



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

APRIL 7, 2015

The Special Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, April 7, 2015 at 7:00 PM in the Learning Center of Half Day School, located at 239 Olde Half Day Road, Lincolnshire, Illinois.

This meeting will be held at Half Day School located at 239 Olde Half Day Road, Lincolnshire, IL 60069.

- A. Call to Order and Roll Call
Time: Estimated time for meeting: 2 Hours 35 Minutes
- B. Pledge of Allegiance
- C. Community Participation
- D. Discussion Items
Time: 2 Hours
 - 1. Deep Dive Special Education Presentation 2
 - 2. ELM Update 3
 - 3. Certified Staffing Plan 5
 - 4. Classified Staffing Plan 8
 - 5. Policy Updates: 1st Reading 10
 - 6. Draft Board Meeting Schedule 2015-2016 45
 - 7. Summer Facilities Improvements Update 46
 - 8. Long Range Facility Planning Discussion 51
- E. Action Item
Time: 5 Minutes
 - 1. Approval of Board Policy 55
- F. Community Participation
- G. Executive Session
Time: 30 Minutes
- H. Adjournment



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Dr. Scott Warren
Date: March 13, 2015
Re: Deep Dive Special Education/Student Services

This presentation will provide information regarding the District's Special Education and Student Services Department.



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LINCOLNSHIRE, IL 60069
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(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds
CC: Dr. Scott Warren
Date: March 25, 2015
Re: ELM Update

This memo will provide an update on the progress the ELM teachers and I have made towards creating an implementation plan for the elements that will be new to ELM beginning in the 2015-2016 school year.

As a reminder, the decisions made by the ELM Review Committee were:

- Classroom and enrichment teachers will facilitate a three-tiered enrichment model. Tier I provides enrichment experiences for all students, while Tier II and III services are provided based upon a review of academic data.
- Beginning in the 2015-2016 school year, the Cognitive Abilities Test (CogAT) assessment will be administered in first and fifth grade. The CogAT measures learned reasoning and problem-solving skills in three different areas: verbal, quantitative and nonverbal. This assessment measures potential rather than academic achievement.
- When determining class placement, student assessment data will be used to cluster group academically talented students or those who demonstrate the potential for high achievement based on CogAT assessments in the same classroom.
- Formative and summative assessment data will be reviewed at grade level team meetings to determine enrichment services for students.
- Parents will be made aware when their child is working with the enrichment teacher on an extension activity.
- District professional development goals will focus on differentiation and personalized learning strategies.

Since the January 20, 2015, board meeting, the following has occurred:

- The ELM teachers and I met to review the board report and determine what concepts needed to be communicated to staff and parents and what required specific documentation and/or procedures to be written.
- The ELM teachers created a PowerPoint presentation to inform staff of the shifts that will be implemented next school year. This presentation will be shared at a future staff meeting.
- A handbook has been started. This handbook will clarify process and procedures for administrators and staff. Included in the handbook are examples of ELM teachers schedules, descriptions and examples of tiered activities, clustering procedures and CogAT information.
- A decision was reached on what the program will be called moving forward. We have decided that ELM will now be known as the Enrichment Model and the ELM teachers will now be referred to as Enrichment Specialists.

The final project for the group will be creating parent communications on the philosophy of the program, tiers, and use of CogAT.

Staffing

At this time, I am recommending we keep the current four ELM positions for the Enrichment Model and add 0.4 FTE to teach the STEM classes at Daniel Wright. This addition will shift the current ELM teacher's responsibilities and allow her to provide a greater percentage of Tier II and III services across the 5-8 grade levels. With the changes in the model, the expansion of the 1:1 program, and the change in the staffing, we believe we can adequately provide enrichment support for students.



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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 17, 2015
Re: Proposed Certified Staffing Plan for 2015-16

Included is the proposed certified staffing plan for your approval.*

- **0.5 FTE reduction in Kindergarten Teacher.** This is directly related to a reduction in Half Day Kindergarten sections from 2 to 1 due to enrollment. In short, it does not appear that the Kindergarten class next year will be as large as the Kindergarten class this year.
- **1.0 FTE reduction in Social Worker with a corresponding 1.0 FTE increase in Psychologist.** This is due to a reassessment of the positional needs of a psychologist rather than a social worker. Julie Postma can provide more information to this.

