc.	\$44.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$41.68	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.39	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$27.18	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$35.94	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$55.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$69.17	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$11.11	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$39.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$21.24	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$25.31	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$23.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$13.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$14.80	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$6.72	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$9.72	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$10.99	1720	Posted to G/L AP	<input type="checkbox"/>

Township High School District 214

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: District 214 Accounts Payable 444-371-9

From Date: 01/09/2025

To Date: 01/09/2025

From Voucher: 1720

To Voucher: 1720

01/09/2025	Amazon Capital Services, Inc.	\$8.99	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$59.45	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.57	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$17.10	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$68.31	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$19.79	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$18.49	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$62.88	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$29.98	1720	Posted to G/L AP	<input type="checkbox"/>
01/09/2025	Amazon Capital Services, Inc.	\$8.99	1720	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:	585	Total Amount:	\$1,818,142.45
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Total Amount:	\$1,818,142.45
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End of Report



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: January 9, 2025
To: Board of Education
From: Tim Keeley, Associate Superintendent of Business Services
Re: Action - Amendment to TRS 457(b) Deferred Compensation Supplemental Savings Plan

Background Information:

On February 10, 2022, the Board of Education approved a resolution authorizing the participation in the 457(b) Deferred Compensation Supplemental Savings Plan provided by the Teachers Retirement System.

Administrative Considerations:

In the current negotiated contract between the District 214 Education Association and the Board of Education, members who are deemed as Tier 2 under TRS rules may participate in a program that provides a Board matching contribution to the member's 403b/457 up to a maximum amount of \$1,000 per year pre-tax. As a result of this benefit, we need to submit an amended Supplemental Savings Plan Employer Participation Agreement, attached here.

Recommended Action:

That the Board of Education approve the submission of the amended Supplemental Savings Plan, Employer Participation Agreement to indicate the District will be making Discretionary Matching Contributions.

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS



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

R. Stanley Rupnik, Executive Director
employers@trsil.org | http://www.trsil.org

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

**Supplemental Savings Plan
Employer Participation Agreement**

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

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

Employer Information

School District or Agency Name:	TRS Code:
Address:	Tax ID Number: _____ - _____

Type of Adoption and Effective Date

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

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

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

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

Custody of Assets

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

Participation

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

Elective Deferrals

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

Discretionary Matching Contributions

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

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

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

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

Discretionary Nonelective Contributions

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

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

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

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

Administrative Information

In executing this Participation Agreement, the Employer agrees:

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

(continued)



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Illinois Vision 2030

WHEREAS, public education plays a defining role in ensuring equal opportunity for children in Illinois and throughout the United States; and

WHEREAS, it is our collective duty to ensure that every student, regardless of demographic or geographic identity, has equal access to a quality, public education; and

WHEREAS, we believe that strides need to be proactively made to face challenges and continually improve our public education system; and

WHEREAS, there have been three areas of prioritization identified as integral in improving our public education system: Future-Focused Learning, Shared Accountability, and Predictable Funding; and

WHEREAS, Future-Focused Learning should address: promoting future-driven skills that allow for more college and career exploration; enhancing student safety and well-being; attracting and retaining a high quality and diverse educator pipeline; and promoting curriculum and instructional flexibility to meet the unique needs of local communities; and

WHEREAS, Shared Accountability should address: reforming the Illinois assessment system to be a timely and useful measure of student proficiency and growth over time; reforming the current accountability system to provide local flexibility for identifying indicators that create a more holistic view of student success; and reforming the mandate process to ensure implementation procedures that promote flexibility and local decision making; and

WHEREAS, Predictable Funding should address: protecting the integrity and funding of the evidence-based funding formula; strengthening public education through pension reforms; and establishing equitable funding sources for Capital and safety needs; and

WHEREAS, it is imperative that any education improvement proposal for comprehensive change must be developed and supported by not only the education community, but in collaboration with families, communities, businesses, and others whose priorities reflect the best interests of the students;

NOW, THEREFORE, BE IT RESOLVED that the High School Township District 214 Board of Education joins with the Illinois Association of School Administrators (IASA) , Illinois Association of School Boards (IASB), Illinois Principals’ Association (IPA), Illinois Association of School Business Officials (IASBO), Illinois Association of Regional Superintendents of Schools (IARSS), Superintendents’ Commission for the Study of Demographics and Diversity (SCSDD), Illinois Alliance of Special Education Administrators (IAASE), and the Association of Illinois Rural and Small Schools (AIRSS) in supporting the Vision 2030 education improvement policy; and

BE IT FURTHER RESOLVED that the Township High School District 214 Board of Education urges the Illinois General Assembly to approve the necessary legislative changes to implement the recommendations under the three pillars of education improvement as contained in the Vision 2030 policy.

Adopted this ____ day of January, 2025.

Attested by: _____, Board President

Attested by: _____, Board Secretary



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: January 9, 2025
To: Board of Education
From: Linda Keyes
Subject: Adoption of Proposed Changes to Board Policy

Background:

District 214 subscribes to the Policy Reference Education Subscription Service (PRESS), a part of the Illinois Association of School Boards. PRESS monitors and reviews state legislation and recommends changes to Board Policy throughout the year. In addition, some policies are unique to District 214 or have specific District 214 changes.

Information:

The following policies have been recommended for adoption:

- 2:105 Ethics and Gift Ban
- 2:120 Board Member Development
- 4:30 Revenue and Investments
- 4:60 Purchases and Contracts
- 4:170 Safety
- 5:10 Equal Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 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
- 5:230 Maintaining Student Discipline
- 6:60 Curriculum Content
- 6:135 Accelerated Placement Program
- 6:270 Guidance and Counseling Program
- 7:10 Equal Educational Opportunities
- 7:100 Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:200 Suspension Procedures
- 8:10 Connection with the Community

Recommendation:

Administration has reviewed the proposed changes to policy and recommends adopting the proposed Policy updates at the January 23, 2025, Board meeting.

School Board

Ethics and Gift Ban ¹

Prohibited Political Activity

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

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein. ²
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity. ³
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.

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

¹ The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/) requires a policy on this subject matter and controls its content. 5 ILCS 430/70-5, ~~amended by P.A. 101-221~~. This policy contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

The Ill. Attorney General developed a model ethics ordinance to assist units of local government and school districts. See https://illinoisattorneygeneral.gov/Open-and-Honest-Government/Ethics-in-the-OAG/Ethics-Ordinance/www.ag.state.il.us/government/ethics_ordinance.html. The model ordinance provides that the local governmental entity will enforce the policy through quasi-criminal proceedings or through hiring an attorney to prosecute violators. These penal enforcement provisions present an obvious difficulty for school districts – the legislature has **not** granted school districts the power to adopt penal ordinances and penalties. This sample policy, while based on the Attorney General's model ordinance, does **not** contain penal provisions and penalties, and it does **not** contemplate the hiring of an attorney to prosecute violators.

² In addition to constitutional free speech rights, two State laws must be considered when enforcing the SOEEA. The first law, the Local Governmental Employees Political Rights Act (50 ILCS 135/), prohibits: (1) districts from inhibiting or prohibiting employees in the exercise of their political rights, and (2) employees from using their employment to coerce or inhibit others in the free exercise of their political rights and from engaging in political activities while at work. The other law, the Personnel Record Review Act (820 ILCS 40/9), prohibits districts from gathering records about an employee's political activities unless the activities interfere with the performance of work duties or could cause the district financial liability.

³ The term *use* in Item #2 is based on the Ill. Attorney General's model ordinance; it is arguably broader than the SOEEA, which prohibits board members and district employees from intentionally *misappropriating* district property in connection with prohibited political activities. 5 ILCS 430/5-15(a)-(b). Some attorneys advise that a board member's mere presence on district property while engaging in a political activity on their own time (such as circulating an election petition at a school athletic event) is not a misappropriation of district property, and therefore does not violate the SOEEA. Consider that the term *use* may be easier to practically apply as a standard. Consult the board attorney for guidance on this issue. If the board wants Item #2 to match the SOEEA standard, substitute "misappropriate" in place of "use."

The Election Interference Prohibition Act prohibits the use of public funds to "urge any elector to vote for or against any candidate or proposition." 10 ILCS 5/9-25.1. Spending within the statutory definition of public funds to disseminate facts to the public is permitted under section 9-25.1 and is not *electioneering*. Consequently, a district should not become a political committee by spending funds to disseminate facts. 10 ILCS 5/9-1.14, legislatively overturning Citizens Organized to Save the Tax Cap v. State Bd. of Elections, Northfield Twp. High Sch. Dist., 392 Ill.App.3d 392 (1st Dist. 2009). Consult the board attorney for advice.

4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

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

Limitations on Receiving Gifts ⁴

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee,⁵ shall intentionally solicit or accept any gift from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.

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

⁴ 5 ILCS 430/10-10 through 10-30 (Gift Ban); 30 ILCS 708/ (Grant Accountability Transparency Act) (GATA); and 2 C.F.R. §200.318(c)(1)(uniform federal procurement standards prohibit board members from soliciting or accepting gratuities, favors, or anything of monetary value from a contractor performing work under a contract supported by a federal grant award). GATA adopts the uniform federal rules for State agencies' administration of eligible State and federal grants.

Generally, 2 C.F.R. §200.318(c)(1) prohibits employees, officers, ~~or~~ agents, and board members of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. For more discussion on conflict of interest, see sample policy 2:100, *Board Member Conflict of Interest*. Specifically, 2 C.F.R. §200.318(c)(1) requires school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value (*standards*)," along with "disciplinary actions to be applied for violations (*disciplinary actions*)" without defining *nominal value*.

To avoid confusion and because 2 C.F.R. §200.318(c)(1) provides flexibility to school boards regarding setting *standards* and *disciplinary actions*, sample policy 2:100, *Board Member Conflict of Interest*, refers to this sample policy's subheads: **Limitations on Receiving Gifts** in the Ethics Act/SOEAA at 5 ILCS 430/10-10 – 10-30 (for the federal regulation's *standards*), and **Enforcement** at 5 ILCS 430/50-5 (discussing the specific penalties available under the ~~III. Ethics Act/SOEAA~~ for the federal regulation's *disciplinary actions*).

If a board wishes to develop further *standards* and *disciplinary actions* than the Gift Ban section of the SOEEA requires, consult the board attorney.

For further discussion, see the *Grant Accountability and Conflicts of Interest* section in the III. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices** at: www.iasb.com/law/COI_FAQ.pdf.

⁵ 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, and amended by P.A. 103-1020, bans high school ~~guidance~~ counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as "any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education." Id. Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship, and certain travel costs paid by an institution of higher education for a school counselor's attendance at an educational or military program at that institution of higher education. A ~~school~~ guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax-exempt charity. Id.

4. Educational materials and missions. ⁶
5. Travel expenses for a meeting to discuss District business. ⁷
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

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

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

⁶ See 2 Ill.Admin.Code §1620.700(a) for an example of a definition of "educational materials and missions."

⁷ See Id. at (b) for an example of a definition of "travel expenses to discuss State business."

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws.⁸ The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.⁹

Definitions ¹⁰

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

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

⁸ This provision is consistent with sample policy 2:160, *Board Attorney*.

⁹ The Ill. Attorney General's model ethics ordinance includes the specific penalties from the [Ethics Act/EOEEA](#). 5 ILCS 430/50-5. Elsewhere the [Act/EOEEA](#) states that a "governmental entity **may** provide in [its] ordinance or resolution ... for penalties similar to those provided in this Act for similar conduct." 5 ILCS 430/70-10. Thus, school boards do not need to enact policy containing criminal sanctions. Rather, as provided in this sample policy, violations can be referred to the State's Attorney.

The Ill. Attorney General's guidance document provides for the unit of local government to use an Ethics Commission to manage complaints. A board that wants to use an Ethics Commission should replace this paragraph, after the first sentence, with the following:

As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

¹⁰ The definitions contained in this policy are all from 5 ILCS 430/1-5 with minor adaptations.

6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location. ¹¹

Prohibited source means any person or entity who:

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

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

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

¹¹ The [Ethics Act/ SOEEA](#) prohibits employees from engaging in political activities on *compensated time* but does not define the term. *Compensated time* is easy to determine for employees with fixed working hours. Determining *compensated time* for a salaried employee who does not have obligatory hours of attendance is more difficult. For this reason, the term *compensated time* should include both the time when the employee is physically present on district premises as well as any other time when the employee is engaged in official duties.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials ¹²

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

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.¹³

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.¹⁴

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

¹² Required. Under SOEEA, school districts must, by resolution, amend their sexual harassment policies “to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.” 5 ILCS 430/70-5, ~~amended by P.A. 101-221~~. This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice. See sample policy 5:20, *Workplace Harassment Prohibited*, and its f/ns for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws. This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under sample policy 2:260, *Uniform Grievance Procedure*, or, if the allegations involve Title IX sexual harassment, sample policy 2:265, *Title IX Sexual Harassment Procedure*. See [sample](#) policy 2:260, *Uniform Grievance Procedure*, at f/ns 1 and 6.

Unlike employees, board members are not legally required to take sexual harassment prevention training; however, it is a best practice. The Ill. Dept. of Human Rights offers a free online training module. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 4 for more information.

¹³ The Open Meetings Act (OMA) does not provide a specific exemption for discussion of complaints against a member of a public body in closed session. 5 ILCS 120/2(c)(1), ~~amended by P.A. 101-459~~.

¹⁴ 5 ILCS 430/70-5(a), ~~amended by P.A. 101-221~~. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints.

For boards that wish to authorize the superintendent to appoint the outside investigator in these cases, substitute “Superintendent” for “Board President” in the first sentence, delete the second and third sentences in the paragraph, and delete the Cross Reference to [policy](#) 2:110, *Qualifications, Term, and Duties of Board Officers*.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. ¹⁵

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. ¹⁶

LEGAL REF.: 105 ILCS 5/22-93.
5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

DRAFT

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

¹⁵ A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See sample policy 2:60, *Board Member Removal from Office*, and its footnotes for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint.

¹⁶ This paragraph is optional, but it aligns with the intent of P.A. 101-221. See f/n [129](#), above.

School Board

Board Member Development ¹

The School Board desires that its individual members learn, understand, and practice effective governance principles.² The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

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

Mandatory Board Member Training ³

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; ~~and~~ (4) trauma-informed practices for students and staff; and (5) improving student outcomes. within the first year of his or her first term. ⁴
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on ~~OMA~~ the Open Meetings Act is only required once. ⁵
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal

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

¹ State law governs the mandatory board member training provisions in this sample policy.

² The Ill. Association of School Boards (IASB) *Foundational Principles of Effective Governance* is available online at: www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/www.iasb.com/principles.cfm.

³ A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list. IASB is an authorized provider of all mandatory trainings for school board members. To view IASB online trainings, see www.iasb.com/conference-training-and-events/training/online-learning/.

⁴ 105 ILCS 5/10-16a, amended by P.A.s 102-638 and 103-771, eff. 6-1-25. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. See 105 ILCS 5/3-11, amended by P.A. 103-413, ~~eff. 1-1-24~~, for the definitions of *trauma*, *trauma-responsive learning environments* (including *trauma aware*, *trauma responsive*, and *healing centered*), and *whole child*. Training on improving student outcomes "must include information that is relevant to and within the scope of the duties of a school board member." 105 ILCS 5/10-16a(b-10), added by P.A. 103-771, ~~eff. 6-1-25~~.

⁵ 5 ILCS 120/1.05(b) and (c).

using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. ⁶

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. ⁷

Professional Development; Adverse Consequences of School Exclusion; Student Behavior ⁸

The Board President or Superintendent, or their designees, ~~will~~shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14,⁹ adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments,¹⁰ appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. ¹¹

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⁶ 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts had to implement PERA evaluations. A district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. For more information about PERA, see *PERA Overview for School Board Members*, available at: [www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/performance-evaluation-reform-act-\(pera\)/www.iasb.com/law/pera.cfm](http://www.iasb.com/policy-services-and-school-law/illinois-laws-affecting-schools/performance-evaluation-reform-act-(pera)/www.iasb.com/law/pera.cfm).

⁷ 105 ILCS 5/10-16a(b) requires each school district to post on its website, if any, the names of all board members who have completed the minimum of four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see [sample exhibit 2:120-E2, Website Listing of Development and Training Completed by Board Members](#).

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

⁸ ~~Optional.~~ 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. While a district must make reasonable efforts to provide professional development to board members in these areas, the inclusion of this subhead is optional. Information about professional development opportunities is available through IASB's website at: www.iasb.com/conference-training-and-events/training/.

⁹ 105 ILCS 5/10-22.6, amended by P.A.s 102-466, eff. 7-1-25, 102-539, and 103-896, addresses the suspension or expulsion of students and school searches. See sample policies 7:190, Student Behavior, 7:200, Suspension Procedures, 7:210, Expulsion Procedures, and 7:220, Bus Conduct. 105 ILCS 5/10-20.14, amended by P.A. 103-896, addresses parent-teacher advisory committees and their functions. See sample policy 2:150, Committees.

¹⁰ See 105 ILCS 5/3-11(b), amended by P.A. 103-413, for the definition of trauma-responsive learning environments.

¹¹ Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics. 5 ILCS 120/2(c)(16).

New Board Member Orientation ¹²

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. ¹³
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates. ¹⁴

LEGAL REF.: 5 ILCS 120/1.05 and 120/2, Open Meetings Act.
105 ILCS 5/10-16a and 5/24-16.5.

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

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¹² New board member orientation is a critical step in helping new board members become effective and in promoting a smoothly functioning new team. The orientation process should include information about the IASB policy services to which the board subscribes, **PRESS**, **School Board Policies Online (SBPOL)**, and **PRESS Plus**.

¹³ See [sample exhibit 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member](#).

¹⁴ [IASB maintains helpful resources for school board candidates, including webinars regarding running for the school board. See www.iasb.com/memberships-and-divisions/school-board-elections/information-for-candidates.](http://www.iasb.com/memberships-and-divisions/school-board-elections/information-for-candidates)

Operational Services

Revenue and Investments ¹

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one.² The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law. ³

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.⁴

Investment Objectives ⁵

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

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¹ Each district must have an investment policy; its detail and complexity must be appropriate to the nature of the funds, the funds' purpose, and the amount of the public funds within the investment portfolio. 30 ILCS 235/2.5(a).

² 30 ILCS 235/2.5(a)(7). Districts having a chief business official may use this alternative: "The Chief Business Official shall serve as the District's Chief Investment Officer." If a Township Treasurer manages the district funds, substitute this sentence:

The Township Treasurer shall serve as the Chief Investment Officer.

³ Township and school treasurers are authorized by 105 ILCS 5/8-7 to enter into agreements regarding the deposit, investment, and withdrawal of district funds.

⁴ The policy must include a standard of care. 30 ILCS 235/2.5(a)(2).

⁵ The policy must address safety, liquidity, return (30 ILCS 235/2.5(a)), as well as diversification (30 ILCS 235/2.5(a)(4)). These objectives also serve as investment guidelines. 30 ILCS 235/2.5(a)(3). How these are addressed is at the board's discretion.

Authorized Investments ⁶

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.
The term “agencies of the United States of America” includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation’s outstanding obligations, and (c) no more than one-third of the District’s funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than ~~10~~^{three} years from the date of purchase, (b) such purchases do not exceed 10% of the

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⁶ The policy must contain a “listing of authorized investments.” 30 ILCS 235/2.5(a)(1). 30 ILCS 235/2(a-1) allows school districts to invest public funds in interest-bearing bonds of any local government (see paragraph 6). Investments from which a board may choose are listed in this policy. See 30 ILCS 235/2, amended by P.A. [s 102-285 and 103-880, eff. 1-1-25](#). Alternatively, a board may refer to that law by stating:

The Chief Investment Officer may invest ~~any~~ District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto.

[30 ILCS 235/2\(k\), added by P.A. 103-880, eff. 1-1-25, permits a board to adopt a resolution to allow for investment of public funds in other instruments not specifically listed in the Public Funds Investment Act provided those investments comply with: \(1\) any other law that authorizes a board to invest funds, and \(2\) the investment policy adopted by the Board. There is uncertainty regarding the potential breadth and scope of this provision and procedural requirements for implementation. The board attorney and district financial advisor\(s\) should be consulted before adding instruments to the list of authorized investments in this policy and the board’s investment portfolio in accordance with 30 ILCS 235/2\(k\). Any additional investments authorized by the Board under 30 ILCS 235/2\(k\) should be added to this policy beginning with Item #14. If a board has adopted the alternative language above, the additional investments should be included at the end of the sentence as follows: The Chief Investment Officer may invest District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto, as well as \[insert investment\\(s\\)\]\(#\), in accordance with the requirements of 30 ILCS 235/2\(k\).](#)

Some attorneys are of the opinion that the Investment of Municipal Funds Act (IMFA) (50 ILCS 340/) authorizes school districts to invest funds in certain tax anticipation warrants. The IMFA applies to counties, park districts, sanitary districts, and other *municipal corporations*. *Id.* at 340/1. *Municipal corporation* is not specifically defined in the IMFA. Consult with the board attorney and/or bond counsel regarding the authority for such investments and the inclusion of the IMFA in this policy.

As part of its mission to protect public entities, the Municipal Securities Rulemaking Board (MSRB) has resources available that school officials may find helpful at: www.msrb.org/EdCenter. It provides information about bond issuance, required disclosures, and working with municipal advisors.

- corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
 7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
 8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
 9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
 10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
 11. The Illinois School District Liquid Asset Fund Plus.⁷
 12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.
- Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial

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⁷ The Illinois School District Liquid Asset Fund Plus is an Illinois trust organized to permit Illinois school districts, community colleges, and educational service regions to pool their investment funds to obtain the highest possible investment yield consistent with maintaining liquidity and preserving capital, and to engage in cooperative cash management activities resulting in more efficient financial resource utilization. The program was developed in cooperation with the Ill. Association of School Boards, the Ill. Association of School Business Officials, and the Ill. Association of School Administrators. For more information, including regional representative contact information, see www.iasbop2p.org/isdlaf/home.

institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer. ⁸

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and

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⁸ 30 ILCS 235/2, amended by P.A. 102-285.

(5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.⁹

Selection of Depositories, Investment Managers, Dealers, and Brokers¹⁰

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency.¹¹ Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.¹²

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, [demand deposit account](#), interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.¹³

The District ~~shall~~ consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:¹⁴

1. For financial institutions subject to the federal Community Reinvestment Act of 1977 ([CRA](#)), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ~~federal Community Reinvestment Act of 1977~~[CRA](#);
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and

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⁹ This statement is required by 30 ILCS 235/2.5(a-5). See the Ill. Sustainable Investing Act (SIA)(30 ILCS 238/) for examples of these five *sustainability factors*. *Id.* at 238/20. Under the SIA, school districts, must “prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty.” *Id.* See www.illinoistreasurer.gov/Local_Governments/Sustainable_Investing_Act for more information. [Before being awarded a contract by a board, an investment manager is required to disclose any process through which the manager integrates sustainability factors into their investment decision-making and other fiduciary duties. *Id.* at 20\(e\), amended by P.A. 103-324.](#)

¹⁰ The policy must address these topics. 30 ILCS 235/2.5(a)(11).

¹¹ 30 ILCS 235/6.

¹² *Id.*

¹³ 30 ILCS 235/6.5.

¹⁴ ~~This paragraph is optional, but is authorized by~~ 30 ILCS 235/8(a).

5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA.¹⁵ When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA.¹⁶

Collateral Requirements¹⁷

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements¹⁸

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report¹⁹

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.²⁰

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¹⁵ Id. at (a-5).

¹⁶ Optional. Id. at (a-10).

¹⁷ Collateral requirements are permissive; if used, guidelines regarding their use must be included in the policy. 30 ILCS 235/2.5(a)(5). The requirements for collateral agreements are in 30 ILCS 235/6(d). The sample policy contains one guideline, that is, that the board be kept informed of collateral agreements. An optional guideline follows:

In addition, the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement.

¹⁸ The policy must address safekeeping and custody arrangements. 30 ILCS 235/2.5(a)(5). Registration requirements are in 30 ILCS 235/3.