Overall, the increases are related to long-standing scheduling problems at Daniel Wright. For several years there have been some teaching duties assigned in a way to “get by”. Unfortunately, with the proper scheduling at Daniel Wright, “getting by” is no longer a viable option:

- **0.4 FTE increase for Service Learning Teacher.** Currently, 2 sections of service learning and 4 sections of Spanish are taught by one teacher (that teacher has historically been reported on the staffing plans as 1.0 FTE Spanish Teacher). The current 8 sections for 7th and 8 sections for 8th grade Spanish classes are resulting in class sizes that will exceed 30 students. The sections in both 7th and 8th grade need to be increased to 9 to allow for more reasonable class sizes. This requires 2 more sections (1 in 7th grade and 1 in 8th grade) that can be filled by reassigning the Spanish teacher mentioned above to teach 6 sections of Spanish. This leaves the 2 sections of Service Learning in 5th grade that needs to be staffed.
- **1.0 FTE increase in Math and STEM Teacher.** The 0.6 FTE Math Teacher added in the 2014-15 school year needs to continue as 0.4 FTE for the 2015-16 school year due to student enrollments and scheduling. Adding 0.4 FTE for STEM to the 0.4 FTE (which brings it to 0.8 FTE) will allow for an ELM teacher who currently teaches the 0.4 FTE STEM to focus completely on ELM, effectively increasing the ELM by 0.4 FTE (the ELM teacher has historically been reported as 1.0 FTE ELM Teacher). Adding 0.2 FTE for STEM onto the 0.8 FTE position (which brings it to 1.0 FTE) will allow for additional STEM classes to be offered (corresponding with Goal 3, Objective 1 in the Curriculum section of Vision 2020).

***Student data, which informs position needs, is not yet available in two areas:**

- ELL – ACCESS data will be available late April.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

DRAFT 2015-16 Certified Staffing Plan

Title	Actual		Changes for		Proposed	
	2014-15		2015-16		2015-16	
	FTE	Positions	FTE	Positions	FTE	Positions
Adaptive P.E. Teacher	1.00	1			1.00	1
Art Teacher	3.00	3			3.00	3
Early Childhood Teacher	2.00	2			2.00	2
ELL Teacher	4.00	4			4.00	4
ELM Coordinator	4.00	4			4.00	4
English Language Arts Teacher	8.00	8			8.00	8
Family And Consumer Science Teacher	1.00	1			1.00	1
Guided Teacher	1.00	1			1.00	1
Health Teacher	1.30	2			1.30	2
Learning Behavior Specialist	14.50	15			14.50	15
Librarian	3.00	3			3.00	3
Math Teacher	6.00	6	1.00	1	7.00	7
Music Teacher	6.75	7			6.75	7
Nurse	1.00	1			1.00	1
P.E. Teacher	6.00	6			6.00	6
Performing Arts Teacher	1.00	1			1.00	1
Psychologist	2.00	2	1.00	1	3.00	3
RTI Teacher	8.00	9			8.00	9
Science Teacher	5.00	5			5.00	5
Self-Contained Teacher	47.00	48	-0.50	-1	46.50	47
Service Learning Teacher	0.00	0	0.40	1	0.40	1
Social Studies Teacher	5.00	5			5.00	5
Social Worker	5.00	5	-1.00	-1	4.00	4
Spanish Teacher	9.00	9			9.00	9
Speech Language Pathologist	4.00	4			4.00	4
Tech Resource Teacher	1.00	1			1.00	1
Technology Integration Specialist	4.00	4			4.00	4
Grand Total	153.55	157	0.90	1	154.45	158

Estimated FTE Change Costs

FTE Change	-0.5	-1.0	1.0	0.4	1.0	0.9
Position	K Teacher	Social Worker	Psychologist	Service Learning	Math/STEAM Teacher	Total Certified FTE Change
Salary	(22,505.00)	(100,552.66)	54,571.00	21,828.40	54,571.00	7,912.74
Benefits	(5,683.22)	(13,364.22)	12,081.33	4,832.53	12,081.33	9,947.75
Total	(28,188.22)	(113,916.88)	66,652.33	26,660.93	66,652.33	17,860.49

FTE Change	-1.0	-0.5	-1.5
Position	1:1 Associate	K Associate	Total Associate FTE Change
Salary	(19,267.01)	(7,950.22)	(27,217.23)
Benefits	(14,428.51)	(6,859.76)	(21,288.27)
Total	(33,695.52)	(14,809.98)	(48,505.50)

	Total FTE Change
	-0.6
Salary	(19,304.49)
Benefits	(11,340.52)
Total	(30,645.01)



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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 17, 2015
Re: Proposed Classified Staffing Plan for 2015-16

Included is the proposed classified staffing plan for your approval.*

In summary, there are two reductions:

- A. 0.5 FTE reduction in Half Day Kindergarten Associate. This is directly related to the reduction of 0.5 FTE Kindergarten Teachers resulting from a reduction in Half Day Kindergarten sections from 2 to 1 due to enrollment. In short, it does not appear that the Kindergarten class next year will be as large as the Kindergarten class this year.
- B. 1.0 FTE reduction in 1:1 Associate. This is a general education 1:1 associate that does not appear to need to continue into the 2015-16 year.

***Student data, which informs position needs, is not yet available in two areas:**

- ELL – ACCESS data will be available late April.
- Special Ed – IEP meeting completions data will be available late May at the earliest.