¹⁹ The policy must provide for internal controls, periodic review, and at least quarterly written investment reports. 30 ILCS 235/2.5(a)(6), (9), and (10). The operational procedures to prevent losses are best addressed by each district in consultation with its auditor and legal counsel. See sample policy 4:80, *Accounting and Audits*; and sample administrative procedures 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*.

²⁰ The policy must include performance measures. 30 ILCS 235/2.5(8).

The Board will determine, after receiving the Superintendent’s recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted. ²¹

Ethics and Conflicts of Interest ²²

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District’s investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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²¹ 105 ILCS 5/10-22.44. “Chief Business Official” may replace “Superintendent.” Interest income earned on any funds for IMRF, Tort Immunity Act, Fire Prevention, Safety and Environmental Energy, and Capital Improvement Act are restricted to the respective fund. Id.

²² The policy must address these topics. 30 ILCS 235/2.5(a)(12). The conflict of interest prohibition is in 30 ILCS 235/2(d).

Operational Services

Purchases and Contracts ¹

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

Standards for Purchasing and Contracting

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

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.² No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.³

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

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.⁴

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¹ State law controls this policy's content. 105 ILCS 5/10-20.21, amended by P.A.s 102-1101 and 103-8, ~~eff. 1-1-24~~, contains bidding plus other requirements. Other laws also govern district contracts. For example, the Prevailing Wage Act requires, among other things, that a district specify in all contracts for public works that the prevailing wage rate must be paid. 820 ILCS 130/. When a district awards work to a contractor without a public bid, contract, or project specification, the district must provide the contractor with written notice on the purchase order or a separate document indicating that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work on the project. In addition, the district must notify all contractors of any rate changes by the Ill. Dept. of Labor (IDOL). 820 ILCS 130/4(f). The law allows a district to discharge this duty by including the following language in all contracts: "Any prevailing rate of wages as they are revised by the Ill. Dept. of Labor (IDOL) shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on IDOL's official website." 820 ILCS 130/4(l). See [sample exhibit 4:60-E, Notice to Contractors](#), for sample language.

² This end statement should be amended according to local board discretion.

³ An optional addition follows: "Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$ _____ without prior Board approval." This optional provision's intent is to provide an internal control as well as to keep the board involved when the district is making a large purchase or expenditure, e.g., copiers, computers, textbooks, or something that might not happen every year. It is intended to cover purchases/expenditures regardless of whether they were previously budgeted.

⁴ ~~The bidding threshold increases from \$25,000 to \$35,000 on 1-1-24.~~ 105 ILCS 5/10-20.21, amended by P.A. 103-8, ~~eff. 1-1-24~~. See sample administrative procedure 4:60-API, *Purchases*, for bidding exemptions and the requirements for electronic bid opening. A board may set a lower bidding threshold by policy but should first seek its attorney's advice because such action may expand a board's vulnerability to a bidding challenge.

2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c. ⁵
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget. ⁶
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10). ⁷
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*. ⁸
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)⁹ to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;¹⁰ and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her. ¹¹
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails

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⁵ Concerning collective bargaining requirements, see *McLean Co. Unit Dist. 5 v. AFSCME & IELRB*, 12 N.E.3d 120 (Ill. App. Ct.4th Dist. 2014) (good faith bargaining on the decision to subcontract requires notice of the consideration of the subcontract before it is finalized; meeting with the union to provide an opportunity to discuss and explain the decision; providing information to the union; and giving consideration to any counterproposal the union makes).

⁶ 105 ILCS 5/10-20.21(b-5).

⁷ 105 ILCS 5/10-20.21(b-10).

⁸ 105 ILCS 5/10-20.19c.

⁹ 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80(c).

¹⁰ *Id.*

¹¹ The implementation process is in sample administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*. See sample administrative procedure 5:30-AP2, *Investigations*, for a list of offenses which disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).¹²

- c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.¹³
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.¹⁴

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

¹² 105 ILCS 5/22-94, added by P.A. 102-702. See sample administrative procedure 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*. For the definition of *sexual misconduct*, see 105 ILCS 5/22-85.5(c), added by P.A. 102-676, and sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*. *Direct contact with children or students* is defined as “the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.” 105 ILCS 5/22-94(b), added by P.A. 102-702. This standard, which triggers the EHR, appears on its face to be broader than the *direct, daily contact* standard that triggers the *complete criminal history records check* in 105 ILCS 5/10-21.9(f). See sample administrative procedures 5:30-AP2, *Investigations*, 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 4:60-AP4, *Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees*, for more information. For example, a contracted night custodian who may have some passing, routine interaction with students who are on campus for after-school events, but does not have direct, daily contact with students triggers an EHR but not necessarily a *complete criminal history records check*. It is less clear if the reverse scenario could arise where a *complete criminal history records check* under 105 ILCS 5/10-21.9(f) would be required but an EHR would not be required. For ease of administration, a district may wish to require contractors to undergo a *complete criminal history records check* whenever the obligation to conduct an EHR is triggered, and vice versa.

105 ILCS 5/22-94(g), added by P.A. 102-702, prohibits contractors from entering any agreement that: (1) has the effect of suppressing information concerning a pending or completed investigation in which an allegation of sexual misconduct was substantiated, (2) affects the ability of the contractor to report sexual misconduct to the appropriate authorities, or (3) requires the contractor to expunge information about allegations or findings of suspected sexual misconduct, unless an allegation is found to be false, unfounded, or unsubstantiated following an investigation.

¹³ 105 ILCS 5/24-5. P.A. 98-716 expanded the scope of 105 ILCS 5/24-5 by adding a definition of *employee* that includes contractors’ employees for whom a criminal history records check is required. Since Aug. 2014, the Ill. Dept. of Public Health (IDPH) has not required school employees to be screened for tuberculosis other than workers in child day care and preschool settings. 77 Ill.Admin.Code §696.140(a)(3). Before requesting a contractor’s employee for a health examination, contact the board attorney concerning this action’s legality under other personnel laws, including the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*).

¹⁴ 410 ILCS 170/10(b), added by P.A. 102-242.

10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq. ¹⁵
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.865. ¹⁶
12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. ¹⁷

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. ¹⁸

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¹⁵ 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, ~~eff. 1-1-24~~. Under a *design-build* delivery system for a construction project, a board contracts with a *design-build entity* that furnishes architecture, engineering, land surveying, public art or interpretive exhibits, and other construction services, as required for the project. It allows a single contractor to manage both the design and construction of a project, creating the potential for greater efficiency. Contrast this method with the traditional *design-bid-build* delivery method, in which a board contracts with multiple entities and utilizes a competitive bidding process for certain contractors, such as a general contractor. 105 ILCS 5/15A-1 et seq., added by P.A. 103-491, ~~eff. 1-1-24~~, does not impact a district's ability to use a qualification-based selection process under 50 ILCS 510/, Local Government Professional Services Act (LGPSA), to select design professionals or construction managers for design-build projects. 105 ILCS 5/15A-50. See sample policy 2:170, *Procurement of Architectural, Engineering, and Land Surveying Services*. For design-build projects, consult with the board attorney as needed to ensure the district: (1) complies with the specific procedural requirements related to requests for proposals (RFPs) and evaluation of RFP submissions for these contracts, and (2) incorporates additional criteria for requests for proposals and evaluation of proposals based on local conditions and the specific project, as permitted by the statute. Note that under 105 ILCS 5/15A-20, added by P.A. 103-491, ~~eff. 1-1-24~~, a board must employ or contract with an independent design professional or public art designer (as applicable) selected under the LGPSA to assist with developing the scope and criteria for performance for a request for proposal under a design-build delivery system.

¹⁶ 105 ILCS 5/10-20.865, added by P.A. 103-393 and renumbered by P.A. 103-605. See sample administrative procedure 4:60-API, *Purchases*, for specific requirements. A *district-administered assessment* is one that requires all student test takers at any grade level to answer the same questions, or a selection of questions from a common bank of questions. It does *not* include the observational assessment tool used to satisfy the annual kindergarten assessment required by 105 ILCS 5/2-3.64a-10 or an assessment developed by district teachers or administrators that is used to measure student progress at an attendance center. Id.

¹⁷ 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by the Ill. State Board of Education, see www.isbe.net/gata.

¹⁸ This is an optional provision. The numerous reporting and website posting mandates are in sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. As an alternative to the policy's default language, a board may insert the underscored:

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.8~~65~~, 5/10-21.9, 5/10-22.34c, 5/15A-1 et seq., 5/19b-1 et seq., 5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

DRAFT

Operational Services

Safety¹

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.² The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;³

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¹ State law requires a policy on several topics in this policy and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in sample policies 4:100, *Insurance Management*, and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

Grants may be available from the Ill. State Board of Education (ISBE) to support school safety improvements, including professional development; safety-related upgrades to school buildings, equipment, and facilities; additional resources to implement restorative interventions and resolution strategies as alternatives to exclusionary discipline; and crisis response mapping data. 105 ILCS 5/2-3.180, 5/2-3.181, and 128/50 (~~final citation pending~~), added by P.A. 103-8.

Based upon the recommendation of the Federal Commission on School Safety in 2018 (www2.ed.gov/documents/school-safety/school-safety-report.pdf), the U.S. Depts. of Homeland Security, Education, Justice, and Health and Human Services created a central school safety clearinghouse website at: www.schoolsafety.gov, to share actionable recommendations to help schools prevent, protect, mitigate, respond to, and recover from emergency situations. Topics include bullying/cyberbullying, student mental health, school climate, threat assessment, emergency planning, security, recovery, and drills.

² This sample end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

³ The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*. 105 ILCS 128/50 (~~final citation pending~~), added by P.A. 103-194 and renumbered by P.A. 103-605, ~~eff. 1-1-24~~, requires a school building's emergency and crisis response plan, protocol, and procedures to include a plan for local law enforcement to rapidly enter a school building in an emergency.

See [sample](#) administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf. The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content. See also *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide*, at: https://rems.ed.gov/docs/District_Guide_508C.pdf.

ISBE maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ISBE (29 Ill.Admin.Code Part 1500), at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

105 ILCS 128/45, ~~amended by P.A. 103-780~~, required school districts to implement a threat assessment procedure by 12-6-19, and to establish a threat assessment team by 2-19-20. The threat assessment procedure may be part of a board policy on targeted school violence prevention that includes the creation of a threat assessment team. For more discussion, see sample policy 4:190, *Targeted School Violence Prevention Program*.

2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices;⁴ and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.⁵

School Safety Drill Plan⁶

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel

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105 ILCS 5/10-20.72 allows school districts to install a door security locking means on a door of a school building to prevent unwanted entry through the door only if the door security locking means is used: (1) by a trained school district employee; (2) during an emergency that threatens the health and safety of students and employees or during an active shooter drill; and (3) when local law enforcement officials and the local fire department have been notified of its installation prior to its use. Id.

⁴ Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c), amended by P.A. 103-896, for all students. See sample administrative procedure 4:110-AP3, School Bus Safety Rules. In consultation with stakeholders, the Ill. State Board of Education (ISBE) must draft and publish guidance for school bus safety procedures by 7-1-25. 105 ILCS 5/10-20.14(c), amended by P.A. 103-896.

⁵ 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., *HandsFreeLink®*; and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see sample policy 4:110, *Transportation*.

⁶ Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in sample administrative procedure 4:170-AP1, Comprehensive Safety and Security Plan. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) (inspection of schools) and 23 Ill.Admin.Code §180.300(b) (annual building and fire safety inspections). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the Ill. State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.⁷

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE).^{29 Ill.Admin.Code Part 1500.}⁸

Automated External Defibrillator (AED)⁹

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

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⁷ 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. School administrators and support personnel may, at their discretion, exempt a student from participating in a lockdown drill. 105 ILCS 128/20(c)(4), added by P.A. 102-395. When deciding whether to exempt a student, such personnel must include the student's individualized education program team or 504 plan team, if any, in the decision. 105 ILCS 128/20(c)(4), amended by P.A. 103-197, ~~eff. 1-1-24~~. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395.

⁸ 29 Ill.Admin.Code Part 1500. The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures, including procedures regarding the school district's threat assessment team, procedures regarding the district's cardiac emergency response plan, the efficacy and effects of law enforcement drills, and each building's compliance with the school safety drill plan. 105 ILCS 128/25, amended by P.A.s 102-395 and 103-608, eff. 1-1-25, and 128/30, amended by P.A. 103-175; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. 105 ILCS 128/25(c), (d). ISBE's website contains a suggested annual review checklist and a report form to document compliance at: www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. The American Heart Association's cardiac emergency response plan template and implementation materials are available at: www.heart.org/CERP.

⁹ 105 ILCS 5/10-20.87, added by P.A. 103-1019, eff. 1-1-25. An AED installed and maintained according to the Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74/) can be used to satisfy this requirement. Id. Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." 210 ILCS 74/10(a). The facility must file the plan with the Ill. Dept. of Public Health (IDPH). Id. In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. 210 ILCS 74/15. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527, Physical Fitness Facility Medical Emergency Preparedness Code. Also see sample administrative procedure 4:170-AP6, Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.¹⁰ The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH.¹¹ This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms ¹²

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety ¹³

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option ¹⁴

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

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¹⁰ 77 Ill.Admin.Code §527.600(d), (f).

¹¹ 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

¹² 105 ILCS 5/10-20.57. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. 105 ILCS 5/10-20.57(a). *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

Consult both the board attorney and the local fire officials about whether a school building is exempt from this law. Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

¹³ Include this section **only if** the school district owns and controls a movable soccer goal. Movable Soccer Goal Safety Act, *a/k/a Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. 430 ILCS 145/10, 20. See www.dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety.

¹⁴ This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912 (unsafe school choice option). ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water¹⁵

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH.¹⁶ The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.¹⁷

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.¹⁸

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The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

¹⁵ 225 ILCS 320/35.5. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must have been conducted by 12-31-18. *Id.* By 6-30-19, the IDPH was to determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d). IDPH recommends that all schools constructed in whole or in part from 1-2-00 through 1-4-14 test all sources of potable water for lead. See IDPH's recommendations at: www.isbe.net/Documents/Improving-Water-Quality-Illinois-Schools.pdf. For high school districts, delete this subhead if no lead testing occurs.

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1).

¹⁶ 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. See *Mitigation Strategies for Lead Found in School Drinking Water* at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/school-lead-mitigation-strategies-050917.pdf>.

¹⁷ If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parents/guardians of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water. 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. *Id.*

¹⁸ When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act; 29 Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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105 ILCS 5/18-12.5 governs claiming State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

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General Personnel

Equal Employment Opportunity and Minority Recruitment¹

DRAFT

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

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

The School District shall provide equal employment opportunities² to all persons regardless of their race;³ color; creed; religion;⁴ national origin; sex;⁵ sexual orientation;⁶ age;⁷ ancestry; marital status;⁸

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² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, [reproductive health decisions](#), unfavorable discharge from military service, arrest record, conviction record (unless authorized by law), citizenship status, ~~and~~ work authorization status. 775 ILCS 5/1-102(A), amended by P.A.s 102-233, [and 103-785, eff. 1-1-25](#); 5/1-103, amended by P.A.s 102-419, and 102-1102 [and 103-785, eff. 1-1-25](#); and 775 ILCS 5/2-103.1. [The IHRA also prohibits employers from using artificial intelligence \(AI\) in a manner that subjects employees to unlawful discrimination, and it requires employers to provide notice to employees when it uses AI with respect to recruitment, hiring, promotion, renewal of employment, selection for training, discharge, discipline, tenure, or the terms, privileges, or conditions of employment. 775 ILCS 5/2-102\(L\), added by P.A. 103-804, eff. 1-1-26. For resources on the use of AI in employment decisions, see \[www.eeoc.gov/ai\]\(http://www.eeoc.gov/ai\).](#)

The IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108 (scheduled to be repealed on 1-1-30).

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

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

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See *Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009* (2014), at: www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

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

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

³ The IHRA defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but EEOC guidance provides that "[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features." See the EEOC's *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment.

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⁴ 775 ILCS 5/2-102 of the IHRA, amended by P.A. 102-233, contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

Regarding accommodation of an employee's religious practice under EEOA, the U.S. Supreme Court held in the case *Groff v. DeJoy*, 600 U.S. 447 (2023), that *undue hardship* means a burden that is "substantial in the overall context of an employer's business", rather than a mere *de minimis* standard. *Id.* at 468. In addition to the IHRA and Title VII (also discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁵ Discrimination on the basis of sex under Title VII includes discrimination on the basis of sexual orientation or transgender status. *Bostock v. Clayton Cnty.*, 140 S.Ct. 1731 (2020); *Hively v. Ivy Tech*, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and Title VII (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 *et seq.*; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

⁶ *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁷ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 *et seq.*), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in *General Dynamic Systems, Inc. v. Cline*, 540 U.S. 581 (2004), holding the ADEA permits employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

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

arrest record;⁹ military status; order of protection status;¹⁰ unfavorable military discharge;¹¹ citizenship status provided the individual is authorized to work in the United States;¹² work authorization status;¹³ use of lawful products while not at work;¹⁴ being a victim of domestic violence, sexual violence, gender

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⁹ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1. See *fn 219*, below. The Job Opportunities for Qualified Applicants Act, [820 ILCS 75/15](#), prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1, *added by: 820 ILCS 75/45*. See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at: <https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html> and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions* (2012), at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

¹⁰ 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 (750 ILCS 60/), Article 112A of the Code of Criminal Procedure of 1963 (725 ILCS 5/112A-1.5), the Stalking No Contact Order Act (740 ILCS 21/), the Civil No Contact Order Act (740 ILCS 22/), or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹¹ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does *not* include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 *et seq.*

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

¹³ 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the IHRA, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233.

¹⁴ The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5.

violence, or any other crime of violence;¹⁵ genetic information;¹⁶ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁷ pregnancy, childbirth, or related medical conditions;¹⁸ [reproductive health decisions](#);¹⁹ credit history, unless a satisfactory credit history is an established bona fide occupational

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¹⁵ 820 ILCS 180/30, amended by P.A.s 102-487 and 102-890, Victims' Economic Security and Safety Act (VESSA). *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5). In certain circumstances, an employer can be held liable for gender-related violence that occurs in the workplace if the employer failed to investigate complaints or failed to supervise, train, or monitor an employee who engaged in the violence. 740 ILCS 82/11, added by P.A. 103-202, Gender Violence Act. *Other crime of violence* under VESSA means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provision of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487.

An employer is prohibited from discriminating against any individual, e.g., an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. The law requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of *unlawful violence*. 820 ILCS 275/21.

¹⁶ Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See ¶n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling, 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act and other State laws governing time off for sickness and workers' compensation.

¹⁷ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

¹⁸ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Guidance from the IDHR is available at: <https://dhr.illinois.gov/publications/pregnancy-rights.html>. Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDHR is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). Similar to the IHRA, the federal Pregnant Workers Fairness Act (PWFA) (42 U.S.C. §2000g et seq.), added by Pub.L. 117-328, and implemented by 29 C.F.R. Part 1636, requires employers to provide reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. [For further information about implementation of the PWFA, see the EEOC's Summary of Key Provisions of EEOC's Final Rule to Implement the PWFA.](#) at: www.eeoc.gov/summary-key-provisions-eeocs-final-rule-implement-pregnant-workers-fairness-act-pwfa. Pregnant workers with pregnancy-related impairments may also have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC is available at: www.eeoc.gov/pregnancy-discrimination. State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/.

¹⁹ 775 ILCS 5/1-102(A) and 5/1-103(O), amended by P.A. 103-785, eff. 1-1-25. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. Id. at 5/1-103(O-2).

requirement of a particular position;²⁰ conviction record, unless authorized by law;²¹ [family responsibilities](#);²² or other legally protected categories.^{23 24 25 26} No one will be penalized solely for

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²⁰ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. *Id.* at 70/10.

²¹ 775 ILCS 5/2-103.1(A). The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. *Id.* Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. *Id.* If a board wants to terminate or take other adverse action against a *current* district employee based in whole or in part on a conviction record, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See sample policy 5:30, *Hiring Process and Criteria*, at f/n 5, and sample administrative procedure 5:30-AP2, *Investigations*, for more information.

²² [775 ILCS 5/2-102\(A\), amended by P.A. 103-797, eff. 1-1-25, prohibits an employer from refusing to hire, segregating, harassing, or making other employment-related decisions on the basis of an employee's family responsibilities. Family responsibilities means an employee's actual or perceived provision of personal care to a covered family member, as those terms are defined in the Employee Sick Leave Act, 820 ILCS 191/5.](#)

²³ Insert the following optional sentence (775 ILCS 5/1-103(A) and 29 U.S.C. §631):

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

²⁴ Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

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

1. Currently using illegal drugs;
 2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
 3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.
- Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

²⁵ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²⁶ School districts must accommodate employees who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §218d, added by Pub.L. 117-328. At least one court has ruled an implied private right of action may exist under the NMWA. *Spriesch v. City of Chicago*, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in sample administrative procedure 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.²⁷

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 he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.²⁸

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*

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

²⁸ 775 ILCS 5/6-101, amended by P.A. 103-472, ~~eff. 8-1-24~~. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, Title VII, Title IX, ADA, ADEA, VESSA, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA ~~specifically~~ prohibits employers from retaliating against employees ~~who for (1) disclosing or threaten to disclose information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information about an employer's activity, policy, or practice discloses a violation of that the employee believes, in good faith: (1) violates a State or federal law, rule, or regulation, or (2) poses a substantial and specific danger to employees, public health, or safety. (740 ILCS 174/15(b), amended by P.A. 103-867, eff. 1-1-25.); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of FOIA (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include other retaliation and threatening retaliation. 740 ILCS 174/20.1, 20.2. See 740 ILCS 174/15, 20, 20.1, and 20.2, amended by P.A. 103-867, eff. 1-1-25, for other specific categories of retaliation prohibited by the IWA.~~

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

Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁹

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.³⁰

Nondiscrimination Coordinator:³¹

Name

Address

Email

Telephone

Complaint Managers:

Name

Address

Email

Telephone

Name

Address

Email

Telephone

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²⁹ The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~" insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.

³⁰ Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/ns 22 and 23 in sample policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

³¹ Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

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. ³²

Minority Recruitment ³³

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.

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³² In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and sample policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for sample policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

³³ All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 *et seq.* (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

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

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, 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)

General Personnel

Workplace Harassment Prohibited¹

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

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¹ State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b). State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a). See f/n 4 below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See Porter v. Erie Foods Int'l, Inc., 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1). *Working environment* is not limited to a physical location to which an employee is assigned. Id. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. Id.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e *et seq.* An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A). However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Indus. v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State Univ., 570 U.S. 421 (2013). Note that the IHRA (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5). Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

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

For additional resources, see the EEOC's *Enforcement Guidance on Harassment in the Workplace* at: www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace and its accompanying summary at: www.eeoc.gov/summary-key-provisions-eeoc-enforcement-guidance-harassment-workplace.

abusive conduct on the basis of an individual's actual or perceived race², color, religion³, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, [family responsibilities](#),⁴ [reproductive health decisions](#),⁵ 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 Prohibited⁶

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

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² See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 3, for information about the definition of race.

³ The IHRA contains a *religious discrimination* subsection. 775 ILCS 5/2-102(E-5). It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 4, for further discussion. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. *Id.* Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

⁴ 775 ILCS 5/2-101(E-1), amended by P.A. 103-797, eff. 1-1-25. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 22, for additional information.

⁵ 775 ILCS 5/1-102(A) and 5/1-103(O), amended by P.A. 103-785, eff. 1-1-25. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 19, for additional information.

⁶ The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

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

See sample policy 2:265, *Title IX Grievance Procedure*, for the definition of Title IX sex-based harassment (20 U.S.C. §1681 *et seq.*; 34 C.F.R. §106.2), and see f/n 3 of it for examples of employee sex-based harassment that may violate Title IX. Title IX's reach is broad because an ~~alleged complainant or alleged respondent~~ may be anyone who was participating or attempting to participate in the district's educational program or activity at the time of the alleged sex discrimination, and respondent means a person alleged to have violated the district's prohibition on sex discrimination. 34 C.F.R. §106.2. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when any district employee has information about conduct that may reasonably constitute sex discrimination ~~actual knowledge of sexual harassment or allegations of sexual harassment~~ against anyone in the district ~~(except when the only employee with knowledge is the perpetrator of the alleged sexual harassment)~~. 34 C.F.R. §106.44(c)(1) ~~39~~.

State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.⁷

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.⁸ 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*⁹ (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

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The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a)) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

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

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

⁸ This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E). The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. *Williams v. Waste Mgmt.*, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. *Oncale v. Sundowner Offshore Servs.*, 523 U.S. 75 (1998).

⁹ 775 ILCS 5/2-102(A-10) and (D-5). See also f/n 1, above, for discussion regarding nonemployees.

choose to report to a person of the individual’s same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

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

Whom to Contact with a Report or Complaint ¹⁰

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. ¹¹

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 and Complaint Managers. The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator. ¹²

Nondiscrimination Coordinator:

Name

Address

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¹⁰ While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

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

¹² Title IX regulations require districts to designate and authorize at least one employee, referred to as the Title IX Coordinator, who is responsible for coordinating the district’s compliance efforts. ~~identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district’s compliance efforts.~~ 34 C.F.R. §106.8(a). For further discussion of the Title IX Coordinator, see f/n 11 in sample policy 2:265, *Title IX Grievance Procedure*.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete “~~The Nondiscrimination Coordinator also serves as the District’s Title IX Coordinator.~~” and supplement the previous sentence to state “The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.” Then, list the Title IX and Nondiscrimination Coordinators’ names and contact information separately in this policy.

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager.¹³ 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 sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee¹⁴ 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*

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¹³ If the district’s Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state “Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager.”

¹⁴ “Nondiscrimination Coordinator or designee” is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then “Nondiscrimination Coordinator or a Complaint Manager or designee” is used (see next paragraph in policy text). If the district’s Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete “Nondiscrimination” and insert “Title IX” in its place.

Procedure, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,¹⁵ 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 ¹⁶

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 ¹⁷

A violation of this policy by an employee may result in discipline, up to and including discharge.¹⁸ 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 that may be up to and including discharge. ¹⁹

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¹⁵ See sample administrative procedure 5:120-AP2, *Employee Conduct Standards* and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

¹⁶ Required for districts located within a county served by an accredited Children’s Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

¹⁷ See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) (“If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.”)

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2, amended by P.A. 102-1102 and 103-472.

¹⁸ 5 ILCS 430/70-5(a)(consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. *Id.* Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30.

Prior to the passage of 50 ILCS 205/3c and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants’ names in order to protect their privacy. *Id.* However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(ss). See f/n 76 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1)), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

¹⁹ 5 ILCS 430/70-5(a)(consequences for knowingly making a false report of sexual harassment).

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/).²⁰

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 Agencies²¹

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.²²

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²⁰ *Id.* (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

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

²¹ 5 ILCS 430/70-5(a)(how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. See 5 ILCS 430/20 (executive inspectors general), 5 ILCS 430/25 (legislative inspector general). School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108 (scheduled to be repealed on 1-1-30). See IDHR's *FAQ for Employers under Section 5/2-108 and Form IDHR 2-108*, at: <https://dhr.illinois.gov/legal/report-adverse-judgments-and-administrative-rulings.html><https://dhr.illinois.gov/content/dam/soi/en/web/dhr/legal/documents/idhr-faq-employers-section5-2-108.pdf>.

²² A district must notify employees and applicants for employment of its prohibition of sex discrimination, the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX, how to locate the district's nondiscrimination policy and grievance procedures, how to report information about conduct that may constitute sex discrimination, and how to make a complaint under Title IX. 34 C.F.R. §106.8(c). ~~The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in sample policy 2:260, *Uniform Grievance Procedure*.~~ A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

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

LEGAL REF.: 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)

General Personnel

Abused and Neglected Child Reporting ¹

Any District employee who suspects or receives knowledge that a student may be an abused or neglected² child or, for a student aged 18 through 22, an abused or neglected individual with a

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

¹ State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/) requires *education personnel* to immediately report to DCFS when they have reasonable cause to believe a child known to them in their professional or official capacities may be abused or neglected; *education personnel* includes school personnel (including administrators and certified and non-certified school employees) and educational advocates assigned to a child in accordance with the School Code. 325 ILCS 5/4(a)(4). *Education personnel* also includes board members; however, ANCRA does not require them to directly report to DCFS and instead states that a board member "shall direct or cause the school board to direct the superintendent" to report to DCFS. 325 ILCS 5/4(a)(4), (d). See the **Special School Board Member Responsibilities** subhead, below, and sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

If the report involves an *adult student with a disability*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24-hour toll-free telephone number at 1-800-368-1463. 325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b), [amended by P.A. 103-76](#). Reports involving an adult student with a disability may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 19 below) and the immunity for such disclosures, the sample policy directs the initial phone call to DCFS. The Dept. of Human Services Act (DHS Act) (20 ILCS 1305/) allows a *required reporter* four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation. 20 ILCS 1305/1-17(k)(1). Only employees are required reporters. 20 ILCS 1305/1-17(a).

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. 325 ILCS 5/4(m) and 20 ILCS 1305/1-17(k)(1).

A teaching license may be suspended or revoked for willful or negligent failure to report suspected child abuse or neglect as required by law and for *sexual misconduct*. 105 ILCS 5/21B-75, amended by P.A.s 102-552 and 102-702.

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

Every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) must review its sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85. 105 ILCS 5/10-20.71. See sample policy 7:20, *Harassment of Students Prohibited*.

² ANCRA covers abuse and neglect of children. 325 ILCS 5/3. [The DHS Act](#) covers abuse and neglect of adult students with a disability. 20 ILCS 1305/1-17(b), [amended by P.A. 103-76](#). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or adult student with a disability other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the welfare of a child or adult student with a disability. Neglect may be generally understood as abandoning a child or adult student with a disability or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or adult student with a disability's welfare.

Abuse covered by ANCRA also includes *grooming* as defined in the Ill. Criminal Code of 2012 (720 ILCS 5/11-25). 325 ILCS 5/3(i), added by P.A. 102-676 (a/k/a *Faith's Law*).

The School Code goes further and prohibits school employees from engaging in *grooming behaviors* and *sexual misconduct*. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610 (a/k/a *Erin's Law*); 105 ILCS 5/22-85.5(c), added by P.A. 102-676 (a/k/a *Faith's Law*). To streamline implementation, sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, defines prohibited *grooming behaviors* to include *sexual misconduct* and it explicitly prohibits employees from engaging in *grooming*, *grooming behaviors*, and *sexual misconduct*. While it is possible for low-level *grooming behaviors* and/or *sexual misconduct* to not amount to *grooming* prohibited by ANCRA, best practice is to report suspected *grooming behaviors* and *sexual misconduct* to DCFS.

disability³, shall: ~~(1)~~ immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), ~~and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.~~⁴ Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.⁵ The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.⁶ *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.⁷

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and

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³ State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The ~~Dept. of Human Services Act (DHS Act)~~ defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b), ~~amended by P.A. 103-76~~. However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy's language.

For elementary districts, delete the following phrase from the first sentence: "or, for a student aged 18 through 22, an abused or neglected individual with a disability, ."

⁴ 325 ILCS 5/7, ~~amended by P.A. 103-624, eff. 1-1-25~~. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

When two or more mandated reporters who work within the same workplace share a reasonable cause to believe that a student may be an abused or neglected child, one of them may be designated to make a single report. 325 ILCS 5/4(b). The report must include the name(s) and contact information for the other mandated reporter(s). Id.

⁵ ANCRA states that mandated reporters "may also notify the person in charge of [the] school[.]" 325 ILCS 5/4(e). This sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.

⁶ Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS created a *Model Policy Reporting Child Abuse and Neglect for School Officials in DuPage County*, at: www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf. Consult the board attorney about this reporting policy – it does not account for legislative changes made to ANCRA since August 2010 and its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. **Note:** The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this "model reporting policy;" only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the "model reporting policy." The DuPage SAO, ROE, and PD did not consult school officials in the creation of its "model reporting policy."

⁷ 105 ILCS 5/10-23.12(c) (all district employees); 105 ILCS 5/21B-75(b) (teachers).

Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at <https://report.cybertip.org> or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. ⁸

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. ⁹

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

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. ¹⁰

All District employees shall:

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

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⁸ ANCRA requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. 325 ILCS 5/4.5(b). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the State requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5(b), except for willful or wanton misconduct, e.g., knowingly filing a false report. Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001. 325 ILCS 5/4.5(e).

⁹ 720 ILCS 5/12C-50.1(b) creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. 720 ILCS 5/12C-50.1(a). The duty to report hazing is triggered only when the employee/volunteer is fulfilling his or her responsibilities as a school official and observes hazing which results in bodily harm. 720 ILCS 5/12C-50.1(b). A report must be made to *supervising educational authorities*, which is not defined in the Act. *Id.* Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1(c). Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. *Id.* [Sample administrative procedure 7:190-AP1, Hazing Prohibited](#), uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50, [amended by P.A. 103-765, eff. 1-1-25](#).

¹⁰ The drill during such training should be: "If in question, report."

2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date. ¹¹
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*)¹², and boundary violations as required by law and policy 5:100, *Staff Development Program*. ¹³

Alleged Incidents of Sexual Abuse; Investigations ¹⁴

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. ¹⁵

If a District employee reports an alleged incident of sexual abuse to DCFS¹⁶ and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC).¹⁷ The Superintendent or designee will implement procedures to coordinate with the CAC.

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¹¹ ANCRA requires staff members, within three months of employment, to complete mandated reporter training, including a section on implicit bias and racial and ethnic sensitivity. 325 ILCS 5/4(j), amended by P.A. 102-604. This training must be completed again at least every three years. *Id.* The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. *Id.* While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) that mandated reporters annually review Ill. State Board of Education (ISBE) materials regarding notification of DCFS (see f/n 16, below), and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n 10 above.

¹² Sexual misconduct under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. See f/n 2, above, regarding the inclusion of sexual misconduct in the definition of *grooming behaviors* set forth in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

¹³ 105 ILCS 5/10-23.13, amended by P.A. 102-610 (a/k/a *Erin's Law*). For additional *Erin's Law* requirements and definitions, see [sample](#) policies and the f/ns in 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*.

¹⁴ Delete this subhead if your school district is not within a county served by an accredited CAC. 105 ILCS 5/22-85 governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. The law is silent about investigations in counties without CACs.

¹⁵ Though 105 ILCS 5/22-85(b) defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used.

¹⁶ 105 ILCS 5/22-85(c) provides that if a mandated reporter within a school has knowledge of an alleged incident of sexual abuse, the reporter must call the DCFS hotline immediately after obtaining the minimal information necessary to make a report, including the names of the affected parties and the allegations. It further requires ISBE to make available materials detailing the information necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that all mandated reporters annually review ISBE's materials.

¹⁷ 105 ILCS 5/22-85(d).

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation.¹⁸ The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with [Board policy 7:20, Harassment of Students Prohibited](#).

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.¹⁹

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged.²⁰ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.²¹

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor,

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¹⁸ 105 ILCS 5/22-85(j), (k).

¹⁹ ANCRA requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4(d). When a report involves an adult student with a disability, DCFS must instruct mandated reporters making these reports to call the DHS Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the DHS Act.

The DHS Act (20 ILCS 1305/1-17(1)) then requires a determination of whether a report involving an adult student with a disability should be investigated under it or the Abuse of Adults with Disabilities Intervention Act (20 ILCS 2435), however that Act was repealed by P.A. 99-049 (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve adult students with disabilities when DCFS redirects the reporter to DHS. For more information, see [sample policy 5:150, Personnel Records](#).

See also f/n 4 of [sample policy 5:150, Personnel Records](#), discussing the Elementary and Secondary Education Act's (ESEA) (20 U.S.C. §7926) requirement that school policies must explicitly prohibit school districts from providing a recommendation of employment for an employee, contractor, or agent that a district knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

²⁰ Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

²¹ 105 ILCS 5/10-21.9(e-5), amended by P.A.s 102-552 and 102-702, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. ²²

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*. ²³

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse. ²⁴

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. ²⁵

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in [Board](#) policy 2:20, *Powers and Duties of the School Board; Indemnification*. ²⁶

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²² 105 ILCS 5/22-85.10, added by P.A. 102-702. See sample administrative procedure 5:90-AP2, *Parent/Guardian Notification of Sexual Misconduct*.

²³ 105 ILCS 5/22-94(e), added by P.A. 102-702. See sample administrative procedure 5:150-AP, *Personnel Records*.

²⁴ 325 ILCS 5/4(d), amended by P.A. 103-22. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which the person is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

²⁵ 105 ILCS 5/10-23.12(c). See f/n 7, above, and f/n 3 in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

²⁶ 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See the discussion in the f/ns tied to these duties in sample policy 2:20, *Powers and Duties of the School Board; Indemnification*.

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

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

DRAFT

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest ¹

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.²

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy;

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¹ The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/), *Erin's Law* (105 ILCS 5/10-23.13, amended by P.A. 102-610), and *Faith's Law* (105 ILCS 5/22-85.5, added by P.A. 102-676), require a policy on subjects covered in this sample policy; State and federal law controls its content.

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). ISBE's *Sexual Abuse Response and Prevention Resource Guide* (June 2023) is at: www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf. Districts must notify parents/guardians about the ISBE resource guide at the beginning of each school year and may do so through the student handbook. See sample exhibit 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material. *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh. A *Faith's Law* trailer bill, P.A. 102-702, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees.

² Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See [sample exhibits 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#), and [7:190-E2, Student Handbook Checklist](#). ~~The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*. See the IPA MSH at: www.ilprincipals.org/msh.~~

and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. ³

The Superintendent or designee shall identify employee conduct standards⁴ that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. ⁵
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and [Board](#) policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. ⁶
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: ⁷
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and

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

³ See 105 ILCS 5/22-85.5(b), added by P.A. 102-676.

⁴ Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them.

⁵ 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code*'s principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent.

⁶ 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy.

105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, ~~eff. 1-1-24~~, requires that beginning 7-1-24, each board conduct in-service training on educator ethics and responding to child sexual abuse and grooming behavior including, but not limited to, teacher-student conduct, school employee-student conduct, and evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (a/k/a *Erin's Law*) for all teachers, administrators, and school support personnel. These ~~expectations-trainings~~ will be most effective when the in-service curriculum reflects local conditions and circumstances. While the School Code only requires the in-service, the requirement presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district employees to maintain boundaries and act appropriately, professionally, and ethically with students. See discussion in f/n 4 in 5:100, *Staff Development Program*. After its discussion of these issues, the board may have further expectations and may choose to reflect those expectations here.

105 ILCS 5/10-23.13(c), amended by P.A. 102-610, requires districts to provide evidenced-informed training for school personnel on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior by no later than January 31 of each year. See sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for further detail about the training requirements.

325 ILCS 5/4(j), amended by P.A. 102-604, requires district employees to complete mandated reporter training within three months of initial employment and at least every three years thereafter.

775 ILCS 5/2-109 requires districts to provide annual workplace sexual harassment prevention training to all employees. See f/n 4 in sample policy 5:20, *Workplace Harassment Prohibited*, for further detail about the training requirements.

⁷ Required by 105 ILCS 5/10-23.13(b), amended by P.A. 102-610; 105 ILCS 5/22-85.5(d)(3), added by P.A. 102-676. Sample expectations and guidelines are contained in [administrative procedures sample exhibit](#) 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

- c. Meeting with a student or contacting a student outside the employee’s professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.⁸
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:⁹
 - a. Violates expectations and guidelines for employee-student boundaries.¹⁰
 - b. Sexually harasses a student.¹¹
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/),¹² Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).¹³
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.¹⁴
 - e. Engages in grooming behaviors. Prohibited grooming behaviors¹⁵ include, at a minimum, *sexual misconduct*. *Sexual misconduct*¹⁶ is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student

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⁸ Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

⁹ Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676.

¹⁰ Sample expectations and guidelines are contained in [administrative procedures sample exhibit 5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries](#). These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them.

¹¹ The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102, amended by P.A. 103-472, ~~eff. 8-1-24~~. Sexual harassment ([also known as sex-based harassment](#)) of a student is also prohibited by [sample policies 2:265, Title IX Grievance Procedure](#), and 7:20, *Harassment of Students Prohibited*. Sexual harassment of an employee is also prohibited by [sample policies 2:265, Title IX Grievance Procedure](#), and 5:20, *Workplace Harassment Prohibited*.

¹² 325 ILCS 5/4(a)(4); 105 ILCS 5/10-23.12(c) (all district employees); 105 ILCS 5/21B-75(b) (teachers), amended by P.A.s 102-552 and 102-702.

¹³ Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676.

¹⁴ 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: “A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.”

¹⁵ Required by 105 ILCS 5/10-23.13(b), amended by P.A. 102-610.

¹⁶ Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

- i. A sexual or romantic invitation.
- ii. Dating or soliciting a date.
- iii. Engaging in sexualized or romantic dialog.
- iv. Making sexually suggestive comments that are directed toward or with a student.
- v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the III. Governmental Ethics Act: ¹⁷

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees.¹⁸ Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of

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¹⁷ 5 ILCS 420/4A-101.5. See 5 ILCS 420/4A-102, amended by P.A.s 102-664 and 102-813, for economic interests of an employee's spouse or any other party that is considered the employee's interests if the employee constructively controls them. Any county clerk may use a mandatory system of Internet-based filing of economic interest statements; if done, the clerk must post the statements, without the addresses, of the filers, on a publicly accessible website. 5 ILCS 420/4A-108, amended by P.A. 102-664.

¹⁸ The SOEEA prohibits State employees from engaging in certain political activities and accepting certain gifts. 5 ILCS 430/. It requires all school districts to adopt an *ordinance or resolution* "in a manner no less restrictive" than the Act's provisions. See sample policy 2:105, *Ethics and Gift Ban*.

Districts may not inhibit or prohibit employees from petitioning, making public speeches, campaigning for or against political candidates, speaking out on public policy questions, distributing political literature, making campaign contributions, and seeking public office. 50 ILCS 135/, Local Governmental Employees Political Rights Act. An employee may not use his/her position of employment to coerce or inhibit others in the free exercise of their political rights or engage in political activities at work. Id.

instructional materials listed with ISBE and adopted for use by the Board.¹⁹ An employee having an interest in instructional materials must file an annual statement with the Board Secretary.²⁰

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest.²¹ A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner²²; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.²³

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts.²⁴ Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.²⁵

GuidanceSchool Counselor Gift Ban²⁶

GuidanceSchool counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidanceeschool counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

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¹⁹ This sentence quotes 105 ILCS 5/22-5 because the statute does not define important terms making it difficult to paraphrase. No appellate decision defines *school officer* or *apparatus*, or what is meant by *connected*. The statute was enacted in 1961, but earlier versions were in the School Code much longer. A violation of this prohibition is a Class A misdemeanor.

²⁰ Id.

²¹ 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at <https://gata.illinois.gov/>. See also ISBE's *Procurement and Purchasing Checklist* at: www.isbe.net/Pages/Federal-and-State-Monitoring.aspx. See sample policy 2:100, *Board Member Conflict of Interest*, at f/n 6, for further discussion.

²² See sample policy 2:100, *Board Member Conflict of Interest*, at f/n 7 for a discussion of the term *partner*.

²³ 2 C.F.R. §200.318(c)(1).

²⁴ Id.

²⁵ Id. The rule provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban*, for these standards provides clarity and consistency. Sample policy 2:105 refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

²⁶ This section is only for those districts with a high school. 105 ILCS 5/22-93, added by P.A. 102-327, ~~and~~ renumbered by P.A. 102-813, ~~and amended by P.A. 103-1020~~. GuidanceSchool counselor means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. Id.

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the [guidanceschool](#) counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the [guidanceschool](#) counselor believes that it was provided due to the official position or employment of the [guidanceschool](#) counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the [guidanceschool](#) counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the [guidanceschool](#) counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the [guidanceschool](#) counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the [guidanceschool](#) counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
- 7-8. [Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.](#) ²⁷

A [guidanceschool](#) counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

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²⁷ [Id. Any costs paid for by the institution of higher education may not exceed the per diem rates for travel, gift, and car expenses set by the Internal Revenue Service \(IRS\) and referenced in the IRS's Publication 463 or a successor publication. Id.](#)

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

General Personnel

Personal Technology and Social Media; Usage and Conduct ¹

Definitions

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

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities.² This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*~~X~~ (*formerly Twitter*), *Threads*, *Instagram*, *TikTok*, *Snapchat*, *Discord*, and *YouTube*.³

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, smartwatches, and other devices.⁴

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¹ This policy is optional. Consult the board attorney because personal technology, social media, and public employees’ First Amendment rights involve unprecedented and unsettled areas of the law. In addition, personal technology and social media platforms change continually.

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, the Ill. Educators’ Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. 102-552 and 102-702, ~~eff. 7-1-23~~ (allows suspensions or revocations of licenses, endorsements, or approvals for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c), *immorality*, and *unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean “shameless conduct showing moral indifference to the opinions of the good and respectable members of the community.” See Ahmad v. Bd. of Educ. of City of Chicago, 365 Ill.App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter~~X~~ (*formerly Twitter*) or similar social media sites, and text messaging or emailing students. See also the discussion in f/ns 5 & 6 below.

This policy also contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. When a policy’s subject matter is superseded by a bargaining agreement, the board policy can state, “Please refer to the applicable collective bargaining agreement(s).”

² Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy’s definition is very broad. It is adapted from Merriam-Webster’s definition at: www.merriam-webster.com/dictionary/social%20media.

³ Optional. A board may want to add other sites. As of ~~October~~January 2023, the publication *eBizMBA Inc.* lists the top four social networking sites (worldwide) as Facebook, WhatsApp, YouTube, Instagram, and YouTube~~Twitter~~ respectively.

⁴ Optional.

Usage and Conduct⁵

All District employees who use personal technology and/or social media shall:⁶

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by [Board](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by [Board](#) policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under [Board](#) policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with [Board](#) policy 5:130,

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

⁵ Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/ns 1 and 12. The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 *et seq.* (Illinois courts have looked to the National Labor Relations Act for guidance on what is protected activity under the Ill. Educational Labor Relations Act, 115 ILCS 5/).

⁶ The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n 6 of sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, f/n 4 of sample policy 5:100, *Staff Development Program*, and the discussion in f/ns [23 and 4](#) of sample policy 8:10, *Connection with the Community*, related to excluding [followers and purging critics](#) ~~comments~~ from social media accounts that are considered *public forums* [or limited public forums and a discussion of some best practices around social media use](#). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

Responsibilities Concerning Internal Information. For District employees, proper approval may include implied consent under the circumstances.⁷

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.⁸
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.⁹
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.¹⁰
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.¹¹

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⁷ Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personal information, [the disclosure of which would constitute a clearly unwarranted invasion of privacy](#), and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media.

⁸ 17 U.S.C. §101 *et seq.*

⁹ 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 *et seq.* See also f/ns 1 and 5 above.

¹⁰ The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(l)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See sample policy 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

¹¹ The Ill. Human Rights Act ([IHRA](#)) makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102(B). [It is also a civil rights violation under the IHRA to fail to take appropriate corrective action to stop harassment on the basis of a protected category, if the district knows that the employee committed or engaged in harassment. Id. at \(D\), added by P.A. 103-472. Sexual Harassment of a student, including sexual harassment.](#) is also prohibited by sample policies 7:20, *Harassment of Students Prohibited*, and ~~of an employee by sample policy 5:20, *Workplace Harassment Prohibited*.~~

Superintendent Responsibilities

The Superintendent shall: ¹²

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by [Board](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*. ¹³
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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¹² 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration. One logical method for a board to address the issue of district employees' use of personal technology and social media is to include its expectations during its in-service trainings required by 105 ILCS 5/10-22.39. Many experts in social media risk management advocate training employees about the expectations concerning social media usage. For boards that do not want to include this as a part of the in-service, delete the phrase "during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by [Board](#) policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*."

Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See *Mayer v. Monroe Cnty. Cmty. Sch. Corp.*, 474 F.3d 477 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See *Pickering v. High Sch. Dist. 205*, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. *Garcetti v. Ceballos*, 547 U.S. 410 (2006).