Proposed 2015-16 CLASSIFIED Staffing Plan

Title	Actual		Change for		Proposed	
	2014-15		2015-16		2015-16	
	FTE	Positions	FTE	Positions	FTE	Positions
1:1 Associate	1.00	1	-1.00	-1	0.00	0
103 Club Associates	3.37	15			3.37	15
103 Club Asst. Director	1.00	1			1.00	1
103 Club Director	1.00	1			1.00	1
103 Club Supervisor	2.00	2			2.00	2
1st Grade Associate	2.00	2			2.00	2
Admin Assistant	3.00	3			3.00	3
Bookkeeper	2.50	3			2.50	3
Bus Aide	0.57	1			0.57	1
Bus Driver	28.00	28			28.00	28
Clerical Aide	2.02	4			2.02	4
Communications Coordinator	0.80	1			0.80	1
Custodian	10.50	11			10.50	11
ELL Associate	2.00	2			2.00	2
FDK Associate	6.00	7			6.00	7
HDK Associate	1.00	2	-0.50	-1	0.50	1
Head Custodian	3.00	3			3.00	3
Human Resources Coordinator	1.00	1			1.00	1
Library Associate	2.50	3			2.50	3
Lunchroom Associate	1.91	4			1.91	4
Maintenance	1.00	1			1.00	1
Nurse	2.00	2			2.00	2
Occupational Therapist	1.00	1			1.00	1
Occupational Therapist Asst.	1.00	1			1.00	1
PE Associate	2.42	4			2.42	4
Physical Therapist	0.20	1			0.20	1
Receptionist	0.50	1			0.50	1
Rivershire Coordinator	1.00	1			1.00	1
RTI Associate	2.39	3			2.39	3
Secretary	5.92	6			5.92	6
SpEd Associate	12.00	13			12.00	13
SpEd EC Associate	2.50	3			2.50	3
SpEd Guided Associate	8.00	8			8.00	8
Tech Support Specialist	4.00	4			4.00	4
Grand Total	119.10	144	-1.50	-2	117.60	142



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Memo

To: Board of Education
From: Scott Warren
Date: April 2, 2015
Re: 1st Reading for Board Policies Issues 87

The following policies have been updated and presented for your review.

Issue 87

2:140 Communications To and From the Board
2:140E Exhibit - Guidance for Board Member Communications, including Email Use
4:45 Operational Services - Insufficient Fund Checks and Debt Recovery
4:110 Operational Services - Transportation
4:120 Operational Services - Food Services
4:130 Operational Services - Free and Reduced-Price Food Services
4:150 Operational Services - Facility Management and Expansion Programs
5:10 General Personnel - Equal Employment Opportunity and Minority Recruitment
5:185 General Personnel - Family and Medical Leave
5:220 Professional Personnel - Substitute Teachers
5:250 Professional Personnel - Leaves of Absence
6:20 Instruction - School Year Calendar and Day
6:60 Instruction - Curriculum Content
6:110 Instruction - Programs for Students at Risk of Academic Failure and/or Dropping
Out of School and Graduation Incentives Program
6:280 Instruction - Grading and Promotion
6:340 Instruction - Student Testing and Assessment Program
7:50 Students - School Admissions and Student Transfers To and From Non-District
Schools
7:100 Students - Health, Eye, and Dental Examinations; Immunizations; and Exclusion
of Students
7:270 Students - Administering Medicines to Students

REWRITTEN

October 2014

2:140

Board of Education

Communications To and From the Board

Yes
AAW

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

LEGAL REF.: 5 ILCS 120/
50 ILCS 205/20.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED:

Compare to current district policy 2:140, or consider adding to your manual if it is not now included.

Comment [AKL1]: School districts that maintain an Internet website, other than a social media or social networking website, must post a "mechanism, such as a uniform single email address, for members of the public to electronically communicate with elected officials," (50 ILCS 205/20, added by P.A. 98-930, eff. 1-1-2015). This must be done within 90 days of 1-1-2015. The sample policy's default language may be used even when the district provides each board member with an individual e-mail address. The language permits every board member to read all emails sent to the board or its members. This promotes good governance because all members are provided the same information and communications.

See the Update Memo for a full discussion of this topic.

OPTION: For Districts that do not maintain an internet website: delete all text in the first paragraph after the word "Superintendent" and delete the entire second paragraph, leaving:

The Board of Education welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent.

Issue 87, October 2014

2:140

Page 1 of 1

REWRITTEN

2:140-E

Board of Education

Exhibit - Guidance for Board Member Communications, Including Email Use

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

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

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a *do not reply/forward* alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

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

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

Comment [AKL1]: Exhibit is updated and rewritten in response to an appellate court decision. That decision addresses the circumstances when emails sent or received by individual members of a public body will be a *public record* and subject to disclosure under FOIA.

See the Update Memo for a full discussion of this topic.

Issue 87, October 2014

yes
AHW

2:140-E

Page 1 of 3

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

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

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

This test is from the appellate court decision in City of Champaign v. Madigan, 992 N.E.2d 629 (Ill.App.4th, 2013).

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

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

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

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act, only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or

received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063.

DATED:

Compare to current district exhibit 2:140-E, or consider adding to your manual if it is not now included.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:45

Operational Services

Insufficient Fund Checks and Debt Recovery

The Assistant Superintendent for Business or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Assistant Superintendent of Business or designee is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District. ~~The Superintendent or designee shall execute to the requirements fullest extent of the law.~~

~~To participate in any the Local Debt Recovery Program through the Illinois Office of the Comptroller (IOC), an intergovernmental agreement (IGA) between the District and the Illinois Office of the Comptroller (Comptroller) that has the purpose of debt recovery. The intergovernmental agreement IOC must be in existence. The IGA establishes the terms under which the District may request, and refer delinquent debt owed it over to the Comptroller will IOC for an offset (deduction). The IOC may execute, a an offset of the amount of the delinquent debt owed to the District from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.~~

~~The Comptroller will pay Superintendent or designee shall execute the amount deducted to requirements of the District and IGA. While executing the District will credit that amount against requirements of the balance owed to the District until the debt is paid. IGA, the Superintendent or designee is responsible, without limitation, for each of the following:~~

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (claim) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the debt claim is certified to the Comptroller IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, Waiver of Student Fees. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the ~~Comptroller IOC~~ that the debt is past due and legally enforceable, and notifying the ~~Comptroller IOC~~ of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the ~~Comptroller IOC~~ to facilitate the prompt resolution of any protest administrative review requests received by the ~~Comptroller IOC~~.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d,
810 ILCS 5/3-806.

ADOPTED: March 19, 2013

4:45

Page 1 of 1

yes
AHW

yes

Comment [AP1]: This language was modified to allow more flexibility for the superintendent to charge less than the maximum fee for an insufficient funds check. Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney.

OPTION 1: Boards that wish to charge the maximum fee in all circumstances should delete the words "up to" in the first sentence.

Issue 87, October 2014

Comment [AP2]: For Boards that are interested in entering the Illinois Office of the Comptroller's Local Debt Recovery Program, this section was updated to clarify what districts need to do to enter the program. Adopting these materials will not enroll a District or ensure entry into the IOC's Local Debt Recovery Program. Contact your school board attorney for legal advice about possible entry into the Program. If the District has any interest in entering this program, this language should remain in this policy.

OPTION 2: Other methods to collect delinquent debts owed to the school district exist, i.e., small claims court, private collection agencies, etc. If the District has decided not to enter the IOC's Local Debt Recovery Program, everything but the first sentence under the Delinquent Debt Recovery subhead should be deleted.

Issue 87, October 2014

DRAFT UPDATE

Operational Services

Transportation

yes
AHW

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of Transportation or designee and shall be altered only with the Director of Transportation or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Comment [AP1]: The underscored words are added to the policy to align it with State statute. The statutory definition of *cellular radio telecommunication device*, is: "a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids, [a cell phone]" (625 ILCS 5/12-813.1)

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LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of
Homeless Children), 7:220 (Bus Conduct)

ADOPTED: May 14, 2012

REWRITTEN

4:120

Operational Services

Food Services

yes
AKW

Good nutrition shall be promoted in the District’s meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture’s *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education’s School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.: Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
105 ILCS 125/
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED:

Compare to current district policy 4:120, or consider adding to your manual if it is not now included.

Comment [AKL1]: Policy is rewritten to comply with the new U.S. Dept. of Agriculture’s *Smart Snacks* rules and the Ill. State Board of Education’s rules, which implement the *Smart Snacks* rules.

See the Update Memo for a full discussion of this topic.

Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:130

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent or designee shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent or designee shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent or designee shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/0.01 et seq. and 126/1 et seq.
23 Ill.Admin.Code §305.10 et seq.

ADOPTED: July 10, 2006

Comment [AP1]: Beginning in the year 2011-2012, the U.S. Depts. of Agriculture and Education implemented a new claiming option for providing reimbursements to school districts that provide free breakfasts and lunches to all students in schools with significantly economically disadvantaged populations. It is called the Community Eligibility Option (CEO). For more information about qualifying for and claiming through this reimbursement method, see www.isbe.net/e-bulletins/rpd/02-12.pdf.

OPTION: For districts that qualify for and claim the CEO, insert the following sentence at the end of the first sentence in this subhead:

From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts of Agriculture and Education's Community Eligibility Option (CEO). When claiming the CEO, the District will follow its requirements.

Note: All subheads in this policy that detail the legal requirements under State and federal laws continue to apply when CEO is used and should remain in the policy.

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No

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Lincolnshire - Prairie View School District 103

4:150

Operational Services

Facility Management and Expansion Programs

The Superintendent or designee shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize the production of a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board of Education approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and

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stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Education. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: June 9, 2008

Comment [AKL1]: This policy is unchanged; the Legal References are updated.