¹³ Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n [234](#) in sample policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

- LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).
- CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

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Professional Personnel

Maintaining Student Discipline¹

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other ~~certificated~~ ~~[licensed]~~ educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s):² (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate.³ If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students.⁴ A student's removal must be in accordance with Board policy and administrative procedures.

~~Teachers~~ School personnel shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) ~~is prohibited in all circumstances may not be used.~~⁵ ~~Teachers~~ School personnel may only

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¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements for employees covered by it. If this policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement(s)." For employees not covered by a collective bargaining agreement, the policy should reflect the board's current practice.

² 23 Ill.Admin. Code §1.280. "Persons providing a student's related service(s)" includes both ~~certificated~~ ~~[licensed]~~ and ~~non-certificated~~ ~~[non-licensed]~~ employees. 105 ILCS 5/24-24, amended by P.A. 103-806, eff. 1-1-25.

³ School officials determine whether a behavioral intervention is *appropriate*. See 105 ILCS 5/10-22.6(b-20).

⁴ Teachers must be given the authority to remove disruptive students from the classroom. 105 ILCS 5/24-24.

An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(1). Consult the board attorney regarding whether a teacher needs to be present for an in-school suspension program overseen by a school social worker or licensed mental health professional, and whether other licensed school support personnel (such as a school counselor or school psychologist) may oversee an in-school suspension program.

⁵ Corporal punishment means "a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others." 105 ILCS 5/22-100, added by P.A. 103-806, eff. 1-1-25. See sample policy 7:190, *Student Behavior*, for a discussion of corporal punishment.

use reasonable force as ~~needed to keep students, school personnel, and others safe, or for self defense or defense of property~~ permitted by 105 ILCS 5/10-20.33.⁶

LEGAL REF.: 105 ILCS [5/22-100](#) and 5/24-24.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

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⁶ Required by 105 ILCS 5/24-24, amended by P.A. 103-806, eff. 1-1-25, [105 ILCS 5/10-20.33](#) governs the use of [time out, isolated time out, and physical restraint](#). See sample policy 7:190, *Student Behavior*, for a discussion of [time out, isolated time out, and physical restraint](#) ~~or corporal punishment~~.

Instruction

Curriculum Content¹

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading,² (c) other communication skills, (d) science, (e) mathematics³, (f) social studies, (g) art, (h) music,⁴ and (i) drug and substance abuse prevention including the dangers of opioid abuse.⁵ A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.⁶ Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in

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¹ Districts must have a policy on physical education (23 Ill.Admin.Code §1.425) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.4120, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

State law mandates certain courses of study but local school boards may set requirements exceeding State-law mandated courses of study. 105 ILCS 5/10-20.8 and 5/27-1 et seq. For a resource on instructional mandates, see *Illinois Instructional Mandates* (formerly *Mandated Units of Study*), at: www.isbe.net/Pages/Learning-Standards.aspx, under the Administrator Resources tab.

² 105 ILCS 5/2-3.200496, added by P.A. 103-402, and renumbered by P.A. 103-605, requires the Ill. State Board of Education (ISBE) to develop a Statewide literacy plan by 1-31-24, make certain resources and guidance on literacy curriculum and instruction available to schools by 7-1-24, and offer training opportunities for teachers by 7-1-25. For further information and resources, see www.isbe.net/literacyplan.

³ 105 ILCS 5/2-3.156 requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school or high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. ISBE adopted math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning and Learning Standards* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See www.isbe.net/Documents/cc-overview-0913.pdf.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the Ill. Learning Standards includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning and Learning Standards*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

⁴ 23 Ill.Admin.Code §1.430(a).

⁵ 105 ILCS 5/27-13.2, ~~amended by P.A. 102-195, requires that in addition to instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and substance abuse, the subject must also cover the dangers of opioid abuse.~~ See also f/n 33, below, regarding instruction on the dangers of fentanyl.

⁶ 105 ILCS 5/10-20.53.

kindergarten through grade 5.⁷ Before the completion of grade 5, students will be offered at least one unit of cursive instruction.⁸ In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.⁹

2. In grades 9 through 12, subjects include:¹⁰ (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics,¹¹ (e) social studies including U.S. history, American government and one semester of civics,¹² (f) foreign language,¹³ (g) music, (h) art, (i) driver and safety education,¹⁴ and (j) vocational education.

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⁷ 105 ILCS 5/27-6.3, added by P.A. 102-357. Schools must provide at least 30 minutes of play time for any school day five clock hours or longer in length. For any school days less than that, the total time allotted during the school day must be at least one-tenth of a day of attendance for the student. Time spent dressing or undressing for outdoor play may not count towards the daily time allotment. Play time must be computer-, tablet-, phone-, and video-free. Play time may be withheld as a disciplinary or punitive action only if a student's participation poses an immediate threat to the safety of the student or others. Id. For ISBE guidance and resources, see www.isbe.net/Pages/School-Health-Issues.aspx (Unstructured Play Time/Recess dropdown).

⁸ 105 ILCS 5/27-20.7 requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) _____

⁹ 105 ILCS 5/27-3.10. The statute specifically states that school districts may utilize private funding available for offering civics education.

¹⁰ 105 ILCS 5/27-22, amended by P.A.s 102-366, 102-551, ~~and 102-864~~, and 103-743; 23 Ill.Admin.Code §1.440. ISBE may adopt rules to modify these requirements for students in grades 9 through 12 if the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7. 105 ILCS 5/27-22(e)(3.5), amended by P.A. 102-864, and 5/27-22(e)(3.5) ~~and~~ (e-5)(3.5), added by P.A. 102-864, requires "a year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject." Because computer literacy may be included within another subject, it is not listed here, but in number 6 of this policy with f/n 26, below.

¹¹ 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22(e-5)(3) allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see sample exhibit 6:300-E2, *State Law Graduation Requirements*, and sample policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

¹² 105 ILCS 5/27-22(e-5)(5). The statute specifically states that school districts may utilize private funding available for offering civics education.

¹³ The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

¹⁴ The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; (b) provide teachers who meet the educator licensure and endorsement requirements under 105 ILCS 5/21B; and (c) follow the same evaluation and observation requirements that apply to non-tenured teachers under 105 ILCS 5/24A. Id. A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. Id. The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. Id. Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

A school district may decide to allow a student to take a portion of the driver education course through a distance learning course. This is determined on a case-by-case basis and must be approved by the district's administration, the student's driver's education teacher, and the student's parent/guardian. 105 ILCS 5/27-24.2; 23 Ill.Admin.Code §252.20(c)(2).

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.¹⁵ The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom,¹⁶ (b) classroom instruction on distracted driving as a major traffic safety issue,¹⁷ (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, [including worker safety in those zones](#), and railroad crossings and their approaches,¹⁸ and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.¹⁹ Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.²⁰ The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. ²¹

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. ²²
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.²³ In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are

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¹⁵ 105 ILCS 5/27-24.1, amended by P.A. 102-455, and 5/27-24.2; 23 Ill.Admin.Code §252.25.

¹⁶ 105 ILCS 5/27-24.1, amended by P.A. 102-455, and 5/27-24.2.

¹⁷ Id.

¹⁸ Id., amended by P.A. 103-944.

¹⁹ Id.

²⁰ [Required if a board offers safety education under](#) 105 ILCS 5/27-17.

²¹ The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 102-1100, contains these requirements; they are paraphrased below.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a State of Illinois High School Diploma (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent (or appropriate Intermediate Service Center Executive Director); or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

²² 105 ILCS 5/27-23.3.

²³ 105 ILCS 5/27-23.4.

respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States. ²⁴

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate [Board](#) policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. ²⁵
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum. ²⁶
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.²⁷ Instruction in all grades will include examples of behaviors that violate [Board](#) policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. ²⁸

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²⁴ Optional. 105 ILCS 5/27-23.6 ([anti-bias education](#)), amended by P.A. 103-542, ~~eff. 7-1-24 (anti-bias education)~~ allows districts to incorporate activities to address intergroup conflict, with the objectives of improving intergroup relations on and beyond the school campus, defusing intergroup tensions, and promoting peaceful resolution of conflict.

Boards that adopt a policy to incorporate activities to address intergroup conflict pursuant to this law must make information available to the public that describes the manner in which the district has implemented the activities. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Districts may also include the information in a student handbook and in district newsletters. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/msh.

See f/n 12 in sample policy 6:180, *Extended Instructional Programs*, and ensure that these policies align.

²⁵ 47 C.F.R. §54.520 and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines minors as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 only requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." See www.isbe.net/Pages/Internet-Safety.aspx. It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.

For boards that do not receive E-rate funds, but want to exceed the requirements of 105 ILCS 5/27-13.3 to include grades K-2, replace this section with the following sentences:

In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee. In kindergarten through grade 2, age-appropriate Internet safety must be taught.

²⁶ 105 ILCS 5/10-20.79, 5/10-20.74, and 5/27-22(e-5)(3.5), amended by P.A. 102-894, and 5/27-22(e-5)(3.5), added by P.A. 102-894. 105 ILCS 5/10-20.74 requires that districts submit an annual report to ISBE regarding educational technology capacities and policies. See the subhead **Educational Technology Committee** and f/n 20 in sample administrative procedure 2:150-AP, *Superintendent Committees*.

²⁷ 105 ILCS 5/27-12.

²⁸ Required as part of a district's Bullying Prevention and Response Plan pursuant to 105 ILCS 5/27-23.7. Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). This language aligns with sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.²⁹
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,³⁰ but at a minimum of three days per five-day week.³¹ For exemptions and substitutions, see [Board](#) policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.³²

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The Ill. General Assembly invited boards to “make suitable provisions for instruction in gang resistance education ~~and training~~ in all grades and include such instruction in the courses of study regularly taught in those grades.” See 105 ILCS 5/27-23.10(c), [amended by P.A. 103-542](#). A board that shares this concern may add the following option: “In addition, in all grades gang resistance education ~~and training~~ must be taught.”

²⁹ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. See also *Palmer v. City of Chicago*, 466 F. Supp. 600 (N.D. Ill. 1979) (teacher would not teach and direct the Pledge of Allegiance to the flag of the United States for religious reasons and was terminated for not doing so because it was part of the curriculum). Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. *West Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624 (1943); *Sherman v. Cmty. Consol. Sch. Dist. 21 of Wheeling Twp.*, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, “You may now stand to recite the *Pledge*.” Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

³⁰ The phrase “after recommendation by the Superintendent” is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

³¹ 23 Ill.Admin.Code §1.425(b). Boards that want their daily physical education requirement to align with their goal in policy 6:50, *School Wellness*, may replace “minimum of three days per five-day week” with their local daily requirements. See f/n 10 in sample policy 6:50, *School Wellness*.

³² 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by [State law the Critical Health Problems and Comprehensive Health Education Act \(105 ILCS 110/\)](#). See also 23 Ill.Admin.Code §1.425(c).

105 ILCS 5/27-6, describes when students may be excused from P.E. See also 23 Ill.Admin.Code §1.425(d).

105 ILCS 5/27-6 contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, ~~beginning with the 2016-17 school year and~~ every school year ~~thereafter~~, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: www.isbe.net/Pages/Enhanced-Physical-Education.aspx.

See also 23 Ill.Admin.Code §1.425-(g) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2017)* at: www.isbe.net/Documents/Physical_Fitness_Assessment_FAQ.pdf.

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

10. In all schools, health education must be stressed, including³³: (a) proper nutrition, (b) physical fitness, (c) ~~personal health habit~~~~components necessary to develop a sound mind in a healthy body~~, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades,³⁴ and (f) ~~beginning in the fall of 2024~~, in grades 6-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.³⁵

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³³ Citations for letters (a) - (f), required by the Comprehensive Health Education Program (CHEP) (105 ILCS 110/3) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also sample policy 6:50, *School Wellness*.
(b) *Id.* (physical fitness) and see also sample policy 6:50, *School Wellness*.
(c) *Id.* (~~sound mind and healthy body~~~~healthy habits and attitudes for a healthy lifestyle~~).
(d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.
(e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13, amended by P.A. 102-610 a/k/a *Erin's Law* (child sexual abuse prevention). While 105 ILCS 5/10-23.13(b) states pre-K through 12th, this policy uses *all grades* for brevity and ease of administration. *Erin's Law* requires a policy addressing child sexual abuse prevention and curriculum content on that subject (see sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*). A sentence in sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, restates the basic recommendations from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf, which was the basis for P.A. 102-676. The professional educator training component of *Erin's Law* is addressed in sample policies 5:90, *Abused and Neglected Child Reporting* and 5:100, *Staff Development Program*. The Report also encouraged parental involvement because parents play a key role in protecting children from child sexual abuse.
(f) ~~105 ILCS 5/27-13.2(e), added by P.A. 103-365~~105 ILCS 110/3(e), amended by P.A. 103-810 (dangers of fentanyl).

³⁴ See f/n 11 in sample policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, for a definition of *evidence-informed*. 105 ILCS 5/10-23.13, amended by P.A. 102-610.

³⁵ 105 ILCS 110/3, amended by P.A.s 102-464, 102-1034, 103-212, ~~and~~ 103-365, ~~and~~ 103-608; and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance ~~with the Critical Health Problems and Comprehensive Health Education Act~~CHEP, 105 ILCS 110/.

More detailed critical health problems and comprehensive health education program content is described in sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*. That procedure follows ~~the Comprehensive Health Education Program law~~ (CHEP), 105 ILCS 110/3, amended by P.A.s 102-464, 102-1034, 103-212, ~~and~~ 103-365, ~~and~~ 103-608, and it formerly included the requirements for the development of the now-repealed family life and sex education programs in 105 ILCS 5/27-9.1 and 9.2, amended by P.A. 102-412 and repealed by P.A. 102-522.

The former family life and sex education programs were replaced with the National Sex Education Standards (NSES) (105 ILCS 5/27-9.1a, added by P.A. 102-522) and a developmentally appropriate consent education curriculum (105 ILCS 5/27-9.1b, added by P.A. 102-522). But the term *family life*, “including evidence-based and medically accurate information regarding sexual abstinence,” remains in the CHEP (~~105 ILCS 110/3~~). The CHEP also includes many other health education topics that all elementary and secondary schools in Illinois must provide, including teen dating violence (105 ILCS 110/3.10, see sample policy 7:185, *Teen Dating Violence Prohibited*, for the required “teen dating violence policy”) and cardiopulmonary resuscitation and automated external defibrillator use. 105 ILCS 110/3. For ease of administration, sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, content includes reference to the new NSES curriculum that is outlined in more detail at sample administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*. 105 ILCS 5/27-9.1a, added by P.A. 102-522. ISBE’s learning standards and resources are available at www.isbe.net/sexualhealth, however, no guidance exists about whether districts that provide the now-repealed family life and sex education programs formerly in 105 ILCS 5/27-9.1 and 9.2, repealed by P.A. 102-522, could continue to do so. Consult the board attorney if the district offered the now-repealed family life and sex education program to assess whether that program may continue during future school years.

Two choices exist for school boards related to providing students with a sex education curriculum:

1. No sex education; or
2. NSES a/k/a Comprehensive Personal Health and Safety and Sexual Health Education Program (105 ILCS 5/27-9.1a, added by P.A. 102-522, and see sample administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*).

11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.³⁶ [In grades 6-12, students engage in career exploration and career](#)

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While boards are not required to include sex education curriculum information in their policies, if they offer it, the new law requires them to identify the curriculum their districts use along with the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials. 105 ILCS 5/27-9.1a, added by P.A. 102-522. Methods for making this information available include: the district's website, if any, and in the district's offices upon request. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

For boards that do offer NSES but do not wish to communicate it in this policy, ensure that superintendents: (1) identify the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#)); and (2) implement both [administrative procedure 6:60-AP1, Comprehensive Health Education Program](#), and [6:60-AP2, Comprehensive Personal Health and Safety and Sexual Health Education Program \(National Sex Education Standards \(NSES\)\)](#).

For boards that want to communicate to their communities in this policy that they offer NSES, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a personal health and safety and sexual health education program (National Sex Education Standards) pursuant to 105 ILCS 5/27-9.1a.

Legal Reference insertions are not necessary with the statute in the text of the policy. Ensure: (1) the implementation of both [administrative procedure 6:60-AP1, Comprehensive Health Education Program](#) and [administrative procedure 6:60-AP2, Comprehensive Personal Health and Safety and Sexual Health Education Program \(National Sex Education Standards \(NSES\)\)](#), align with this policy; and (2) that the superintendent identifies the curriculum along with the name and contact information, including an email address of the school staff member designated to respond to inquiries about instruction and materials (see [sample exhibit 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records](#)).

For boards that communicated NSES in this policy and also want to communicate that they additionally offer developmentally appropriate consent education curriculum, insert the following sentence as the last sentence of the number 10 paragraph:

The Superintendent shall also implement a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure the implementation of [administrative procedure 6:60-AP3, Developmentally Appropriate Consent Education](#), aligns with this policy.

For boards that do offer NSES and do not communicate that in policy AND/OR boards that do not offer NSES, but want to communicate that they offer developmentally appropriate consent education curriculum, insert the following text into the last sentence in number 10:

The Superintendent shall implement a comprehensive health education program in accordance with State law, including a developmentally appropriate consent education curriculum pursuant to 105 ILCS 5/27-9.1b.

Legal Reference insertion is not necessary with the statute in the text of the policy. Ensure that implementation of [6:60-AP3, Developmentally Appropriate Consent Education](#), aligns with this policy.

³⁶ 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/, Vocational Education Act

A unit or high school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. 105 ILCS 5/27-23.14.

For high school and unit boards, insert "5/27-23.14," after 105 ILCS 5/27-23.11 in the Legal References or if a board offers a course on hunting safety as part of its curriculum during the school day (see the option in f/n 523 below), after its Legal Reference 105 ILCS 5/27-23.13, and the following text to the end of number 11 if the board wants to offer workplace preparation instruction:

In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.

development activities to prepare them to make informed plans and decisions about their future education and career goals.³⁷ In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.³⁸

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105 ILCS 5/27-23.17 (final citation pending), added by P.A. 103-598, allows high schools to designate and annually observe a Workplace Readiness Week. If the week is observed, students must be provided information on their rights as workers in accordance with the topics listed in 105 ILCS 5/27-23.17(a) (final citation pending), added by P.A. 103-598. Students in grades 11 and 12 must be provided the required information within the regular school program, but it may also be provided during special events after regular school hours. Id. at (b).

³⁷ 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154. For elementary districts, revise the grade levels to grades 6-8. Unless a board has opted out, career exploration and career development activities in grades 6-12 (or grades 6-8 in elementary districts) must be implemented by 7-1-25 in accordance with the model framework adopted by State agencies known as the PaCE Framework. See www.isac.org/pace/il-pace-resource-materials.html for the middle school and high school frameworks and additional implementation resources.

To fully or partially opt out of career exploration and career development activities under 105 ILCS 5/10-20.84(d), a board must adopt a set of findings that considers the following: (1) the district's current systems for college and career readiness; (2) the district's cost of implementation balanced against the potential benefits to students and families through improved postsecondary education and career outcomes; (3) the willingness and capacity of local businesses to partner with the district for successful implementation of pathways other than education; (4) the willingness of institutions of higher education to partner with the district for successful implementation of the pathway and whether the district has sought and established a partnership agreement with a community college district incorporating provisions of the Model Partnership Agreement under the Dual Credit Quality Act (110 ILCS 27/) (see www.isbe.net/Documents/DCQA-Model-Partnership-Agreement-Form.pdf); (5) the availability of a statewide database of participating local business partners, as provided under the Postsecondary and Workforce Readiness Act (110 ILCS 148/), for the purpose of career readiness and the accessibility of those work experiences and apprenticeships listed in the database to district students (see the link to the *Work-based Learning Database* at www.isbe.net/cte); and (6) the availability of properly licensed teachers or teachers meeting faculty credential standards for dual credit courses to instruct in the program required for the endorsement areas. 105 ILCS 5/10-20.84(d)(1)-(6), added by P.A. 102-917 and renumbered by P.A. 103-154. A board opting out must report its findings and decision to ISBE. A board may also reverse its decision regarding implementation in whole or in part at any time. 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154.

In practice, unless a district has created its own career exploration and career development activities framework that does not align with the PaCE Framework, a board is unlikely to opt out of the PaCE Framework under 105 ILCS 5/10-20.84(a) and still implement College and Career Pathway Endorsements under 105 ILS 5/10-20.84(c) (CCPE) because career exploration activities are a prerequisite to award of the endorsements. 23 Ill.Admin.Code §258.20. See f/n 38, below.

Delete this sentence if the board has fully opted out of implementation of career exploration and career development activities under 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154. Regarding partial opt-out from this requirement, the law does not address the types of partial opt-out(s) available. As of the date of the publication of **PRESS** Issue 117 (Oct. 2024), ISBE had not issued any rulemaking or guidance on this topic or any details regarding reporting of a full or partial opt-out to ISBE, other than to indicate to IASB that districts can submit their decision to CTE@isbe.net. Boards interested in opting out from this requirement should consult the Board attorney and check for any further guidance that may be issued by ISBE.

³⁸ 105 ILCS 5/10-20.84(b) and (c), added by P.A. 102-917 and renumbered by P.A. 103-154; 23 Ill.Admin.Code Part 258.

12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. ³⁹ ⁴⁰
13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject. ⁴¹
14. In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues

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By 7-1-25, a board must elect to either implement CCPE or take action to opt out of it. See www.isbe.net/pathwayendorsements for more information. 105 ILCS 5/10-20.84(c) requires a district to implement CCPE either independently, through an area career center, or through an inter-district cooperative, on the following schedule: (1) at least one endorsement area for the graduating class of 2027; (2) at least two endorsement areas for the graduating class of 2029; and (3) at least three endorsement areas for the graduating class of 2031, if a district's grade 9-12 enrollment is more than 350 students, as calculated by ISBE for the 2022-2023 school year. A board implementing CCPE must, by 7-1-25, submit the necessary application materials (including an Endorsement Plan, see 23 Ill.Admin.Code §258.20) to ISBE, or the board must adopt a timeline for implementation of the number of endorsement areas required by 105 ILCS 5/10-20.84(c). A board may opt out of implementing CCPE entirely or it may initially implement an endorsement area for the class of 2027 and then later choose to partially opt out by opting out of the class of 2029 and/or class of 2031 endorsement area schedule. 105 ILCS 5/10-20.84(c) and (d), added by P.A. 102-917 and renumbered by P.A. 103-154; 23 Ill.Admin.Code §258.40(a) and (b). A board that chooses to fully opt out of CCPE must submit documentation of its decision and specific findings to ISBE by 7-1-25. A board that later chooses to partially opt out of CCPE by opting out of the 2029 and/or 2031 endorsement area schedule must submit documentation of its decision and specific findings no later than July 1 immediately before the school year the district would be required to award the endorsement. Id. at (b).

If fully opting out of CCPE by 7-1-25 or later partially opting out of the 2029 and/or 2031 endorsement area schedule, a board must adopt a set of findings that considers the six factors described in f/n 37, above. 105 ILCS 5/10-20.84(d)(1)-(6), added by P.A. 102-917 and renumbered by P.A. 103-154. A board opting out must report its findings and decision on implementation by submitting the following information to ISBE, via the College and Career Pathway Endorsement portal: (1) the reasoning for opting out, and (2) copies of the board's meeting agenda, board findings, and board meeting minutes. 23 Ill.Admin.Code §258.40(a). A board can manage compliance with the documentation requirements by adopting a written resolution or adopting findings set forth in another document. A board may also reverse its decision regarding implementation of CCPE in whole or in part at any time. 105 ILCS 5/10-20.84(d), added by P.A. 102-917 and renumbered by P.A. 103-154.

Delete this sentence if a board has fully opted out of implementing CCPE, and delete 105 ILCS 5/10-20.84 from the Legal References if the board has fully opted out of CCPE and also fully opted out of the career exploration and career development activities in grades 6-12 (see f/n 37, above).