105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the Health, Life and Safety Code. Among its mandates is the decennial *safety survey report*. After 1-1-2015, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association (105 ILCS 5/2-3.12, P.A. 98-883, eff. 1-1-2015).

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Lincolnshire - Prairie View School District 103

5:10

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

yes
AW

Comment [AKL1]: Districts must have a policy on equal employment opportunities; however, this is a complex, confusing, and highly litigated area of the law, consult the board attorney for advice on the application of these laws to specific fact situations

Issue 87, October 2014

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

Comment [AP2]: A new protected status is added in response to legislation.

Issue 84, February 2014

Comment [AP3]: Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the Ill. Human Rights Act (775 ILCS 5/6-101, amended by P.A. 98-1050, eff. 1/1/2015).

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Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name Julie Postma

Address 1370 Riverwoods Rd.
Lincolnshire, IL 60069

Telephone 847/295-4030

Complaint Managers:

Name	<u>Dan Stanley</u>	<u>Julie Postma</u>
Address	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>	<u>1370 Riverwoods Rd.</u> <u>Lincolnshire, IL 60069</u>
Telephone	<u>847/295-4030</u>	<u>847/295-4030</u>

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

Minority Recruitment

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

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
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.
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
23 Ill.Admin.Code §1.230.

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CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco 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 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: ~~May 14, 2012~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:185

General Personnel

Family and Medical Leave

Please refer to the current "Lincolnshire - Prairie View School District 103 Classified Staff Employee Handbook."

For employees not covered by this handbook:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. ~~for up to a combined total of 12 weeks during a "single 12-month period" measured forward from the employee's first day of FMLA leave. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.~~

~~An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.~~ *using a "rolling" 12 month period.*

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined ~~herein in the federal rules~~) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a ~~covered~~ military member on covered active duty (or has been notified of an impending call or order to active duty, as provided in federal rules.) ~~in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.~~
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules. A "covered

Comment [AP1]: A sentence was added regarding an employee's ability to use unpaid family and medical leave. The U.S. Department of Labor, Wage & Hour Division, has a helpful website containing forms, compliance posters, etc. (www.dol.gov/whd/fmla).

Issue 87, October 2014

Comment [AP2]: CAUTION: Please review policy language to assure the 12-month period listed aligns with District practice and all Collective Bargaining Agreements. If necessary, please include edits with your Response Form.

Issue 87, October 2014

Comment [AP3]: Multiple definitions throughout the policy are replaced by references to the "federal rules." The recent amendments to the federal rules have made the definitions too lengthy to restate in the policy.

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*yes
AHW*

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~~servicemember" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability-retired list~~

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with ~~FMLA regulations, federal rules.~~

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Comment [AP4]: The default policy language exceeds federal law requirements because it provides immediate eligibility to full-time classroom teachers. Please review policy language to assure it aligns with District practice and all Collective Bargaining Agreements. If necessary, please include edits with your Response Form.

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Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate ~~completed~~signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate ~~completed~~signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate ~~completed~~signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, ~~in support of a contingency operation~~ and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

Comment [AP5]: In accordance with the revised federal rules, the Certification section now requires certificates to be "complete and sufficient" and signed by the individual identified in the policy.

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The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

DRAFT UPDATE

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and
Leaves)

ADOPTED: ~~December 14, 2009~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:220

Professional Personnel

Substitute Teachers

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

A substitute teacher must hold either a valid teaching or substitute ~~certificate~~ license and may teach in the place of a ~~certified~~ licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year. ~~However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year.~~ The following limitations apply, except as follows:

1. A substitute teacher holding a substitute ~~certificate~~ license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days.
2. A teacher holding a ~~valid early childhood, elementary, high school, Professional Educator License or special certificate~~ Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.

The Illinois Teachers' Retirement System (TRS) ~~in Illinois~~ limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Emergency Situations

A substitute teacher may teach when no ~~certified~~ licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent ~~will shall~~ notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/21-9, 5/21B-20(3), and 24-5.
23 Ill. Admin. Code §1-79025.520.

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

ADOPTED: ~~May 14, 2012~~

Comment [AKL1]: The policy is updated to enhance clarity and to replace ~~certificate~~ with license as per State statute and rule.

Issue 87, October 2014

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:250

Professional Personnel

Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Religious Observation Leave, Emergency/Personal Leave, Leave of Absence Without Pay, Involuntary Maternity, Adoption Leave, Child-Rearing Leave/Maternity Leave, Maternity/Paternity Leave, Leaves for Service in the Military, Association Representatives Leave of Absence

Please refer to the current "Master Contract between the Lincolnshire - Prairie View Teachers' Association and the Board of Education of Lincolnshire - Prairie View School District 103."