³⁹ 105 ILCS 5/27-12.1; 23 Ill.Admin.Code §1.420(k). ~~P.A. 99-284 added these subjects to the required consumer education course: consumer debt, higher education student loans, and identity theft security.~~

⁴⁰ For high school and unit boards that want to offer a unit of instruction about the process of naturalization pursuant to 105 ILCS 5/27-23.16, added by P.A. 102-472 and renumbered by P.A. 102-813, insert an optional number 13, and amend numbers after it accordingly:

13. In grades 9 through 12, a unit of instruction about the process of naturalization by which a foreign citizen or foreign national becomes a U.S. citizen that includes content from the components of the naturalization test administered by the U.S. Citizenship and Immigration Services.

⁴¹ 105 ILCS 5/27-22(e-5)(3.5). ISBE states that ~~C~~computer literacy is broadly defined as one's knowledge of an ability to use computers and related technologies efficiently and effectively. See www.isbe.net/keeplearning for more ISBE guidance on computer literacy.

regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. ⁴²

15. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet. ⁴³
16. In all schools, ~~environmental education—conservation of natural resources must be taught, including instruction on:~~ (a) ~~home ecology~~the current problems and needs in the conservation of natural resources; and (b) ~~endangered species~~beginning in the fall of 2026, instruction on climate change, (c) ~~threats to the environment,~~ and (d) ~~the importance of the environment to life as we know it.~~ ⁴⁴
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the

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⁴² 105 ILCS 5/27-20.08, added by P.A. 102-55. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. For additional resources, see www.isbe.net/keeplearning.

⁴³ 105 ILCS 5/27-23.15(b). Subject to appropriation, school districts can apply for a competitive grant to support computer science programs. 105 ILCS 5/2-3.1996, added by P.A. 103-264 and renumbered by P.A. 103-605.

⁴⁴ 105 ILCS 5/27-13.1, amended by P.A. 103-837, eff. 7-1-25; 23 Ill.Admin.Code §1.420(l). Instruction on the conservation of natural resources must include, but is not limited to, air pollution, water pollution, waste reduction and recycling, the effect of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of animals. Id. Instruction on climate change must include, but is not limited to, identifying the environmental and ecological impacts of climate change on individuals and communities and evaluating solutions for addressing and mitigating the impact of climate change. Id. Instruction on climate change must align with State learning standards, as appropriate and subject to funding, and ISBE is required to make instructional resources and professional development learning opportunities available for educators. Id.

present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05. ⁴⁵

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. ⁴⁶

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. ⁴⁷
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the

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⁴⁵ 105 ILCS 5/27-21, amended by P.A.s 102-411 (adding contributions made to society by Americans of different faith practices) and 103-422 (adding teaching about Native American nations' sovereignty and self-determination) and 105 ILCS 5/27-20.05, added by P.A. 103-422 (adding instruction on Native American experience and history); 23 Ill.Admin.Code §1.420(r). 105 ILCS 5/27-21, amended by P.A.s 102-411 and 103-422, requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. "[Evidence of having comprehensive knowledge [of United States history], which may be administered remotely" is not clear. The practical reading is that it refers to teachers collecting evidence through remote assessments when students are engaged in a remote learning program during a disaster declaration due to a public health emergency.

Note that instruction on Native American nations' sovereignty and self-determination under 105 ILCS 5/27-21, amended by P.A.s 103-422 and 103-564, is not required until instructional materials are made available on ISBE's website, which ISBE ~~was~~ required to post by 7-1-24. [ISBE has indicated that instruction materials should be posted by the fall of 2024.](#)

Instruction in events of the Native American experience and Native American history must include "the contributions of Native Americans in government and the arts, humanities, and sciences, as well as the contributions of Native Americans to the economic, cultural, social, and political development of their own nations and of the United States." Additionally, in grades 6 through 12, the instruction must include "the study of the genocide of and discrimination against Native Americans, as well as tribal sovereignty, treaties made between tribal nations and the United States, and the circumstances around forced Native American relocation." 105 ILCS 5/27-20.05, added by P.A. 103-422. See also f/n 486, below. ISBE may make instructional materials and professional development opportunities available to support instruction on Native Americans under 105 ILCS 5/27-20.05, added by P.A. 103-422. For additional resources, see <https://americanindian.si.edu/nk360> and www.iste.org/explore/classroom/15-resources-teaching-native-american-history-and-culture. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter.

For guidance about the requirements of adding the roles and contributions of LGBT people in U.S. and Illinois, see:

1. Inclusive Curriculum Law Frequently Asked Questions (FAQs) at:
www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-FAQs.pdf;
2. Inclusive Curriculum Law Overview at:
www.phimc.org/wp-content/uploads/2020/05/Inclusive-Curriculum-One-Pager.pdf; and
3. Inclusive Curriculum Implementation Guidance (Condensed Edition) at:
www.isbe.net/Documents/Support-Students-Implementation-Guidance.pdf

⁴⁶ Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution."

⁴⁷ 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at: www.isbe.net/Pages/Medal-of-Honor.aspx.

- Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. ⁴⁸
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. ⁴⁹
 21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans. ⁵⁰
 22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. ⁵¹
 23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. ⁵²
 24. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States. ⁵³

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⁴⁸ 105 ILCS 5/27-20.3, amended by P.A.s 103-422 and 103-564. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. Beginning with the 2024-2025 school year, instruction on Native American genocide is also required by 105 ILCS 5/27-20.05, added by P.A. 103-422 in grades 6-12, [see f/n 43, above](#). Note that instruction on Native American genocide under 105 ILCS 5/27-20.3, amended by P.A.s 103-422 and 103-564, is not required until instructional materials are made available on ISBE's website, which ISBE [was](#) required to post by 7-1-24. [See f/n 45, above](#).

⁴⁹ 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98th General Assembly, 2013) and Senate Resolution 1073 (98th General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

⁵⁰ 105 ILCS 5/27-20.4. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. Id.

⁵¹ 105 ILCS 5/2-3.80(e) or (f), as applicable.

⁵² 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

⁵³ 105 ILCS 5/27-20.8, added by P.A. 102-44. Id. at (c) states that the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate] will monitor districts' compliance with this law during the annual compliance review visits. Districts may meet this law's requirements through online programs or courses. Id. at (d). 105 ILCS 5/3-0.01 states any reference to "regional superintendent" includes the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. For resources, see www.isbe.net/Pages/ContinueEDResources.aspx (TEACCH Act).

25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. ⁵⁴ ⁵⁵

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, [5/10-20.84](#), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

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⁵⁴ 105 ILCS 5/27-23.11 requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See sample exhibit 6:60-API, E2, *Resources for Biking and Walking Safety Education*, for additional information.

⁵⁵ A school district may offer a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13. No grade levels are specified in the statute. Insert “5/27-23.13,” after 105 ILCS 5/27-23.11 in the Legal References, and an optional number 26, if the board wants to offer a course on hunting safety as part of its curriculum:

In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day.

Instruction

Accelerated Placement Program ¹

The District provides an Accelerated Placement Program (APP). The APP advances the District’s goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.² The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.³ APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.⁴ Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.⁵ Eligibility to participate in the District’s APP shall not be conditioned upon the protected classifications identified in ~~School~~ Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student’s identification as an accelerated learner. ⁶

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student’s parent(s)/guardian(s).⁷
2. ~~Notification processes that~~ provide a student’s parent(s)/guardian(s) ~~of~~ with: ⁸
 - a. Written notification when their child is eligible for enrollment in accelerated courses;
 - and

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¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A (the Accelerated Placement Act (APA)); 23 Ill.Admin.Code Part 227. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c).

² Optional. Ensure this statement matches the board’s current educational philosophy and objectives. See [sample](#) policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17, [amended by P.A. 103-263](#); 23 Ill.Admin.Code §227.5.

⁴ Id. For high school districts, delete “; and (c) early entrance to kindergarten or first grade” and insert the word “and” between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include “early entrance to kindergarten or first grade.” 105 ILCS 5/14A-17. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade “based upon an assessment of the student’s readiness to attend school.” 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. Id. See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1); 23 Ill.Admin.Code §227.5.

⁶ 105 ILCS 5/14A-25.

⁷ 105 ILCS 5/14A-32(a)(2) requires that the accelerated placement policy include “a fair and equitable decision-making process that involves multiple persons and includes a student’s parents or guardians” but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board’s preference.

⁸ Id. at (a-25), added by P.A. 103-743, and (a)(3).

- a-b. Notification of a decision affecting a student/their child's participation in the APP.⁹
- 2-3. Assessment processes that include multiple valid, reliable indicators.⁵ and 10
- 3-4. The automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: ¹¹
- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.
- 4-5. Waiver of a course completion requirement under Board policy 6:300, Graduation Requirements, if the District determines that the student has demonstrated mastery of or competency in the content of the course or unit of instruction. ¹²

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically

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⁹ ~~Id. at (a)(3).~~

¹⁰ ~~Id. at (a)(4).~~

¹¹ Required only for districts with grades 9-12 by 105 ILCS 5/14A-32(a-5), amended by P.A.s 102-209 and 103-743. Delete for elementary school districts. This provision originally applied to “a student who meets or exceeds State standards” but was amended by P.A. 103-743 to only apply to “a student who meets or exceeds State standards.” P.A. 103-743 also added new 105 ILCS 5/14A-32(a-10), requiring that by the beginning of the 2027-28 school year, districts with grades 9-12 state in their policy that “a student who meets State standards” will, in the following school term (the 2028-29 school year), be automatically enrolled in the next most rigorous level of advanced coursework offered by the high school. Nothing in the law prohibits districts from continuing to offer automatic enrollment to students who meet State standards before the 2028-29 school year. Consult with the board attorney to determine whether to keep or strike “meets or” from Item #4 and its subsections (a)-(c).

Though not set forth explicitly in the statute, ISBE asserts that ~~this provision~~ 105 ILCS 5/14A-32(a-5), amended by P.A.s 102-209 and 103-743, is limited to “[d]istricts with grades 9-12.” See ISBE *Accelerated Placement Policy Guidance for Districts Frequently Asked Questions* (September 2022/May 2024), at: www.isbe.net/Documents/Accelerated-Placement-Act-FAQ.pdf. The FAQ further explains that districts must “have the automatic enrollment policy in place prior to the start of the school year 2023-24 and districts will use scores from that school year to automatically enroll students during school year 2024-25.” ~~Id.~~

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student’s postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-15), amended by P.A. 102-209 and renumbered by P.A. 103-743. See [sample administrative procedure 6:135-AP, Accelerated Placement Program Procedures](#).

For a description of State assessments, see www.isbe.net/Pages/Assessment.aspx.

¹² Optional and only for districts with grades 9-12. 105 ILCS 5/14A-32(a-20), added by P.A. 103-743.

underrepresented in accelerated placement programs and advanced coursework.¹³ Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate. ¹⁴

LEGAL REF.: 105 ILCS 5/14A.
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted),
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools)

DRAFT

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¹³ Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, community-based organizations, and providers of out-of-school programs, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework[.]”

¹⁴ Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

Instruction

Guidance and Counseling Program ¹

The School District provides a guidance and counseling program for students.² The Superintendent or designee shall direct the District’s guidance and counseling program. School counseling services, as described by State law, may be performed by [school counselors or licensed educators with a school support personnel endorsement in the area of school counseling](#)~~a qualified guidance specialist or any certificated staff member~~.³

[For Elementary and Unit Districts]

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

[For High School and Unit Districts]

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student’s career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military,

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¹ State or federal law controls this policy’s content.

² School boards may employ [school counselors](#). 105 ILCS 5/10-22.24a, amended by P.A. 102-894. 105 ILCS 5/10-22.24b, amended by P.A. ~~s~~ 102-876, [103-542, and 103-780](#), provides an extensive but non-exhaustive list of [permissible](#) school counseling services, including [but not limited to providing: educational opportunities for students, teachers, and parents on mental health issues; academic, social-emotional, and college and career supports to all students irrespective of special education or Section 504 status; and collaborating as a team member in Multi-Tiered Systems of Support and other school initiatives](#)~~counseling services for students in need of special education services or who have a federal Section 504 plan and discussion of all post-secondary education options, including four year colleges or universities, community colleges, and vocational schools.~~

All districts must conduct a comprehensive needs assessment to determine the scope of pupil needs in the areas of guidance and counseling, psychological, social work, and health. 23 Ill.Admin.Code §1.420(q).

The Children’s Mental Health Act requires districts to develop protocols for responding to students with social, emotional, or mental health needs that impact learning. 405 ILCS 49/, amended by P.A. 102-899. See f/n 3 in sample policy 6:65, *Student Social and Emotional Development*, for further information. See sample policy 7:250, *Student Support Services*, and sample administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Needs*.

³ Optional. 105 ILCS 5/10-22.24b, amended by P.A. ~~s~~ 102-876, [103-542, and 103-780](#), provides that [school counselors as defined in 105 ILCS 5/10-22.24a or any qualified professional, including other individuals who hold a Professional Educator License with a endorsed school support personnel endorsement in the area of school counseling under 105 ILCS 5/21B-25-](#) may provide school counseling services. The following optional sentence recognizes the importance of interventions; however, it creates duties that are not present in law. This is a classic “who, gets what, for how much” issue.

The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance.

may be given access to the school campus in order to provide students and parents/guardians with information.⁴

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §1.420(q).

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

ADMIN. PROC.: 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

DRAFT

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⁴ A district must provide military recruiters and state public institutions of higher education access to students if it has provided such access to persons or groups who tell students about educational or occupational opportunities. 105 ILCS 5/10-20.5a, amended by P.A. 103-204, ~~eff. 1-1-24~~. By 1-1-24, districts ~~must~~were to make student directory information electronically accessible through a secure centralized data system for official recruiting representatives of the armed forces and for State public institutions of higher education. Id.

Such access must be consistent with the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g). Id. Another federal law requires a secondary school to grant military recruiters and institutions of high learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. 20 U.S.C. §7908. See also sample administrative procedure 7:340-AP1, *School Student Records*, and sample exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

Students

Equal Educational Opportunities ¹

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race,² nationality origin, religion, sex,³ sexual orientation, ancestry, age, physical or mental disability, gender identity,⁴ status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.⁵ Further, the District will not knowingly enter into

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¹ State or federal law requires this subject matter be covered by policy and controls this policy's content.

² The Ill. Human Rights Act (IHRA) defines *race* to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5), added by P.A. 102-1102. The Ill. Dept. of Human Rights' (IDHR) jurisdiction over schools as "places of public accommodation" is limited, see f/n 4, below. See also sample policy 7:160, *Student Appearance*, regarding hairstyles associated with race.

³ With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §1681(a). Prohibited sex discrimination in violation of Title IX includes sex-based harassment and "discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." 34 C.F.R. §§ 106.2, 106.10. See sample policy 2:265, *Title IX Grievance Procedure*, for further discussion.

⁴ Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality origin, religion, etc. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, insert the following in place of "gender identity,": gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression.

If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of sample policy 7:20, *Harassment of Students Prohibited*, but note the protected statuses list in this policy is different and should not be copied from here into 7:20, *Harassment of Students Prohibited*.

See [sample administrative procedure 7:10-AP1, *Accommodating Transgender, Nonbinary, or Gender Nonconforming Students*](#), for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see [sample exhibit 7:10-E, *Equal Educational Opportunities Within the School Community*](#).

⁵ Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982))."

agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*.⁶ Any student may file a discrimination [grievance/complaint](#) by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination 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*.⁷

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775 ILCS 5/1-102(A), amended by P.A.s 103-472 and 103-785, eff. 1-1-25, lists the following protected categories: race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, reproductive health decisions, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations, including in elementary, secondary, and higher education. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, and its footnotes for definitions of some of these terms.

The IHRA prohibits schools from discriminating against students on the bases of reproductive health decisions. 775 ILCS 5/1-103(Q), amended by P.A. 107-783, eff. 1-1-25. See 775 ILCS 5/1-103(O-2), amended by P.A. 103-785, eff. 1-1-25, for a definition of reproductive health decisions.

The IHRA and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/1-103(Q), 5/5-101(11), and 5/5-102; 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the “actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person’s designated sex at birth.” 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms, 775 ILCS 5/5-103.

775 ILCS 5/1-102(A) makes order of protection status a protected category.

The IHRA’s jurisdiction in regard to schools as places of public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying or refusing full and equal enjoyment of facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2, amended by P.A. 102-1102.

⁶ 23 Ill.Admin.Code §200.40(g) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Girl Scouts. Note that the U.S. Supreme Court refused to apply [N.J. New Jersey’s](#) public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts’ freedom of expressive association. [Boy Scouts of America v. Dale](#), 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. [Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

⁷ Districts must have a grievance procedure. See the Legal References following this policy and 105 ILCS 5/22-95 ([final citation pending](#)), added by P.A. 103-472, [eff. 8-1-24](#), regarding the internal complaint process for claims of discrimination on the basis of race, color, or national origin, which is addressed in sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board’s decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

Sex Equity⁸

No student shall, based on sex, sexual orientation, or gender identity⁹ be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).¹⁰

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⁸ Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying or refusing an individual full and equal enjoyment of its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2, amended by P.A. 102-1102), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101(11)). Every four years, districts must evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §200.40(e).

~~With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." 20 U.S.C. §1681(a). Every four years, districts must survey students about their athletic interests and must use survey results in planning for the future and assessing current program comparability. 23 Ill.Admin.Code §200.80(b)(1). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's Title IX implementing regulations rules. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, *Title IX Grievance Procedure*, for further discussion.~~

105 ILCS 5/10-20.60 requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.63, amended by P.A. 102-340, requires school districts to make menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in bathrooms of every school building that is open for student use in grades 4 through 12 during the regular school day. **Note:** While P.A. 102-340 expanded the availability of menstrual hygiene products to students in grades 4 and 5, it did not expand the definition of *school building*, which remains defined as serving students in grades 6 through 12. Consult with the board attorney about implementing this law.

⁹ For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n 43 above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

¹⁰ Districts must have a sex equity grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures as well as Title IX. See sample policies 2:260, *Uniform Grievance Procedure*, at f/n 9, and 2:265, Title IX Grievance Procedure.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

[Any student may file a sex discrimination complaint by using Board policy 2:265, Title IX Grievance Procedure.](#)

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator.¹¹ The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. ¹²

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 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.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
Ill. Constitution, Art. I, §18.
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 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), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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¹¹ Required by regulations implementing Title IX. 34 C.F.R. §106.8(a). See ~~f/ns-22 and 253~~ in sample policy 2:260, *Uniform Grievance Procedure*. If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator."

¹² Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students¹

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
2. Entering the sixth and ninth grades;³ 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).⁴

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.⁵

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.⁶
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.⁷
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.⁸ A student will not be excluded from

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¹ State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, ~~amended by P.A. 101-643~~. Immunization requirements are found in 77 Ill.Admin.Code §665.240. A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of Tuberculosis. See also *Questions & Answers Regarding School Health Requirements*, revised May 2013, and available at: www.dhs.state.il.us/onenetlibrary/27897/documents/schoolhealth/faq_2013.pdf.

² 105 ILCS 5/27-8.1(1); 77 Ill.Admin.Code §§665.140 and 665.240 *et seq.*

³ *Id.*

⁴ *Id.* If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §665.140(b).

⁵ 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(1). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

⁶ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.130.

⁷ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.700.

⁸ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code Part 664. The health care provider must only record whether or not the social and emotional screening was completed.

school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.⁹

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.¹⁰
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.¹¹
6. The District will provide informational materials regarding influenza, and influenza vaccinations, ~~meningococcal disease, and meningococcal vaccinations~~ developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.¹²

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.¹³ New students who register after October 15 of the current school

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⁹ 105 ILCS 5/27-8.1(2.5); 77 Ill.Admin.Code §664.140. Item #3 may be supplemented with any of the following options:

Option 1: If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

Option 2: Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Option 3:(The use of both Option 1 and 2.)

- a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented by October 15 of the current school year, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
- b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Note: Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

¹⁰ Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2.

¹¹ This sentence restates the requirement in the Communicable Disease Prevention Act regarding HPV-related cancer prevention. 410 ILCS 315/2e.

¹² 105 ILCS 5/27-8.1(8.5), amended by P.A. 103-985, eff. 1-1-25.

¹³ 105 ILCS 5/27-8.1(5), amended by P.A. 101-513, requires compliance by October 15 unless a district establishes an earlier date with 60 days' notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1(5). 105 ILCS 5/27-8.1(2.5) exempts developmental or social and emotional screenings from the exclusion from school requirement.

year shall have 30 days following registration to comply with the health examination and immunization regulations.¹⁴ 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.¹⁵ 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.¹⁶ 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.¹⁷

Eye Examination ¹⁸

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. ¹⁹

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

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Note: 77 Ill.Admin.Code §665.240(n) states "It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent's or legal guardian's written consent for the child's participation in a school or other community immunization program." Consult with the board attorney about the impact this regulation may have on the district's ability to and procedures for excluding students for non-compliance with this policy.

¹⁴ This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/27-8.1(5). Consult the board attorney about establishing timeframes other than 30 days.

¹⁵ This sentence and the following sentence restate 105 ILCS 5/27-8.1(5).

¹⁶ Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

¹⁷ 105 ILCS 5/27-8.1, ~~amended by P.A. 101-643.~~

¹⁸ Required by 105 ILCS 5/27-8.1(1.10), ~~amended by P.A. 101-643,~~ and 5/27-8.1(2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §§665.150 and 630 prescribe the statewide eye examination report form, available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

¹⁹ While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parents/guardians to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child's parent/guardian a written notification stating (105 ILCS 5/27-8.1(2)):

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

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 ²⁰

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

Exemptions ²¹

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. ²²
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.

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²⁰ Required by 105 ILCS 5/27-8.1(1.5), ~~amended by P.A. 101-643~~. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 *et seq.* §§665.150 and 430 prescribe the statewide dental examination report form, available at: www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf or 77 Ill.Admin.Code §665, Appendix D.

²¹ *Id.*; 105 ILCS 5/27-8.1(1.10), ~~amended by P.A. 101-643~~, and 5/27-8.1(8).

²² *Id.*; 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on IDPH's website at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/religious-exemption-form-081815-040816.pdf>. To direct parents/guardians to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see [sample exhibit 7:280-E2, Exhibit—Reporting and Exclusion Requirements for Common Communicable Diseases](#). The IDPH maintains ~~a helpful school health~~ [communicable diseases guidance for school nurses, which includes a](#) chart detailing mode of transmission, symptoms, incubation period, period of communicability, criteria for exclusion from school, reporting requirements, and prevention and control measures at: ~~https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html~~ <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>.

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.²³ ~~School~~ 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 5/27-8.1 and 45/1-20.
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~~Communicable 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)

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²³ Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

Students

Prevention of and Response to Bullying, Intimidation, and Harassment¹

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

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¹ All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years, no later than September 30 of the review year. 105 ILCS 5/27-23.7, amended by P.A.s 102-894 and 103-47; 23 Ill.Admin.Code §1.295. The policy must be based on ISBE's template for a model bullying prevention policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf), contain all requirements of 105 ILCS 5/27-23.7, indicate the date of adoption (by month, day, and year), and be filed electronically each review year through ISBE's IWAS system. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47; 23 Ill.Admin.Code §1.295(b), (c). ISBE monitors policy implementation, including by providing technical assistance upon receipt of an allegation by a parent/guardian that a school or district has not substantially complied with its bullying policy. 23 Ill.Admin.Code §1.295(e), (f). If a district fails to file its policy by the deadline or submits a deficient policy, ISBE will provide a written request for filing and provide the district with technical assistance and resources to assist it in meeting bullying policy requirements and, as appropriate, notify the district's regional office of education or intermediate service center. 105 ILCS 5/27-23.7(d), amended by P.A. 102-894; 23 Ill.Admin.Code §1.295(eg). If the district still fails to file its policy within 14 days of receipt of ISBE's written request, ISBE shall issue a letter of non-compliance (23 Ill.Admin.Code §1.295(e)(3)) and publish notice of non-compliance on its website (105 ILCS 5/27-23.7(dg)(3)).

This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See sample policy 7:190, *Student Behavior*, and sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n 9, below.