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board of Education may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board of Education will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is

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an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

Comment [AP1]: A new leave is added to the policy. This paragraph restates 10 ILCS 5/13-2.5, amended by P.A. 98-691. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

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LEGAL REF.: 10 ILCS 5/13-2.5.
20 ILCS 1805/30.1 et seq.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 et seq. and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: July 10, 2006

↓ 20 calendar days

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:20

yes
AHW

Instruction

School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

Comment [AP1]: The Legal References are updated. When a county board or board of election commissioners chooses a school to be a polling place, 10 ILCS 5/11-4.1, amended by P.A. 98-773, encourages a school district to (1) close the school or (2) hold a teachers' institute with students not in attendance.
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LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1,
23 Ill. Admin. Code §1.420(f),
Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: ~~November 10, 2008~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:60

Instruction

Curriculum Content

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

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. 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.
2. In kindergarten through grade 8, 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.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
4. 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.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. 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 daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Activity.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. 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.
9. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

Comment [AP1]: OPTION: 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), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*

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YES

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10. In all schools, United States 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, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians,, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
11. 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.
12. 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.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, a unit of instruction must be included on the history, struggles, and contributions of women.
15. In all schools, a unit of instruction must be included on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 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, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 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 Discipline), 7:260 (Exemption from Physical Activity)

ADOPTED: ~~December 17, 2013~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:110

yes
AHW

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or ~~LEP~~English Language Learners program.

LEGAL REF.: 105 ILCS 5/2-3.41, ~~5/2-3.64~~, ~~5/2-3.66~~, ~~5/10-20.9a~~, 5/13B, ~~4 et seq.~~ 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: ~~March 19, 2013~~

Comment [AP1]: This change is made to use the same program name as used in statute and policy 6:160, *English Language Learners*.

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Comment [AKL2]: Legal references are updated.
Issue 87, October 2014

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:280

Instruction

Grading and Promotion

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on the Illinois Standards Achievement Tests, ~~Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other testing assessments.~~ Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other testing assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade may include:

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

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

LEGAL REF.: 105 ILCS 5/2-3, 64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

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

ADOPTED: ~~July 10, 2006~~

Comment [AP1]: The policy, Legal References, and Cross References are updated in response to the repeal of 105 ILCS 5/2-3.64 and the enactment of 105 ILCS 5/2-3.64a-5. 105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure.

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Instruction

Student Testing and Assessment Program

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

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

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g;
105 ILCS 5/2-3.63a-5, 5/2-3.64, 5/10-17a, and 5/27-1.

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

ilsd103 swarren 3/24/2015 3:36 PM

Comment [1]: Policy, cross references and legal references are updated in response to P.A. 98-972.

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AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

7:50

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term.

The District acknowledges the following exemptions:

1. A child will be allowed to enroll in the District kindergarten program if he or she will be 5 years of age by September 30th and has been admitted through the District Early Admittance Procedure.
2. A child will be allowed to attend first grade if he or she has successfully completed a public school kindergarten program in the United States and will be six years old on or before December 31st.
3. If a child has enrolled in a public school district in the United States through an Early Admittance Procedure the child will be enrolled in his or her current grade level provided that he or she is no more than four months younger than the required age for that grade level.
4. If a child has attended or is enrolled in a public or private school program outside of the United States with an appropriately certified teacher and is no more than four months younger than the required age for that grade level and successfully completes a readiness assessment for his or her current grade level, he or she will be enrolled in his or her current grade level.

A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof of the student's identity and age and affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity. A student will be enrolled without a birth certificate. If a birth certificate or other reliable proof of the student's identity and age is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age. When a certified copy of the birth certificate or other reliable proof of the student's identity and age is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Superintendent

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

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

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

Homeless Children

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

Student Transfers To and From Non-District Schools

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, 10/8.1, 45/, and 70/.
325 ILCS 50/ and 55/.
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 375, Student Records.

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

ADOPTED: ~~September 18, 2012~~

Comment [AP1]: This optional sentence addresses a new Section of the Military Compact Act at 105 ILCS 70/33, added by P.A. 98-673.

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DRAFT UPDATE

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

~~Until June 30, 2015, a~~ student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Comment [AP1]: Required by 77 Ill Admin. Code §665.240(j) & 77 Ill Admin. Code §695.10(m), amended on 8-26-14.

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Comment [AP2]: There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

Issue 87, October 2014

yes
AKW ✓

DRAFT UPDATE

Eye Examination

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

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

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

Dental Examination

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

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

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician 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; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

DRAFT UPDATE

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 695.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 7:50
(School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: May 14, 2012

DRAFT UPDATE

Students

Administering Medicines to Students

yes
AW

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or ~~asthma~~ asthma medication prescribed for ~~asthma for immediate~~ use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Comment [AP1]: Edited for clarity.
Issue 87, October 2014

may

School District Supply of Undesignated Epinephrine Auto-Injectors

~~The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.~~

Comment [AP2]: The word "Undesignated" is added to the subhead, and the text in this section was amended in response to 105 ILCS 5/22-30, amended by P.A. 98-795.
Issue 87, October 2014

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for ~~school undesignated~~ epinephrine auto-injectors ~~and a standing protocol~~ from a physician ~~or advanced practice nurse~~ licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Comment [AP3]: OPTION: A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 98-795.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

The law permits a district to maintain a supply of undesignated epinephrine auto-injectors in any secure location where an allergic person is at risk and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine auto-injectors and implement a plan for their use, and then not doing it, may be fraught with legal liabilities.

Upon implementation of this ~~subsection and Section 22-30(f) of the School Code~~ policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

Issue 87, October 2014

DRAFT UPDATE

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

CROSS REF.: 7:285 (Food Allergy Management Program)

ADOPTED: ~~May 14, 2012~~



Lincolnshire-Prairie View School District 103

BOARD OF EDUCATION REGULAR and COMMITTEE OF THE WHOLE (COW) MEETING SCHEDULE 2015-2016

Tuesday	June 30, 2015 (COW)
Tuesday	July 7, 2015 (REGULAR)
Tuesday	August 11, 2015 (COW)
Tuesday	August 25, 2015 (REGULAR)
Tuesday	September 1, 2015 (COW)
Tuesday	September 15, 2015 (REGULAR)
Tuesday	October 6, 2015 (COW)
Tuesday	October 20, 2015 (REGULAR)
Tuesday	November 17, 2015 (REGULAR)
Tuesday	December 1, 2015 (COW)
Tuesday	December 15, 2015 (REGULAR)
Tuesday	January 5, 2016 (COW)
Tuesday	January 19, 2016 (REGULAR)
Tuesday	February 2, 2016 (COW)
Tuesday	February 16, 2016 (REGULAR)
Tuesday	March 1, 2016 (COW)
Tuesday	March 22, 2016 (REGULAR)
Tuesday	April 5, 2016 (COW)
Tuesday	April 19, 2016 (REGULAR)
Tuesday	May 3, 2016 (COW)
Tuesday	May 17, 2016 (REGULAR)
Tuesday	May 31, 2016 (COW)
Tuesday	June 14, 2016 (REGULAR)

All meetings are held at Daniel Wright Junior High School Library
1370 N. Riverwoods Road, Lincolnshire, Illinois, beginning at 7:00 p.m.



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley, Scott Gaunky
CC: Dr. Scott Warren
Date: April 7, 2015
Re: Summer 2015 ADA Project Update

In an effort to remind and update the Board about the ADA project this summer, below is a relatively comprehensive scope of the project as well as the estimated costs.

The cost of the project covered with Wight are estimated to be \$435,000. As these fees include a variety of contingencies (14% General Conditions/Bonds/Insurance, 15% Design % Construction), we feel the actual bids and cost for this will come in below the estimate.

The abatement portion of the project is estimated at \$17,000-\$20,000. Finally, the exterior ramps at Sprague are estimated to be \$33,000.

The total estimated (conservative) cost of the project stands at \$488,000. As these are estimates, we are eager to receive the bids.

Due to the updated scope, we are looking at asking **the Board to accept bids at the May COW meeting**. The original plan was to accept bids at the April regular board meeting, however that date is no longer feasible.

We are making every effort to get this program to fit into the FY16 budget without expanding it beyond our projections, but I cannot say for sure until the bids come in.

SCOPE

Sprague Boys and Girls Toilet Rooms:

1. One of the water closets in each toilet room will be eliminated in order to create an accessible stall. Typically the 'far' water closet will be removed and the remaining partitions will be replaced in order to accommodate the new door arrangement, the required stall depth, and the required 18 inch offset from the centerline of the water closet to the side wall (or in this case the partition).
2. The remaining water closet in the accessible stall will be removed and the carrier within the wall adjusted to facilitate reinstallation of the water closet at an accessible height.

3. One of the lavatories will be removed and the plumbing within the wall adjusted to facilitate reinstallation of the lavatory at an accessible height.
4. In the boys toilet rooms, one of the urinals will be removed and the plumbing within the wall adjusted to facilitate reinstallation of the urinal at an accessible height.
5. In the girls toilet rooms, the standard stall partitions will be replaced in order to accommodate the required turnaround clearance in the toilet room.
6. Affected areas will be patched and painted to match existing finish.
7. Note that there are currently cabinet heaters in these spaces and in an effort to adjust lavatories, we will remove these and install radiant heat panels in the ceilings.

Sprague Small Faculty Room:

1. Floor and wall tile will be removed and replaced with new tile.
2. Deck mounted lavatory will be removed and replaced with new deck mounted lavatory. New lavatory will be mounted at accessible height (no other accessibility adjustments are possible without significant modification of other elements).
3. Existing water closet will remain but adjusted in height.
4. Note that existing heating element (which encroaches on water closet), will be removed and a radiant heat panel installed.
5. Note that the existing storage shelving behind the door will be removed and a new storage cabinet installed. ****By others****

Sprague Large Faculty Room: (This room is essentially a complete remodel)

1. Existing water closets removed, exiting deck mounted lavatories removed, chase wall opened/modified as required to access plumbing, separating walls/door between water closets and lavatories and between lavatories and 'lounge' removed, floor saw cut as required to access plumbing, partitions removed, flooring removed, and ceiling removed Modify/create new fixture layout, including all plumbing adjustments.
2. Provide new deck mounted lavatories.
3. Provide new water closets.
4. Add new floor drain (Per Plumbing Code).
5. Extend chase wall construction to accommodate new layout.
6. Provide new toilet partitions.