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE ~~must adopt~~ rules for data submission require that data be submitted electronically on a form approved by ISBE and include but are not limited to: (1) a record of each verified allegation of bullying and action taken; ~~and~~ (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics; ~~and~~ (3) a record demonstrating that the district adhered to its bullying policy. ~~Id~~ 23 Ill.Admin.Code §1.295(h). See www.isbe.net/Pages/Bullying-Prevention.aspx for ISBE's *Racism-Free Schools Law and Bullying Prevention Data Collection Guidance (8-7-24)* and [Bullying Racism Free Schools Data Collection Template](#).

a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: ²

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

Definitions from 105 ILCS 5/27-23.7 ³

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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² This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. With the exception of order of protection status, the protected statuses are mandated by the bullying prevention statute. *Order of protection status* is not a basis for bullying in 105 ILCS 5/27-23.7, amended by P.A.s 102-894 and 103-47, but it is listed here because the Ill. Human Rights Act (IHRA) prohibits harassment based on *order of protection status*. 775 ILCS 5/1-103(K-5), (Q). Including *order of protection status* in the list of protected statuses aligns with the protected statuses listed in sample policy 7:20, *Harassment of Students Prohibited*.

³ All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: www.cyberbullying.org/, and the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov, discussed in f/n 1, para. 3 of sample policy 4:170, *Safety*.

another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (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. ⁴

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. ⁵

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. ⁶

1. The District uses the definition of *bullying* as provided in this policy. ⁷
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is

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⁴ 105 ILCS 5/27-23.7(b), amended by P.A. 102-241.

⁵ 105 ILCS 5/27-23.7(b), amended by P.A. 102-197.

⁶ Each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)(1) - (b)(12), and the requirements of 105 ILCS 5/27-23.7(b)(13) are included in numbered requirement 4. As a result, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

⁷ 105 ILCS 5/27-23.7(b), para. 3(1). See f/n 4, above and ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf.

A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying; and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

comfortable speaking.⁸ 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.⁹ 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: ¹⁰

Name

Address

Email

Telephone

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

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

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⁸ The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with sample policy 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

⁹ 105 ILCS 5/27-23.7(d), requires that “[s]chool personnel available for help with a bully or to make a report about bullying” be made known to parents/guardians, students, and school personnel.

¹⁰ Sample policy 2:260, *Uniform Grievance Procedure*, states that a district’s Nondiscrimination Coordinator also serves as its Title IX Coordinator. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators’ names separately in this policy. Best practice is that throughout the district’s board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

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. ¹¹

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. ¹²

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. ¹³
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 expulsion¹⁴ with regard to students.

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¹¹ 105 ILCS 5/10-20.14 contains a similar requirement. See sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

¹² This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 102-894.

¹³ A grant may be available from ISBE for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.180 and 3.181, added by P.A. 101-438 and renumbered by P.A. 102-558. A list of grant funding opportunities is available at: www.isbe.net/Pages/Grants.aspx. ISBE is also directed to create the Illinois Bullying and Cyberbullying Prevention Fund, through which a grant may be available to support anti-bullying programming. 30 ILCS 105/5.9970 and 105 ILCS 5/27-23.7(i)-(j), all added by P.A. 103-47.

¹⁴ Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). See sample policies 7:200, *Suspension Procedures*, at f/n 8 and 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

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. ¹⁵
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: ¹⁶
 - 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:

- i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- ii. 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
- iii. 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: ¹⁷

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¹⁵ 105 ILCS 5/27-23.7(b)(10), amended by P.A. 103-47.

¹⁶ 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above.

¹⁷ The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

- 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~~ discrimination 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*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material,

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The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. ¹⁸

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children’s Mental Health Act.
775 ILCS 5/1-103, 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), 7:315 (Restrictions on Publications; High Schools)

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¹⁸ For elementary districts, delete: ~~and 7:315, Restrictions on Publications; High Schools~~ and delete the Cross Reference to 7:315, *Restrictions on Publications; High Schools*. For high school districts, delete ~~7:310, Restrictions on Publications; Elementary Schools, and~~ and delete the Cross Reference to 7:310, *Restrictions on Publications; Elementary Schools*. In both cases, revise the beginning of the sentence to read: “These policies prohibits students from and provides.”

Students

Suspension Procedures¹

In-School Suspension²

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:³

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

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¹ State law requires districts to have a policy on student discipline. 105 ILCS 5/10-20.14, [amended by P.A. 103-896](#); 23 Ill.Admin.Code §1.280. State or federal law controls this policy's content.

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions. 105 ILCS 5/10-22.6(b), [amended by P.A. 103-896](#). See [sample policy](#) 7:190, *Student Behavior*, for such an authorization.

² An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), [amended by P.A. 103-896](#). Providing programming during in-school suspensions is not required; however, providing educational programs during in-school suspensions will help distinguish them from exclusionary suspensions. See f/n 43 in [sample policy](#) 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs. Contact the board attorney for advice concerning amending this section.

20 ILCS 1705/76, [added by P.A. 101-45](#), requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us.

³ Suspension procedures are required by State law. 105 ILCS 5/10-22.6, [amended by P.A. 103-896](#). The right to attend school is a property right protected by the due process clause of the U.S. Constitution. [Goss v. Lopez](#), 419 U.S. 565 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension; and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. [Sieck v. Oak Park-River Forest High Sch.](#), 807 F.Supp. 73 (N.D. Ill. 1992).

~~105 ILCS 5/10-22.6(b) allows a student who is suspended in excess of 20 school days to be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. A student cannot be denied transfer because of the suspension, except in cases in which such transfer is deemed to cause a threat to the safety of students or staff in the alternative program.~~

~~Consult the board attorney for assistance if a suspension will exceed 10 consecutive school days. Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20 consecutive day suspension should be treated as an expulsion. [Goss v. Lopez](#), 419 U.S. 565 (1975). For further discussion, see f/n 43 in [policy](#) 7:190, *Student Behavior*.~~

2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;⁵
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:⁶
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:⁷
 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student,⁸ and

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⁴ 105 ILCS 5/10-22.6, amended by P.A. 103-896.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

⁵ Required by 105 ILCS 5/10-22.6(b-30).

⁶ 105 ILCS 5/10-22.6(b-15) explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. **Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).**

⁷ 105 ILCS 5/10-22.6(b-20). School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted;" and (2) whether "the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context.

⁸ While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. 105 ILCS 5/10-22.6(b-20). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

3. That the student’s continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of [54](#) or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension. ⁹
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.¹⁰ At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.¹¹ After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board’s written suspension decision shall specifically detail items (a) and (e) in number 4, above. ¹²

LEGAL REF.: [Goss v. Lopez](#), 419 U.S. 565 (1975).
 105 ILCS 5/10-20.14, 5/10-22.6.
 23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities),
 7:190 (Student Behavior), 7:220 (Bus Conduct)

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Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to ~~teachers, administrators, all school personnel, school board members, and school resource officers, and staff~~ on the [requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14](#), adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, [trauma-responsive learning environments as defined in 105 ILCS 5/3-11\(b\)](#), ~~the~~ appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. 105 ILCS 5/10-22.6(c-5), [amended by P.A. 103-896](#).

⁹ 105 ILCS 5/10-22.6(b-25), [amended by P.A. 103-896](#). [In consultation with stakeholders, the Ill. State Board of Education \(ISBE\) must draft and publish guidance for the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting by 7-1-25. Id.](#)

¹⁰ A board may hear student disciplinary cases in a meeting closed to the public. 5 ILCS 120/2(c)(9).

¹¹ 105 ILCS 5/10-22.6(c), amended by P.A. 102-539.

¹² 105 ILCS 5/10-22.6(b), [amended by P.A. 103-896](#).

Community Relations

Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson.¹ The [Board, in collaboration with the Superintendent or designee](#), shall plan and implement a District public relations program that will:²

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. ~~Secure~~ Ensure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's goodwill, respect, and ~~trust~~ confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media and community accurately informed.
8. ~~Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.~~

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using [District](#)

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¹ [In alignment with the IASB Foundational Principles of Effective Governance, the school board president is the board's spokesperson \(see sample policy 2:110, Qualifications, Term, and Duties of Board Officers\) and the superintendent is the district's spokesperson.](#)

² These objectives are examples only and should be customized for each district. [The board and superintendent should have a conversation regarding which objectives the board, superintendent, or both the board and superintendent together will implement. The District Safety Coordinator is identified as the responsible person for compiling information and preparing communications covering an emergency or crisis \(4:170 API, Comprehensive Safety and Security Plan\).](#) An alternative to the entire first subhead follows:

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The [Board, in collaboration with the Superintendent or designee](#), shall plan and implement a District public relations program to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; ~~emergency communications in coordination with the District Safety Coordinator~~; the District website and social media [accounts/platforms](#); and other efforts to reach all audiences using suitable mediums.

social media ~~platforms~~accounts,³ e.g., Facebook, Twitter, etc., and/or sending to the news media.

2. News conferences, ~~and~~ interviews, and official Board or District statements, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. As official spokesperson for the Board, the Board President will communicate on behalf of the Board to the news media and community. Statements made by Board members when not authorized by the Board will be considered personal comments of the Board member, and Board members are encouraged to identify such statements as their personal opinions. Official Board or District statements (other than those made directly to the media) will be made through the District website and/or its social media accounts, at official District events, or through other official communication methods, such as District email or mailings. Individuals may speak for the District only with prior approval from the Superintendent.⁴
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
- ~~2.4.~~ Other efforts that highlight the District's programs and activities.⁵

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³ The U.S. Supreme Court case, *Lindke v. Freed*, 601 U.S. 187 (2024), held that a government official's speech on social media is attributable to the government if the official: (1) has actual authority to speak on behalf of the government on a particular matter; and (2) purports to exercise that authority when speaking on social media. If an official's speech on social media is attributable to the government, then the official's social media posts will be subject to scrutiny under the First Amendment. Social media accounts of government officials that are clearly labeled as personal (e.g., "This is the personal page of [insert name]") or with a disclaimer (e.g., "the views expressed are strictly my own") are presumed to contain only personal posts, though that presumption can be challenged depending on the particular facts. *Id.* The Court did not distinguish between elected or appointed government officials and employees, suggesting that the same test would apply to government employees.

Because those who post on a District's social media accounts typically have authority to speak on the district's behalf, such accounts are likely either limited public forums (also referred to as nonpublic forums) or public forums. See, e.g., *People for the Ethical Treatment of Animals v. Tabak*, 2024 WL 3573661 (D.C. Cir. 2024) (finding the National Institutes of Health's (NIH) social media accounts were limited public forums because use of the accounts was limited to discussion of certain subjects; however, the NIH violated the First Amendment when it filtered out comments based on the plaintiff's viewpoints). ~~*Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018) (holding that the @realDonaldTrump Twitter account is a public forum under the First Amendment; therefore, (a) it could not exclude plaintiffs based simply on their views because excluding them on that basis is a violation their First Amendment right to petition their government, and (b) by purging critics from the @realDonaldTrump account, the White House deprived those who remained in the public forum the opportunity to hear the critics).~~ Consider that school districts are different than the President of the United States/federal government agencies and must ensure other duties to students, e.g., safety and security, which may require excluding certain comments from the district's social media accounts.

⁴ In alignment with the IASB "Foundational Principles of Effective Governance," the school board president is the board's spokesperson (see 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district's spokesperson. See f/n 1, above. This item aligns with sample policy 2:110, *Qualifications, Term, and Duties of Board Officers*, and the board member oath of office in 105 ILCS 5/10-16.5, which requires board members to swear or affirm that they "shall recognize that a board member has no legal authority as an individual and that decisions can only be made by a majority vote at a public board meeting." Making official statements through the district's website and official social media accounts, rather than through personal or "mixed use" accounts is a best practice and a strategy to mitigate First Amendment liability for board members and employees who communicate through social media platforms. Additionally, it is a best practice for board members or employees with social media accounts to clearly label their personal accounts as personal and limit district-related communications to official district accounts. See the *Lindke v. Freed* case, discussed in f/n 3, above.

⁵ Examples of such programs include senior citizens' brunches, realtors' luncheons, and building tours.

Community Engagement⁶

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools. Effective community engagement is essential to create trust and support among the community, Board, Superintendent, and District staff.⁷

The Board, in consultation with the Superintendent, ~~determines the purpose(s) and objective(s) of any community engagement initiative~~ articulates the District's community engagement goals.

~~For each community engagement initiative:~~

- ~~1. The Board will:~~⁸
 - ~~a. Commit to the determined purpose(s) and objective(s), and~~
 - ~~b. Provide information about the expected nature of the public's involvement.~~
- ~~2. The Superintendent will:~~⁹
 - ~~a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),~~
 - ~~b. At least annually, prepare a report for the community engagement initiative, and/or~~
 - ~~c. Prepare a final report of the community engagement initiative.~~

The Board will periodically: (1) review whether its community engagement ~~initiative~~ goals(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual ~~initiative~~ tactics.

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

⁶ This section is optional. A board that includes this subhead should complete the work necessary to develop and implement ~~a~~ community engagement ~~goals~~ initiative. See *Connecting with the Community: The Purpose and Process of Community Engagement as Part of Effective School Board Governance (Connecting with the Community)* at www.iasb.com/IASB/media/Documents/communityengagement.pdf. This publication and other materials about community engagement are listed at: www.iasb.com/training/connecting-cfm. For training resources, see www.iasb.com/conference-training-and-events/training/workshops/reflecting-on-communication-and-community-engageme/ and www.iasb.com/about-us/publications/journal/2022-illinois-school-board-journal/september-october-2022/engaging-with-the-community-%C2%A0a-time-to-reflect-and/.

The community engagement process differs from public relations (discussed in the **Public Relations** section, above) or public polling. Public relations push out information to the community. Public polling pulls information or opinions from the community. While most school districts understand how to push and pull information from their communities, the community engagement process is part of the two-way conversation for school boards that involves listening. Listening should not be limited only to the public comment period during board meetings. It is reaching out to the community and having conversations not only with parents but other community members, and then taking into consideration their thoughts and ideas as boards make their decisions. This method of listening must be purposeful for community engagement to work as intended.

⁷ ~~Optional. These statements are based on IASB's Foundational Principles of Effective Governance, principle #2, "The board connects with the community."~~ ~~The first~~ s sentence applies the definition of community engagement to a board and its school district. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance/. See *Connecting with the Community*, pg. 9, at www.iasb.com/IASB/media/Documents/communityengagement.pdf.

An alternative introductory sentence that repeats the definition of community engagement follows: "For purposes of this policy, community engagement is the process that school boards use to actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools."

⁸ ~~This action clarifies a board's reason(s) for engaging its community in an initiative and frames it to share with all participants in the process. Connecting with the Community, pg. 10.~~

⁹ ~~See Connecting with the Community at pg. 10 for examples of resources that a superintendent could use to implement the board's purpose and objectives.~~

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: January 9, 2025
To: Board of Education
From: Michael Bogner, Purchasing and Transportation Supervisor
Tim Keeley, Associate Superintendent for Business Services
Subject: Discussion - Grand Prairie Transit Contract Amendment

Background

At the November 17, 2022 meeting, the Board of Education approved a bid contract with Grand Prairie Transit. This comprehensive contract included the main transportation needs of the District, including Regular Education, Special Education and co-curricular transport services.

Executive Summary

During periodic route reviews last spring, both the contractor and transportation team identified several “shuttle routes” that remained active, providing for late start inbound and early release outbound transport for students at all buildings. This service was developed during the pandemic as a means to accommodate social distancing-driven course scheduling and provide service for the large number of students with abbreviated daily attendance schedules. However, in consultation with Teaching and Learning and building leadership, it was determined that the service was no longer required. This decision was driven by course schedule enrollment data as well as actual ridership data derived from our on-board attendance system.

This shuttle service accounted for a significant portion of driver hours in the base contract that was approved in 2022, therefore the reduction of these routes would result in a material contractual variance. Both parties have mutually agreed on a hybrid reconciliation process that will allow for the contractor to maintain the base labor hours and ensure that the District receives a fair reduction in overall service costs. The formula takes into account any new routes added since contract inception, therefore results in an accurate assessment of operational scope. The tenets of this process are memorialized in the attached, attorney-reviewed, contract amendment.

Recommendation

This item is for discussion purposes only at this time and will be brought back for Board action at the January 23, 2025 Board of Education Meeting.



Dr. Scott Rowe
Superintendent

Date: January 9, 2025
To: Board of Education
From: Tim Keeley, Associate Superintendent for Business Services
Jeffrey Smith, Director of Research and Evaluation
Subject: Action Item - Proposed Approval of Multi-Year Tableau Contract

Executive Summary

Tableau is an advanced data analytics software system that the District uses for student performance analysis, trend analysis, predictive analytics, state and federal reporting, ISBE compliance, grant management, and more. The District began using Tableau in 2015 for assessment analytics and tracking of the Redefining Ready College and Career Indicators. More recently, Tableau data dashboards have been developed for operations, as well as financial analysis and forecasting rather than purchasing similar, but potentially duplicative software and technology infrastructure systems.

The 2024 payment to our third party educational vendor for the current on-premises server platform software and staff user licenses (600) was \$23,775. Due to price restructuring it is projected to be over \$34,000 for 2025. By changing to a Cloud platform and a multi-year contract directly with Salesforce, Tableau’s parent company, the district will be able to:

- A) Double user licenses to 1,200 which will offer more access and resources for staff;
- B) Reduce operational costs of maintaining the software on the District server, and take advantage of enhanced security of the Cloud platform,
- C) Eliminate the replacement of physical servers within the next couple of years by transitioning to the Cloud platform (approximately \$33,000 for two servers), and repurpose the existing servers to District Information Technology needs;
- D) Save approximately \$35,000 over five years with a multi-year contract without incurring the annual price increases of a yearly contract.

This contract does not require a bid as it is considered sole source due to the Cloud hosting product that can only be provided by the parent company.

<u>Vendor</u>	<u>Anticipated Annual Total</u>
Salesforce, Inc.	\$ 34,866

Recommendation

The Board of Education accepts the contract from Salesforce, in the anticipated annual amount of \$34,866 for a five-year total estimated amount of \$174,330 for the purchase of data analytics software and cloud hosting services.



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: January 9, 2024
To: Board of Education
From: Patrick Mogge, Director of Community Engagement and Outreach
Subject: Approval of HP Latex R2000 Large Format Printer service plan

Background:

While it is not required by School Code to bid copier leases, 105 ILCS 5/10-23.4a requires an affirmative vote of two-thirds of the members of the Board of Education in order to enter into an equipment lease “for a period of not to exceed 5 years for such equipment and machinery as may be required for corporate purposes.”

The Board of Education previously approved leases for new equipment for Studio 214, including an HP Latex R2000 Large Format Printer, which originally included an 18-month service agreement. This contract is for a PLUS Professional service plan for a term of 60 months. Paragraph 10(g) permits the District to cancel the contract on 30 days notice if the Eligible Product (HP Latex R2000 Plus Printer) is sold or otherwise removed from the Installation Location. The monthly service cost is \$1,596.00 after a 20% discount.

The agreement ensures the continued operation and maintenance of the HP Latex R2000 Printer used in Studio 214 for print production. Key terms of the agreement include:

- Monthly Service Charge: \$1,596.00
- Unlimited onsite support visits during business hours
- Covered spare parts, labor, and travel included
- Software and firmware updates designated for optimal performance

The service contract supports critical operations for Studio 214 and ensures minimal downtime for essential printing services.

Recommendation:

Administration and legal counsel have reviewed the service lease agreement for the HP Latex R2000 Large Format Printer with HP Inc. under the terms outlined in the attached agreement, effective January 25, 2025, for a 60-month term and recommends approving the service agreement.

HP SERVICE SUPPORTING MATERIAL

This document, including any and all attached exhibits (the "Supporting Material"), by and between the HP Entity named below ("HP") and the customer named below ("Customer"), states the terms and conditions under which services will be provided with respect to the product(s) listed herein ("Eligible Product(s)"). This Supporting Material supplements the HP Customer Terms On-Line as set forth at <http://www8.hp.com/us/en/terms-of-sale.html> ("Agreement"), and all terms in such Agreement shall be applicable to the services provided under this Supporting Material. The terms of this Supporting Material shall take precedence in the event of a conflict between the Agreement and this Supporting Material.

Customer agrees that in no event shall a purchase order or related documents or communications issued by Customer amend, modify or supplement any of the terms and conditions of this Agreement and/or any related Supporting Materials. This Supporting Material supersedes all prior oral or written quotations, proposals and communications between HP and Customer related to services for the Eligible Product(s) identified herein.

This offer is issued on 12/20/2024 and shall expire 01/31/2025 unless executed by Customer prior to expiration date. Once executed by both parties, this Supporting Material is an accepted Order under the Agreement.

1. Definitions.

Terms which are defined in the Agreement and used in this Supporting Material shall have the same meaning as in the Agreement. In addition, for purposes of this Supporting Material, the following terms have the meanings indicated below:

- a. "PWP" means the PageWide Web Press Product(s), and any included components when sold as a system.
- b. "PWI" means the PageWide Industrial Product(s) or Scitex Printer(s)/Press(es) and any included components when sold as a system.
- c. "LFP" means the Large Format Production Latex Printer(s), and any included components when sold as a system.
- d. "Completion of Installation" or "COI" means the date upon which the Product(s) have been fully installed at the Site and have successfully completed all HP required testing.
- e. "Customer Self Replaceable Parts" or "CSR Parts" are components of the Eligible Product(s), as determined by HP, which are replaceable by Customer without onsite assistance from HP.
- f. "Supplies" means, but is not limited to, HP Branded inks, bonding agents, printheads, UV lamps and web wipe cassettes and other related materials where applicable, supplied by HP for use with the HP Product(s) (also referred to as "Hardware" or "Press").
- g. "Qualified Operator" means Customer's personnel who have successfully completed HP required technical training on the operation of the Product(s).
- h. "Customer Technician" means Customer's personnel who have successfully completed HP required technical training in order to perform maintenance of the Product(s).
- i. "Site" means Customer designated location, being the "Site Location" set forth in Exhibit A, where the Product(s) will be placed.
- j. "Wear Parts" means, but is not limited to, parts such as lamps, bulbs, batteries, belts, rollers, filters, cutter blades, hosing, and tubing, which have an expected usage period, at the conclusion of which they are fully utilized and no longer considered operable.

2. Pricing and Taxes.

- a. All pricing information is presented in US Dollars (USD) and is honored only in the United States and Canada. Upon execution of this Supporting Material, prices stated on the Exhibit(s) shall remain valid until fulfillment of this Supporting Material.
- b. The monthly fee for service of the Eligible Product(s) is set forth in Exhibit A (the "Monthly Service Charge"). The Monthly Service Charge shall be billed in advance, as of the corresponding service start date.
- c. Prices are exclusive of any applicable sales, use, value added or similar taxes. For Orders with a ship-to address in Canada, prices are also exclusive of any applicable Canadian Goods and Services Tax/Harmonized Sales Tax/Quebec Sales Tax ("GST/HST/QST") and any applicable Provincial Sales Tax ("PST"). If Customer is exempt from sales, services, or similar tax, a valid Resale Certificate/Exemption Certificate must be provided to HP. If a Certificate is not provided or if the Certificate is not made out to the HP entity named below, the applicable tax will be charged in addition to the stated price.

Is Customer exempt from State/Provincial sales/use tax for this Order?

Yes No 

- d. If submitting a Manufacturing Tax Exempt Certificate, Customer must confirm that all products and supplies purchased from HP will be used in the manufacturing process and are tax exempt.

Is Customer exempt from State/Provincial sales/use tax for this Order for manufacturing?

Yes No 

IF YES, PLEASE PROVIDE TAX EXEMPTION CERTIFICATION WITH ORDER.

3. Services.

- a. Normal Service Hours. "Normal Service Hours" are between the hours of 8:00 a.m. and 5:00 p.m. local time of the Eligible Product(s) installation location, Monday through Friday, excluding statutory and HP designated holidays (for Alaska and Hawaii, "local time" shall mean Pacific Time). Support services performed outside of Normal Service Hours are billed to Customer at HP's then-current Time and Material rates, less any discount set forth in Exhibit A. Customer agrees to and shall pay all such invoices in accordance with the Agreement.
- b. Telephone and Remote Support. HP provides telephone and remote support during Normal Service Hours, unless otherwise specified in Exhibit A. HP may limit or suspend remote support, and instead offer Customer onsite service if in HP's reasonable judgment the remote support is ineffective to resolve the respective issue. If onsite service is not included in Customer's service plan or no onsite service eligibility remains, onsite service shall be billed to Customer at Time and Material rates, less any discount set forth in Exhibit A.
- c. Shared Standard. Customers who complete eligibility requirements have the option to move to the Shared Standard or Parts & Remote programs, if available, after the Initial Term. The Monthly Service Charge will reflect the new rate for the Product(s) in the next billing cycle.
- d. Covered Services. For service plans which include onsite services, upon Customer's request, HP will provide the following onsite services (collectively the "Covered Services"). Only Qualified Operators or Customer Technicians may originate telephone support calls to HP. Travel time and expenses HP personnel incur in connection with these Covered Services are covered unless specifically excluded by the applicable service plan:
- i. Scheduled maintenance for which HP requires a trained HP technician;
 - ii. Unscheduled remedial maintenance, as reasonably requested by Customer, for Product which is not operating properly;
 - iii. Repair or replacement of Covered Parts provided that in the reasonable judgment of HP these parts are found to be faulty or unserviceable during HP's performance of the Covered Services. For Shared Standard service plans, Customer may be charged for Covered Parts, including shipping, where parts usage exceeds comparable parts usage rates for HP's Full Standard service customers;
 - iv. Software and firmware updates designated by HP as recommended for optimal operation of the system, including maintenance patches to existing Press Code Releases, (e.g. a PCR change from 4.3.1 to 4.3.5 is defined as a PCR Update, whereas a change from PCR 4 to 5 is defined as a PCR Upgrade and not included). Unless otherwise agreed by HP in writing, and for those offerings not delivered by HP Software, HP only provides support for the current version and the immediately preceding version of HP branded software, and provided that HP branded software is used with hardware or software included in HP-specified configurations at the specified version level. "Version" means a release of software that contains new features, enhancements, and/or maintenance updates, or for certain software, a collection of revisions packaged into a single entity and, as such, made available to our customers; and
 - v. Field Change Orders (or "FCOs"), designated by HP as mandatory, including the installation of part(s), retrofits or software updates designated by HP as part of the operating system. FCOs which are designated by HP as optional are not included.
- e. Non-HP Branded Product Support. HP may provide support for certain non-HP branded products. If offered, availability, coverage levels, and pricing will be specified in Exhibits attached herein. HP may discontinue support of non-HP branded products if the manufacturer or licensor ceases to provide support for them.

4. Additional Services.

- a. At the request of Customer, and at HP's discretion, HP may provide services in addition to the Covered Services (the "Additional Services"). Additional Services may include but are not limited to special modifications, alterations, and/or changes to the Product(s), painting, refinishing, relocating, adding or removing accessories, attachments or other devices, installing additional wiring, moving other equipment and cables and/or repairing a previously-prepared Site to render the Product(s) operable and any other form of extra work.
- b. Additional Services and all associated travel time, charges and expenses, will be billed to Customer at Time and Material rates unless otherwise provided herein or agreed to in writing by the parties.

5. Parts.

- a. Covered Parts. "Covered Parts" are defined as replacement parts, provided to replace those parts damaged by ordinary breakage and/or wear and tear, as required in HP's reasonable judgment for the maintenance of the Eligible Product(s), and shall be provided to Customer at no additional charge. Covered Parts do not include parts provided as part of Additional Services or listed below as Non-Covered Parts. Covered Parts may consist of new parts, equivalent to new parts, parts that are functionally equivalent or superior to the replaced part, or whole unit replacements. Covered Parts, if designated as returnable, shall be subject to CSR Parts policy set forth herein.
- b. Ordering. HP and Customer agree to order and deliver Covered Parts in accordance with the following procedure:
 - i. Customer will open a call with the HP Customer Care Center;
 - ii. HP's representative will review and approve the request or contact the Customer's Qualified Operator to discuss the request. HP may place the order for Covered Parts on behalf of Customer. HP may limit or suspend delivery of Covered Parts if in HP's reasonable judgment it would be ineffective to resolve the respective issue, and instead offer Customer onsite service which would be billed to the Customer at the current Time and Material rate if Customer does not have remaining eligibility for onsite service visits.
- c. Non-Covered Parts. The following items are "Non-Covered Parts" and must be ordered separately at Customer's expense, including all freight and shipping charges: (i) any parts or tools used in the course of servicing, monitoring and/or troubleshooting the Product(s) (for example, jigs, tools, meters, maintenance kits); (ii) Supplies, (iii) Wear Parts, (iv) any parts excluded from the applicable service plan. Onsite visits by HP to replace Non-Covered Parts are not Covered Services and will be billed to Customer at HP's then-current Time and Material rates. Any Non-Covered Part which HP, in its sole discretion, accepts for return from Customer shall be subject to a restocking fee, which shall be deducted from the credit due to Customer for the returned part.
- d. Title to Covered Parts. Covered Parts shall remain the property of HP until utilized in the Product(s). In addition, HP retains a security interest in all Covered Parts until HP receives payment for the same. Customer acquires the Covered Parts for its own use only and may not sell or otherwise transfer such Covered Parts to any third party. If this Supporting Material is cancelled or terminated, HP will inventory and bill Customer for Covered Parts on hand at the Site not returned to HP within the time specified by HP. Customer will allow HP access to its Site for such inventory during its usual business hours.
- e. Special Provision for Customer Self Replaceable Parts. The following terms shall apply to CSR Parts:
 - i. Customer shall be solely responsible for installation of all CSR Parts provided to Customer; however, Customer may request that HP install or assist in the installation of the CSR Parts which will be billed at HP's then-current Time and Material service rates. During the applicable warranty period or while Customer remains eligible under a HP Service and Supplies Support agreement, HP shall provide covered CSR Parts at no charge to Customer.
 - ii. Once removed, CSR Parts defined as returnable by HP must be returned in the replacement CSR Part packaging via UPS HP-prepaid delivery. If removed CSR Parts are not shipped to HP within fifteen (15) days of HP's shipment of the replacement CSR Parts, HP reserves the right to invoice Customer for the value of the replacement CSR Parts at the then-current list price.

6. Product Eligibility.

- a. Continuous Support. Product(s) not covered by a HP warranty or under a service program or contract with HP immediately prior to (i) the Effective Date, or (ii) the date any Product(s) are added to this Supporting Material subject to these terms, will be subject to inspection by HP to determine eligibility for coverage under this Supporting Material. Customer will pay for the inspection and for any additional services required to make the Product(s) eligible for coverage under this Supporting Material. If Customer allows support coverage to lapse, HP may charge Customer additional fees to resume support services or require Customer to perform certain hardware or software upgrades.

- b. Non-Covered Items. Any items not listed as Eligible Product(s) in Exhibit A are not covered under this Supporting Material.
- c. Shared Standard. Shared Standard service eligibility is contingent upon performance and availability of HP-trained Qualified Operators and Customer Technicians as defined under Required Training herein.
- d. Minimum Configuration. Customer must purchase the same level of support services and for the same coverage period for: (i) all products within a minimum supportable system unit (i.e. all components within a Product); and (ii) all HP Products of the same Product family, as defined by HP, which are installed at the same Customer installation site.
- e. Modifications. In the event of any modification by HP, customer or any third party (except as expressly authorized by HP in writing) of the Eligible Product(s), a new Service Supporting Material will be required.
- f. Relocation.
 - i. Any movement of the Product(s), even at the Customer Site, must be performed by HP pursuant to an HP Relocation Agreement. Unauthorized movement of the Product is likely to result in damage to the Product(s). For software products, any relocation is also subject to the license terms for such software.
 - ii. Customer may be required to execute amended or new Supporting Materials as a result of relocation and may result in changes to support fees.
- g. This Supporting Material will terminate immediately upon any unauthorized modification or unauthorized movement of the Product(s).

7. Service Limitations.

The services provided hereunder, in addition to the limitations specified in the Agreement, do not include:

- a. The installation of any software (other than as specified in services herein), the supply or replacement of any Supplies or accessories;
- b. The performance of any relocation services or electrical work external to the Product(s), or
- c. The refurbishment of any Product(s).
- d. At any time HP may exclude Product(s) from coverage under this Supporting Material if in the reasonable opinion of HP such Products: (i) have been installed, serviced or repaired by or on behalf of Customer without the prior written approval of HP; (ii) from which the original identification marks have been removed or altered; (iii) has been subject to unusual physical or electrical stress; (iv) has been damaged by reason of accident, neglect, misuse, air conditioning, humidity control, transportation unless arranged or provided by HP, failure of electrical power, inappropriate operating environment or conditions, failure to comply with applicable operating and maintenance instructions or any cause other than ordinary use; (v) has not been maintained by Customer as required by this Supporting Material or other instructions which may be provided by HP from time to time; (vi) has not installed all mandatory Field Change Orders required; (vii) has been relocated by Customer except in accordance with the Agreement; (viii) has been damaged or requires service due to the use of any third party product, including but not limited to non-HP inks, unless such product was provided by HP for use with HP Branded Hardware; (ix) has product safety devices disabled, modified or removed; or (x) requires refurbishment. HP may modify the Product(s) as it deems appropriate to provide the support services required hereunder and Customer may be charged at HP's then current rates for such modification. HP neither guarantees nor implies that any such services will be available or performed by HP. Customer will allow HP, at HP's request, and at no additional charge, to modify Product(s) to improve operation, supportability, and reliability, or to meet legal requirements.

8. Required Training.

- a. Customer must have a Qualified Operator present or available to the Site at all times any Product is operating. Upon HP's request, Customer will furnish to HP all certifications of completion for its Qualified Operators.
- b. Customers enrolled in Shared Standard support must additionally have a Customer Technician present or available during production shifts. Upon HP's request, Customer will furnish to HP all certifications of completion for Customer Technicians.
- c. All tasks that require access to the high-voltage electrical cabinet are restricted to HP Technicians or Customer Technicians who have successfully completed the required HP courses.

- d. **FAILURE TO COMPLY WITH THESE TRAINING REQUIREMENTS SHALL BE DEEMED A MATERIAL BREACH OF THIS SUPPORTING MATERIAL, FOR WHICH HP RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MODIFY THE PRICING SET FORTH IN THIS SUPPORTING MATERIAL OR TO TERMINATE THIS SUPPORTING MATERIAL.**
9. **Response Time.**
- a. **Priority.** Customer requests for service hereunder will be responded to and handled per this Supporting Material and will receive priority over requests for service received from third parties not under a HP Service Supporting Material.
 - b. **Onsite Response Time.** Onsite Response Time is the time in which HP will initially respond and does not necessarily indicate the time in which the support related incident will be resolved. Onsite Response Time means the period of time, as defined in Exhibit A, beginning when the initial support request is received and logged with HP and ending when the HP authorized representative arrives at Customer's Site. Times outside of Normal Business Hours and any period of a Force Majeure event are excluded from calculation of response times. Response times may carry over to the next day's Onsite Response Time period. Once HP arrives at Customer's Site, HP will continue to deliver the services, either onsite or remotely, at its discretion. Work may be temporarily suspended until required additional parts or resources are obtained.
 - c. **Conditions.** Response times are subject to Customer providing HP safe and ready access to the premises, necessary information to diagnose support issues, and/or providing remote access to HP. Customer must initiate a service or support request via a designated HP support telephone number. Support requests must be received by HP during Normal Service Hours. If a support request is received outside Normal Service Hours, the response time will be calculated using 8:00 a.m. the next business day as the starting time.
 - d. **Remote Support.** Prior to any onsite response, HP may initiate problem resolution, utilizing available diagnostics, software utilities, Print Care if available for the respective Eligible Product(s), or other means. HP may request that the Customer run or install diagnostic tools to assist in problem identification. Resolution may be facilitated through the use of web-based patches, fixes, or CSR Parts. Onsite Response Times will not apply if the service can be delivered using remote diagnostics, support or other remote delivery methods of support.
 - e. **LIMITATION OF LIABILITY.** IN ADDITION TO THE LIMITATIONS ON HP'S LIABILITY UNDER THIS SUPPORTING MATERIAL, HP'S MAXIMUM LIABILITY FOR ANY AND ALL LOSSES OR DAMAGES INCURRED BY CUSTOMER:
 - I. FOR SERVICES, HP'S LIABILITY SHALL NOT EXCEED THE MONTHLY SERVICE CHARGE FOR THE MONTH HP FAILED TO PROVIDE SERVICES WITHIN THE ONSITE SITE RESPONSE TIME DEADLINE.
 - II. PAYMENT OF THESE AMOUNTS FOR SUCH FAILURES IS CUSTOMER'S SOLE AND EXCLUSIVE REMEDY.
10. **Renewal, Suspension and Termination.**
- a. The term of this Supporting Material shall begin upon the date it is executed by both parties (the "Effective Date") and remain in effect until terminated pursuant to this Supporting Material.
 - b. During the term of this Transaction Document, and subject to Customer's payment of the Monthly Service Charge, HP shall use reasonable commercial effort to provide Customer with services for the Eligible Product(s) as set forth in Exhibit A. For the Product(s) listed in Exhibit A, the initial term of service coverage shall be sixty (60) months beginning upon expiration of the warranty period of the Product, which commences upon COI of the relevant Product or from the corresponding service start date (each an "Initial Term").
 - c. At any time during the term of this Supporting Material, HP may evaluate the Eligible Product, its use and its environment and may, upon ninety (90) days prior written notice to Customer, condition the continuation of this Supporting Material, with respect to all or any part of the Eligible Product, on changes in the Eligible Product, its environment and/or its use, as may be reasonably requested by HP, or such other changes as are, in the opinion of HP, necessary for the proper operation and maintenance of the Eligible Product. If changes are requested by HP, such changes shall be made at the Customer's expense. If Customer does not make or let any of these changes be made in a timely fashion, HP shall be entitled to immediately terminate this Supporting Material with immediate effect by giving notice thereof.
 - d. HP may discontinue support for Product(s) and specific support services no longer included in HP's support offerings upon sixty (60) days written notice, unless otherwise agreed in writing. As used herein "no longer included in HP's Support offerings" means a minimum of five (5) years after the date in which the Product has reached end-of-life.
 - e. **WITHOUT PREJUDICE TO HP'S OTHER RIGHTS AND REMEDIES, HP IS ENTITLED, AT ITS SOLE DISCRETION, TO SUSPEND THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS SUPPORTING MATERIAL OR TO TERMINATE THIS SUPPORTING**

MATERIAL, IN WHOLE OR IN PART, UPON NOTICE TO CUSTOMER, IN THE EVENT CUSTOMER IS IN BREACH OF OR DEFAULTS ON ANY SUPPORTING MATERIAL.

- f. IN THE EVENT OF ANY CUSTOMER DEFAULT, ALL SUMS SHALL BECOME DUE AND PAYABLE TO HP NOTWITHSTANDING ANY CREDIT CONDITIONS PREVIOUSLY IN EFFECT.
- g. During the Initial Term or any renewal term, Customer may, with thirty (30) days prior written notice to HP, cancel coverage for the Eligible Product, if such Eligible Product is sold or otherwise removed from the Installation Location. Other than the foregoing, Customer may not cancel coverage during an Initial Term.
- h. Following the expiration of the Initial Term, HP reserves the right to change the services rendered under this Supporting Material and/or the terms and conditions, including pricing upon sixty (60) days written notice or pursuant to notification on a prior invoice.
- i. So long as each Product has reached the end of its Initial Term, either party may terminate this Supporting Material for convenience by providing thirty (30) days prior written notice to the other party, provided that Customer must pay all invoices for Monthly Service Charges accrued through the date of termination.

11. Customer Responsibilities.

- a. Site and Product Access. Customer will provide HP access to the products covered under support; and if applicable, adequate working space and facilities within a reasonable distance of the products; access to and use of information, customer resources, and facilities as reasonably determined necessary by HP to service the products; and other access requirements described in the relevant data sheet. If Customer fails to provide such access, resulting in HP's inability to provide support, HP shall be entitled to charge Customer for the support call at HP's published service rates. Customer is responsible for removing any products ineligible for support, as advised by HP, to allow HP to perform support. If delivery of support is made more difficult because of ineligible products, HP will charge Customer for the extra work at HP's published service rates.
- b. Licenses. Customer may purchase available product support for HP branded products only if Customer can provide evidence that Customer have rightfully acquired an appropriate HP license for the products, and Customer may not alter or modify the products unless authorized by HP at any time.
- c. Software Support Documentation and Right to Copy. Customer may only copy documentation updates if Customer purchased the right to copy them for the associated products. Copies must include appropriate HP trademark and copyright notices.
- d. Loaner Units. HP maintains title and Customer shall have risk of loss or damage for loaner units if provided at HP's discretion as part of hardware support or warranty services and such units will be returned to HP without lien or encumbrance at the end of the loaner period.
- e. Hardware Support: Compatible Cables and Connectors. Customer will connect hardware products covered under support with cables and connectors (including fiber optics if applicable) that are compatible with the system, according to the manufacturer's operating manual.
- f. Data Backup. To reconstruct Customer lost or altered files, data, or programs, Customer must maintain a separate backup system or procedure that is not dependent on the products under support.
- g. Temporary Workarounds. Customer will implement temporary procedures or workarounds provided by HP while HP works on a permanent solution.
- h. Hazardous Environment. Customer will notify HP if Customer uses products in an environment that poses a potential health or safety hazard to HP employees or subcontractors. HP may require Customer to maintain such products under HP supervision and may postpone service until Customer remedies such hazards.
- i. Authorized Representative. Customer will have a representative present when HP provides support at Customer's site.
- j. Product List. Customer will create, maintain and update a list of all products under support including: the location of the products, serial numbers, the HP-designated system identifiers, and coverage levels.
- k. Customer Care Center Designated Callers. Customer will identify a reasonable number of callers, as determined by HP and Customer ("Designated Callers"), who may access HP's customer support call centers ("Customer Care Centers") or online help tools.
- l. Customer Care Center Caller Qualifications. Designated Callers must be generally knowledgeable and demonstrate technical aptitude in system administration, system management, and, if applicable, network administration and

management and diagnostic testing. HP may review and discuss with Customer any Designated Caller's experience to determine initial eligibility. If issues arise during a call to the Customer Care Center that, in HP's reasonable opinion, may be a result of a Designated Caller's lack of general experience and training, Customer may be required to replace that Designated Caller. All Designated Callers must have the proper system identifier as provided to Customer when Support is initiated. Customer Care Centers may provide support in only English or only local languages, or both.

12. Connectivity Requirement; Remote Monitoring.

- a. Customer shall provide HP with connectivity to/for HP's remote access applications. Customer will ensure connectivity via permanent internet connection such as ADSL or LAN connection at all times, to ensure the regular transmission of data. Customer is responsible for ensuring that connectivity is restored in a timely manner in the event of interruptions. Customer shall maintain at all times an active HP Authorized anti-virus software on, and compatible with, the Product(s). Customer agrees to maintain these operating connections, as defined in this section, on the Product(s) at all times during the term of this Agreement in order to enable on-line connections with HP's remote applications.
- b. Data collected by HP may include press and supplies utilization, sensor activity, statistical data, press generated reports, free text submitted by Customer (to enable HP and Customer to identify specific print jobs for support and servicing), and video sessions recorded during provision of support services. HP may store information collected on a public cloud service such as HP Public Cloud Services or Amazon Cloud Services. Data collection is intended for monitoring, statistical data gathering, diagnostics, comparative analyses, press and supplies utilization, complementary solutions usage, security and software integrity assurance, remote control and support and click performance tracking and billing. Any of Customer's (i) detachment from the HP remote diagnostic system (ii) misuse of the HP remote diagnostic system, or (iii) tampering with the Product(s)' click counters, will be deemed a material breach of this Agreement by Customer.

The parties confirm their agreement to these terms by executing below:

Signed for Customer

By: _____

Name: _____

Title: _____

Date: _____

Customer Entity: High School District 214

Address: 2121 S. Goebbert Road

Arlington Heights, IL 60005

Contact Name: Anthony Chidichimo

Phone: 312-523-9685

Email: anthony.chidichimo@d214.org



Signed for HP

By: _____

Name: Bruce A. Baker

Title: WW Business Administration & Operations Team Manager

Date: _____

HP Entity: HP Inc.

Address: 5555 Windward Parkway MS:A3-A001A

Attn: Bruce A. Baker

Alpharetta, GA 30004

Contact Name: Bruce A. Baker

Phone: 678-549-9275

Email: gssbusinessadmin@hp.com

Fax: 866-329-1466

Account Executive: Steven Kotars

EXHIBIT A

Eligible Products & Monthly Service Charges

Eligible Product	Part #	Serial #	Service Plan	Service Start Date MM/DD/YYYY	Annual Print Head Allotment	Monthly Service Charge (USD)
HP Latex R2000 Plus Printer	K0Q46A	SG35ASF001	PLUS Professional Plan/ U57WRAC	01/25/2025	---	\$1,995.00 - 20%= \$1,596.00

Service Start Date begins upon expiration of Eligible Product warranty, or, if no warranty period, upon installation of the Eligible Product, unless otherwise stated.

Service Plan Features

HP Product Family	LF Flatbed	LF Industrial	Page Wide Industrial	LF Flatbed	LF Industrial	PageWide Industrial	LF Flatbed	LF Industrial	PageWide Industrial	LF Flatbed
Service Plan	Full Extended			Full			Shared Maintenance ¹			Parts & Remote
Telephone & Remote Support	5 x 9	5 x 9	24 x 7	5 x 9	5 x 9	24 x 7	5 x 9	5 x 9	24 x 7	5 x 9
Print Head Discounts	25%	25%	N/A	25%	25%	N/A	20%	20%	N/A	10%
Print Head Allotment ³	4	25/50/75	N/A	Not Included			Not Included			Not Included
Onsite Response Time ⁴	Next Business Day		4 hours	Next Business Day			Next Business Day			Best Effort
Onsite Support Visits	Unlimited			Unlimited			2 per year	6 per year	4 per qtr ⁵	Not Included
Labor & Travel	Included			Included			Billable Above Allotment			Not Included
Covered Spare Parts	Included			Included			Included			Included
Discounts ⁶	25%			25%			20%			10%
Labor & Travel										
Consumable Parts (CMB)										
Consultative Services										
Additional Training & Ramp-up										

HP Product Family	MV Latex	MV STITCH	L700/L800 Series
Professional Print Service Plans	Plus Professional		
Telephone & Remote Support	5 X 9		
Onsite Response Time ⁴	Next Business Day		
Onsite Support Visits	Unlimited		
Labor & Travel	Included		
Spare Parts	Included		
Service Maintenance Kits or Parts (SMK) ²	Included		
HP PrintOS Plus Package	Included		
Discounts ⁶	25%		
Consultative Services			
Additional Training & Ramp-up			

MV Latex MV STITCH
Basic - Shared - Professional ¹
5 X 9
Best Effort
2 Per Year
Billable Above Allotment
Included
Included
Not Included
20%

MV Latex	MV STITCH	L700/L800 Series
Basic Professional		
5 X 9		
Best Effort		
Not Included		
Not Included		
Included		
Included		
Not Included		
10%		

HP Product Family	LV Latex LV STITCH
Legacy Service Plan	Full Extended
Telephone & Remote Support	5 X 9
Response Time	Next Business Day
Onsite Support Visits	Unlimited
Labor & Travel	Included
Spare Parts	Included
Service Maintenance Kits or Parts (SMK) ²	Included
Discounts ⁶	25%
Service Maintenance Kits or Parts (SMK)	
Consultative Services	
Additional Training & Ramp-up	

LV Latex LV STITCH
Full
5 X 9
Next Business Day
Unlimited
Included
Included
Not Included
25%

LV Latex LV STITCH
Parts & Remote
5 X 9
Best Effort
Not Included
Not Included
Included
Not Included
10%

Product Family Definitions: "LF Flatbed" means the FB5X0 and FB7X0 Products. "LF Industrial" means the 9000, 11000, 15X00, and 17000 Products. "LV Latex" means the Latex 1X0, 2X0, 3X0, 5X0, 7X0, and 8X0 Products. "LV STITCH" means the S300 and S500 Products. "MV Latex" means the Latex 1500, 2700, 3X00, and RX000 Products. "MV STITCH" means the S1000 Product. "PageWide Industrial" means the T2X0, T3X0, T4X0, T11X0, and C500 Products.

HP PrintOS Plus Package. HP Professional premium PrintOS solutions (Live Production, Jobs API, HP Learn Premium) are compatible with the HP Stitch S1000 printer, HP Latex 700 and 800 Printer series, HP Latex R Printer series, HP Latex 1500 Printer, HP Latex 2700 Printer series, and HP Latex 3000 Printer series. Some services depend on printer, service contract, and regional availability. Visit <https://www.hp.com/go/professional-print-service-plans> for more information.

¹ For Basic-Shared, Shared Maintenance, Basic, and Parts & Remote Service Plans, Level 2 advanced operator training is required for all printer operators to qualify to replace parts provided under HP remote support. Customer is responsible for signing up for training thru amsgraphicstraining@hp.com. The training may be at an additional charge, if not included on the Hardware Supporting Material. All training must be completed prior to the service start date to be eligible for discounts off any Labor & Travel where HP onsite service is needed. If Customer has not taken this training, HP Remote support may require onsite support which may be at an additional charge.

² Extended Full Service includes all service maintenance (Parts and Labor) except for LF Flatbed Products. Support Maintenance Kit maintenance is performed by HP and is included in the service agreement pricing. Preventative Maintenance Kit maintenance is monitored by HP and performed by the operator. This level of proactive monitoring requires the printer to be connected to the HP Cloud - PrintOS. Prior to enrolling in the Extended Full Service when under another service plan, a Support Maintenance Kit must be purchased.

³ Print Head Allotment: OPTIONAL COVERAGE AT ADDITIONAL COST. HP will provide an annual print head allotment to Customer in the quantity specified. Allotted print heads which are not consumed within 12 months shall not be carried forward to any subsequent term, and any remaining, unused print head allotments shall automatically be void and of no further force or effect. While the coverage remains in effect, for each 12 month term subsequent to the Initial Service Term, Customer shall be entitled to an additional allotment of print heads in the same quantity as provided initially. In the event Customer utilizes more than the allotted print heads described herein, then HP shall invoice Customer for such incremental print heads, less any applicable discounts to which Customer may be contractually entitled. Customer agrees to and shall pay all such invoices in accordance with the Agreement.

⁴ HP response time for service requests is based upon Customer's proximity to a HP service center. Services requiring on-site performance at sites located within 100 miles of a HP service center are responded to within one (1) business day, and Customer sites greater than 100 miles from a HP service center are responded to based upon closest available resources.

⁵ For the C500 Printer, 12 Onsite Support Visits per year are included.

⁶ Discounts provided on parts and services not included under the Service Plan represent the Customer's percentage off HP's then-current list pricing (Parts) or Time & Material rate (Services). Discounts commence upon the signature date of this Supporting Material, which may precede the service start date. Discounts granted during the warranty period on these items are strictly promotional and should not be deemed as a component of warranty. Discounts are applicable to purchases directly from HP Inc., and do not apply to purchases from any third party, including HP authorized resellers.



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois 60005
847-718-7600 | www.d214.org

Dr. Scott Rowe
Superintendent

Date: January 9, 2024

To: Board of Education

From: Dr. Lazaro Lopez, Associate Superintendent

Subject: 2025 Summer Experience

Executive Summary

For the upcoming summer school session, all courses will be held at Rolling Meadows High School, with the exception of the Extended School Year program for students with disabilities, which will be conducted at the Specialized Schools. We will continue to offer enrichment programming through our Talent Development Program.

The first summer school session will run from June 9 to June 26, Monday through Thursday, with a holiday observance on June 19. To fulfill the required 60 instructional hours, classes will resume on Friday, June 20. The second session will take place from July 7 to July 24, aligning with the summer athletic camp schedule and including a break for families during the first week of July.

The instructional component of Summer Experience consists of both in-person and online teaching. Since 2007, summer school tuition has increased by \$30 and remained at the current fee of \$187.50 since 2020. Students on fee waivers are not charged tuition. When all expenditures are considered, the total per-student cost for the summer experience program is \$279.42. It is recommended the fee for credit recovery courses be increased from \$187.50 to \$211 for the 2025 Summer Experience and then revisited annually.

The transportation fee has not been adjusted since 2013. While the current transportation fee is \$42.00, the actual per-student cost for transportation is \$173.07 per session. Students on fee waivers are not charged for transportation. It is recommended that the transportation fee be increased to \$84.00 per session for the summer of 2025 and that costs be revisited annually.

Recommendation

It is recommended the Board of Education approve the 2025 Summer Experience program, fees, and sites including Rolling Meadows High School and Specialized Schools.



Summer Experience Program 2025

I. Summer Programs and Sites

A. Summer School Site

All in-person summer programs will be hosted at **Rolling Meadows High School** with the exception of Extended School Year, which will be hosted at **Forest View Education Center**.

Academic (credit recovery and get ahead) courses will also be offered **online**.

B. Summer Programs

1. Regular Summer Program

The regular summer program consists of two semesters during which a selection of approved courses and a variety of other programs are offered to students.

2. Driver Education Summer Program

The summer driver education program is a two-phase program providing each student a minimum of 30 hours of classroom instruction and a minimum of six hours of behind-the-wheel practice.

Rolling Meadows High School will host the driver education program for Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows and Wheeling High School students.

The summer school driver education program offers a 24-day or a 24-evening class. The daytime classes will be offered from 7:30 a.m. to 10:00 a.m. and 10:00 a.m. to 12:30 p.m. The afternoon/evening classes will be offered from 3:30 p.m. to 6:00 p.m. and 6:00 p.m. to 8:30 p.m.

3. Bridge to High School Summer Program

The district provides a transition language arts summer program to incoming ninth grade students who are identified by placement test scores and teacher recommendation. The Bridge to High School Summer Program serves students in two three-week sessions.

4. Bridge to English Language Summer Program

The district provides a transition EL summer program to incoming and current students who are identified by ESL placement as level 1 or below. The Bridge to English Language Summer Program serves students in two three-week sessions.

5. International Newcomer Academy Summer Program

The district provides a summer program for students at the International Newcomer Academy. Placement test scores and interviews identify students. The Newcomer Academy Program services students in a six-week session.

6. Blended Learning / Online Virtual School Summer Program

The district provides an online instructional program tailored to meet individual student's needs when not able to attend a traditional in-person summer school program.

7. Extended School Year (ESY)

The district provides a 3-week summer program for identified special education students.

II.Registration

Summer Experience registration will be staggered in order to reduce delays and increase system responsiveness. In addition, this phased approach allows current students first access to open seats in courses they need for graduation. Following is the schedule for registration.

Dates	Program	School	Notes
Monday March 3, 2025	Driver Education	Elk Grove John Hersey	Grades 10-12; Each school is guaranteed 10 seats in each section. (40 total)
Wednesday March 5, 2025	Driver Education	Buffalo Grove Rolling Meadows	Grades 10-12; Each school is guaranteed 10 seats in each section. (40 total)
Friday March 7, 2025	Driver Education	Prospect Wheeling	Grades 10-12; Each school is guaranteed 10 seats in each section. (40 total)
Wednesday March 12, 2025	Summer Experience courses	All schools, current D214 students	Grades 9-12
Tuesday April 1, 2025	Summer Experience courses	All schools, incoming G8 students	Grades 8-12

The deadline for enrolling in the first session is Tuesday, June 3, 2025. The deadline for enrolling in the second session is Tuesday, July 1, 2025. Enrollments after the deadline will not be guaranteed transportation and will be provided on a space available basis during the first week of the session.

III.Calendar

A. Regular In-Person Summer School

These programs consist of two academic sessions. Each session consists of 60 hours of instruction delivered as 12 five-hour days for varying units of academic credit.

First Semester: June 9 to June 26, 2025

Week 1: Monday, June 9 to Thursday, June 12, 2025

Week 2: Monday, June 16 to Friday, June 20, 2025*

Week 3: Monday, June 23 to Thursday, June 26, 2025

*As Juneteenth falls on Thursday, June 19th, summer school will run, Monday, Tuesday, Wednesday and Friday this week.

Second Semester: July 7 to July 24, 2025

Week 1: Monday, July 7 to Thursday, July 10, 2025

Week 2: Monday, July 14 to Thursday, July 17, 2025

Week 3: Monday, July 21 to Thursday, July 24, 2025

B. Driver Education

The summer driver education program consists of one 24-day semester. The program provides each student with a minimum of 30 hours of classroom and six hours of behind-the-wheel practice. There are four sections each accommodating a maximum of 64 students. Sections meet 2.5 hours per day according to the following calendar

One 24-day Semester

Times: 7:30 a.m. to 10:00 a.m. OR 10:00 a.m. to 12:30 p.m. OR 3:30 p.m. to 6:00 p.m. OR 6:00 p.m. to 8:30 p.m.

Week 1: Monday, June 9 to Thursday, June 12, 2025

Week 2: Monday, June 16 to Friday, June 20, 2025*

Week 3: Monday, June 23 to Thursday, June 26, 2025

Week 4: Monday, July 7 to Thursday, July 10, 2025

Week 5: Monday, July 14 to Thursday, July 17, 2025

Week 6: Monday, July 21 to Thursday, July 24, 2025

*As Juneteenth falls on Thursday, June 19th, summer school will run, Monday, Tuesday, Wednesday and Friday this week.

C. Online Summer School

Online courses offer students the full six weeks of summer school, from June 9 through July 24, to complete their traditional semester-long course. Courses are asynchronous with students completing the coursework when it is convenient for them but having teacher support available for a few hours each day that summer school is in session.

IV. Tuition, Fees and Refunds

Fee(s)

A. Registration (Processing) Fee (per student, nonrefundable) \$20.00
 Would be waived during Early Bird Registration from 3/12/25 - 4/15/25

B. Transportation Fee

- 1. Bus fee per semester \$84.00
 Driver Education students may request morning bus services to arrive at 7:30 a.m. and leave at 12:30 p.m. Students will be expected to remain in A study/supervised area when not in class.
- 2. Bus fee per semester for Bridge to High School, Bridge to EL, ESY \$0.00

C. Tuition

1. In-District

- a. One Semester Course: 0.5 credit \$211.00
- b. Driver Education: classroom & behind-the-wheel \$350.00
- c. One Semester Bridge to HS, Bridge to EL: 0.5 credit \$0.00
- d. Two Semesters International Newcomer Academy 0.5 credit/sem \$0.00
- e. Two Semester Course; 1.0 credit \$422.00

2. Out-of-District

- a. One Semester Course: 0.5 credit \$422.00
- b. Driver Education: classroom & behind-the-wheel \$350.00
(Out-of-District students are eligible to register for Driver Education only after all D214 students have registered and seats are available)

D. Tuition Waiver

Students approved for 2024-25 school year fee waivers will have summer school fees waived with the exception of the registration fee (if registering after the April 15 deadline).

E. Refunds

1. Academic Summer School

- a. For registrations paid via credit card, refunds will be credited back to the credit card charged for registration when canceling through the registration portal. For registrations paid by check or cash, refunds will be processed within 30-45 days and a check will be sent to the student's home address.
- b. First Session:
 - 1. A full refund (processing fee, tuition and transportation fees) is issued any time District 214 cancels a class.
 - 2. A full refund (processing fee, tuition and transportation fees) is issued if a student drops a course before the end of the business day on the first day of class, Monday, June 9, 2025.
 - 3. No processing fee, tuition or transportation refund is issued if a student drops a course on or after the second day of class, Tuesday, June 10, 2025 or later.
- c. Second Session:
 - 1. A full refund (processing fee, tuition and transportation fees) is issued any time District 214 cancels a class.
 - 2. A full refund (processing fee, tuition and transportation fees) is issued if a student drops a course before the end of the business day on the first day of class, Monday, July 7, 2025.
 - 3. No processing fee, tuition or transportation refund is issued if a student drops a course on or after the second day of class, Tuesday, July 8, 2025 or later.

2. Driver Education Summer Program

- a. For registrations paid via credit card, refunds will be credited back to the credit card charged for registration when canceling through the registration portal. For registrations paid by check or cash, refunds will be processed within 30-45 days and a check will be sent to the student's home address.
- b. Driver Education tuition is nonrefundable except in the following cases:
 - 1. An administrative decision that precludes the student from taking Driver Education (e.g. canceled session).
 - 2. The student is ineligible due to second-semester final grades; or
 - 3. The approval of a written request by the program director.

V. Summer School Budget Allocation

The administration recommends a budget of \$360,000.00 to cover summer school costs in excess of revenues for personnel, staff development, tuition waivers, transportation, materials, meals and supplies related to the summer transition programs.

Township High School District 214 - Board of Education
Out of District Personnel Report
January 9th, 2025

Out of District Co-Curricular

Position	Location	Name	Salary	Effective Date
Co-Curr Asst Girls Badminton	Buffalo Grove High School	Morimoto, Kayla	\$5,492.00	01/10/2025
Co-Curr Asst Girls Wrestling	Elk Grove High School	Macina Anthony	\$7,530.00	01/10/2025
Co-Curr Head Girls Lacrosse	John Hersey High School	Murphy, Matthew	\$10,858.00	01/10/2025
Co-Curr Asst Girls Soccer	John Hersey High School	Gonzalez, Alex	\$7,163.00	01/10/2025
Co-Curr Asst Girls Softball	Prospect High School	Orel, Jaclyn	\$7,732.00	01/10/2025
Co-Curr Asst Boys Lacrosse	Rolling Meadows High School	Camacho, Adrian	\$7,163.00	01/10/2025
Co-Curr Asst Boys Track	Rolling Meadows High School	Castro Bermudez, Sergio	\$4,087.50	01/10/2025
Co-Curr Non Specified G	Wheeling High School	Young, Shawndell	\$2,974.00	01/10/2025

**Township High School District 214 - Board of Education
Personnel Transaction Report
January 9, 2025**

Custodial Maintenance Personnel 2024-2025

Change	Location	Name	Salary	Hours	Effective Date
Probationary Release (From: Custodian I - 3rd Shift (Initial Location: BGHS))	CM	Ronaldo Aguilar			December 17, 2024

Voluntary Retirement Incentive, Custodial Maintenance Personnel 2024-2025

Intent to Participate	Location	Name	Salary	Hours	Effective Date
Custodian II (Initial Location: FVEC))	CM	Jose A. Perales			June 30, 2028

Educational Support Personnel 2024-2025

Change	Location	Name	Salary	Hours	Effective Dates
Campus Safety (From: 25 hours)	EGHS	Benjamin Escalante	\$24.06	40	January 10, 2025
Resignation (From: Receptionist)	FVEC	Ciara Gold			December 31, 2024
Resignation (From: Instructional Assistant - Student Services)	PHS	Svetlana Lukic			January 2, 2025
Resignation (From: Attendance Interventionist)	RMHS	Carlos Martinez			December 20, 2024
Resignation (From: Administrative Assistant II)	WHS	Sheila Salas			January 3, 2025
Instructional Assistant - Student Services (From: EGHS, 35 hours)	SS/TAFV	Jennifer Ward	\$28.24	37.5	January 10, 2025-May 30, 2025

Temporary and Grant Funded 2024-2025

Position	Location	Name	Salary	Hours	Effective Dates
Instructional Assistant - Student Services	PHS	Ian Arms	\$25.08	37.5	January 10, 2025-May 30, 2025

**Education Association and Administrative/Supervisory Personnel Report
January 9, 2025**

ADMINISTRATORS/SUPERVISORS

Reassignment	Location	Name	Salary	Effective Date
Associate Principal of Activities & Operations	RMHS	Scott Scholten	\$169,326 TBA for FY26	July 1, 2025

EDUCATION ASSOCIATION

Voluntary Retirement Program	Location	Name	Effective Date: Last Day of School
Science Teacher	JHHS	Dawn Barry	2029
Science Teacher	JHHS	Kelley Patak	2029

Resignation	Location	Name	Effective Date
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Job Description

Director for Student Services & Equitable Practices



High School District 214
2121 South Goebbert Road
Arlington Heights, Illinois
60005

Dr. Scott Rowe
Superintendent

Date: January 9, 2025

To: Board of Education

From: Kate Kraft, Associate Superintendent

Subject: Job Description

Background

We are proposing revisions to the Director for Student Services & Equitable Practices job description. The job description has been updated to align with the priorities and vision of the Associate Superintendent of Student Services. This role provides leadership and oversight for key programs, including 504 accommodation plans, MTSS, counseling services, academic and career advising, and student transitions. The director supports schools with master schedule development, course selection, and student registration, including residency verification and enrollment processes. Additional responsibilities include serving as the compliance coordinator for Section 504 and ADA, managing student records in accordance with legal requirements, supporting crisis management efforts, and collaborating with external agencies to provide social-emotional resources to students. By working closely with district leadership and adapting to the evolving needs of the district, the position will ensure the delivery of efficient, effective, and student-centered services to support the success of all learners.

Administrative Consideration

This job description has been reviewed by the administration and is aligned to ensure effective contributions to the district's growth and success.

Recommendation

We respectfully recommend that the Board of Education review and approve the proposed Director for Student Services and Equitable Practices job description.

TOWNSHIP HIGH SCHOOL DISTRICT 214

JOB TITLE: Director for Student Services & Equitable Practices

ORGANIZATIONAL UNIT: Central Administration

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Associate Superintendent for Student Services

Supervises: Administrative Assistant
Student Services Interns

LENGTH OF CONTRACT: Full Year

SALARY GRADE: Administrative Grade Two

GENERAL RESPONSIBILITIES:

The Director for Student Services oversees the coordination and leadership of various student service functions and programs within the district. These responsibilities include managing 504 accommodation plans, MTSS, counseling services, academic and career pathway advising, articulation, and student registration (operational tasks such as enrollment, residency verification, and handling birth certificates are managed by Student Services). Additional duties include course selection (to inform the master schedule) and facilitating the transition of eighth-grade students into the district. The Director of Student Services & Equitable Practices is also responsible for ensuring that student support services are equitable and free of racism and discrimination.

SPECIFIC DUTIES:

1. Collaborates with district and building leadership and the district equity leadership team to ensure equity is infused in practice and remains at the forefront of efforts to disrupt inequities.
2. Serves as the District Compliance Coordinator for Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA).
3. Oversees the development, implementation, and evaluation of all guidance and counseling services in the district including software platforms and data collection for multi-tiered systems of support (MTSS).
4. Assists schools, in collaboration with building and district administrators, with the creation and maintenance of master schedules and course selection processes that meet district goals.
5. Provides guidance to the Associate Principal for Student Services District Leadership Team and Dean Leadership Team to ensure consistent practices and effective support services.
6. Assists schools in coordinating the registration process, residency verification, and student transition processes, including the placement of eighth grade students into high school.
7. Acts as a mediator, advisor, and advocate in cases involving student rights or disputes requiring additional support.
8. Ensures student records are maintained and retained in compliance with district, state, and federal requirements. Reviews and processes subpoenas related to student records.

9. Assists with the administration and monitoring of the district budget supporting student services programs in conjunction with the Director of Grants.
10. Supports the delivery of the Student Services Outcome Based Curriculum.
11. Evaluates student transcripts for credit and serves as final appeal.
12. Understands, articulates, and coordinates compliance with all Board policies and procedures, state and federal mandates, rules and regulations related to the student services program.
13. Serves as the homeless liaison for the district.
14. Provides guidance and support to building teams in addressing student crisis situations.
15. Supports the placement, supervision, contracts and programming for all staff internship placements in student services.
16. Coordinates with Professional Learning to provide professional development opportunities to student services teams.
17. Serves as liaison to external agencies partnering with the District to provide social-emotional support and resources to our students and staff.
18. Performs other tasks assigned by the Associate Superintendent for Student Services.

TOWNSHIP HIGH SCHOOL DISTRICT 214

JOB TITLE: Director for Student Services & Equitable Practices

ORGANIZATIONAL UNIT: Central Administration

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Associate Superintendent for Student Services Teaching & Learning

Supervises: Administrative Assistant
~~Talent Development Program Coordinator(s)~~
Student Services Interns

LENGTH OF CONTRACT: Full Year

SALARY GRADE: Administrative Grade Two

GENERAL RESPONSIBILITIES:

The Director for Student Services ~~is responsible for oversees the~~ coordination and leadership of various student service functions and programs within the district. ~~These responsibilities includeing, managing 504 accommodation plans, MTSS, counseling services, academic and career pathway advising, articulation, and student registration (operational tasks such as enrollment, residency verification, and handling birth certificates are managed by Student Services).~~ Additional duties include course selection (to inform the master schedule) and facilitating the transition of eighth-grade students into the district. ~~, residency, talent development program, and summer school.~~ The Director of Student Services & Equitable Practices is also responsible for ensuring ensures that student support services are equitable and free of racism and discrimination.

SPECIFIC DUTIES:

1. Collaborates with district and building leadership and the district equity leadership team to ensure equity is infused in practice and remains at the forefront of efforts to disrupt inequities.
- ~~2. Collaborates with the district equity leadership team in support of the advancement of district goals and initiatives pertaining to equitable behavior support systems and fostering a learning environment free of racism and discrimination.~~
- ~~3. Develops and implements strategies, recommends policies, and evaluates districtwide progress toward eliminating opportunity and expectation gaps among historically marginalized student populations.~~
- 4.2. Serves as the District Compliance Coordinator for Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA).
- ~~5.3.~~ Oversees the development, implementation delivery, and evaluation of all guidance and counseling services in the district including, software platforms and data collection for multi-tiered systems of support (MTSS).
- ~~6.4.~~ Assists schools, in collaboration eoperation with building and district administrators, with the creation and maintenance of master schedules and course selection processes that meet district goals. ~~to prepare and maintain an equity-driven master schedule that maximizes student opportunities that ensures students can graduate meeting district goals.~~
- ~~7. Leads program development and planning for the delivery of the district summer school program.~~
- 8.5. Provides guidance to the Associate Principal for Student Services District Leadership Team and Dean Leadership Team to ensure consistent practices and effective support services, ~~eordinating with the designated DLT Coordinator to support an equity-driven student services program district-wide.~~
- 9.6. Assists schools in coordinating the registration process, residency verification, and student transition processes, including the placement of eight grade students into high school. ~~Assists schools, in cooperation with building and district administrators, with the implementation of an equity-driven~~

~~course selection process for all students, including registration, residency and transfer requests, as well as the transitioning of eighth grade students into the district.~~

~~10.7. _____ Acts as a mediator, advisor, and advocate in cases involving student rights or disputes requiring additional support, child advocate, mediator and/or advisor in cases where student rights are in question or building personnel need guidance and support.~~

~~11.8. _____ Ensures Supervises the maintenance and retention of all student records are maintained and retained in compliance in accordance with district, state, and federal requirements. policy and reviews all subpoenas related to student records. Reviews and processes subpoenas related to student records.~~

- ~~12.9.~~ Assists with the administration and monitoring of ~~Administers the~~ district budget supporting student services programs in conjunction with Director of Grants.
- ~~13.10.~~ Supports~~pervises and coordinates~~ the delivery of the Student Services Outcome Based Curriculum.
- ~~14.11.~~ Evaluates student transcripts for credit and serves as final appeal.
- ~~15.12.~~ Understands, articulates, and coordinates compliance with all Board policies and procedures, state and federal mandates, rules and regulations related to the student services program.
- ~~16.~~ Serves as liaison between buildings and district programs such as the Young Adult Education Program, Vanguard School, and Early College Center.
- ~~17.13.~~ Serves as the homeless liaison for the district.
- ~~18.14.~~ Collaborates and supports~~Provides guidance and support to~~ building teams in addressing to address individual student crisis situations.
- ~~19.15.~~ Supports ~~Facilitates~~ the placement, supervision, contracts and programming for all staff internship placements in student services.
- ~~20.~~ Provides oversight and leadership to the District Talent Development Program.
- ~~21.16.~~ Coordinates with Professional Learning to provide professional development opportunities to student services teams.
- ~~22.17.~~ Serves as liaison to external agencies partnering with the District to provide social-emotional support and resources to our students and staff.
- ~~23.18.~~ Performs other tasks assigned by the Associate Superintendent for ~~Student Services, Teaching & Learning.~~