7. Provide new flooring and wall tile.
8. Provide new ACT ceiling and install new lighting.
9. Affected areas will be patched and painted to match existing finish.

**Half Day Girls Toilet Room:
(This room is a complete remodel)**

1. Existing water closets removed, exiting deck mounted lavatories and cabinets removed, plaster wet walls and plaster ceilings below opened as required to access/reroute plumbing (this is the ceiling in mechanical room below), and remove existing surface mounted light fixture. **Asbestos flooring, asbestos pipe insulation, and lead paint materials removed by others.**
2. Remove existing door and frame and infill existing opening with new construction similar to adjacent wall construction (min 1hr rated).
3. Create new door opening and provide new fire door (45min rated). Note that this will require the demolition of the storage cabinet outside of this toilet room and some corresponding restoration work. Hallway carpeting may need to be replaced.
4. Create new fixture layout, including all plumbing adjustments.
5. Provide new individual lavatories (no cabinets).
6. Provide new water closets.
7. Add new floor drain.
8. Provide new toilet partitions.
9. Provide new tile flooring and new wall tile.
10. Provide new ACT ceiling with new lighting (maintain exhaust fan above ceiling).
11. Relocate at least one existing surface mounted hand dryers (may not be room for two).
12. Affected areas will be patched and painted to match existing finish
13. Radiator (original to the structure) will be removed and radiant heat panels installed.
14. While walls are to the studs, new insulation will be installed.

**Half Day Boys Toilet Room:
(This room is a complete remodel)**

1. Existing water closets removed, exiting deck mounted lavatories and cabinets removed, plaster wet walls and plaster ceilings below opened as required to access/reroute plumbing, and remove existing surface mounted light fixture. **Asbestos flooring, asbestos pipe insulation, and lead paint materials removed by others.**

2. Remove existing door and frame and increase existing door opening size.
3. Provide new fire door (45min rated).
4. Create new fixture layout, including all plumbing adjustments.
5. Create new chase/wet wall behind toilet/urinal as required to accommodate plumbing.
6. Provide new individual lavatories (no cabinets).
7. Provide new water closets.
8. Add new floor drain.
9. Provide new toilet partitions.
10. Provide new tile flooring and new wall tile.
11. Provide new ACT ceiling with new lighting (maintain exhaust fan above ceiling).
12. Radiator (original to the structure) will be removed and radiant heat panels installed.
13. While walls are to the studs, new insulation will be installed.
14. Affected areas will be patched and painted to match existing finish

Sprague Interior ADA Ramp Project

1. Saw cut and remove existing non-compliant slope.
2. Note, there may need to be an adjustment in the location of fire doors at the bottom of the slope.
3. Sub-base adjusted, compacted, and concrete poured to meet ADA slope requirements.
4. Provide hand rails.
5. Install carpet tiles.

Half Day Abatement for ADA Project

1. Remove asbestos floor tile, pipe wraps, and items containing lead.

ADA Exterior Ramps at Sprague

- Demolition to include existing exterior walkways and landscape material at doors E and G.
- Excavation of additional ramp areas.

- Install base according to specification and compact.
- Pour concrete to ADA designed specifications.
- Install hand rails.



March 27, 2015

Wight & Company

wightco.com

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2500 North Frontage Road

Darien, IL 60561

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P 630.969.7000

F 630.969.7979

Dr. Scott Warren
Superintendent
Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, IL 60069

**PROFESSIONAL SERVICES PROPOSAL
COMMUNITY ENGAGEMENT**

Dear Dr. Warren:

Wight & Company (Wight) is pleased to submit this proposal to Lincolnshire-Prairie View School District 103 (District) to provide architectural and engineering services to lead a community engagement process. We have prepared our proposal in the following parts:

- **PROJECT UNDERSTANDING**
- **SCOPE OF SERVICES**
- **SCHEDULE**
- **COMPENSATION**

PROJECT UNDERSTANDING

We understand that the District’s Strategic Plan-Vision 2020, identified two goals relative to facilities: 1) evaluate and identify options for additional space and 2) optimize current District spaces to promote creativity, collaboration and analytical thinking. Wight will provide professional architectural and engineering services to assist the District in engaging the community, parents, staff and students in determining a course of action to achieve these goals.

SCOPE OF SERVICES

In September 2014, Wight completed an Educational Facility Assessment of all three of the District schools. The District’s aspirational strategies for teaching and learning were explored through an interactive Visioning Workshop and conversation sessions with staff/administration. Building walk-thrus documented various physical characteristics that impact high performance teaching and learning space. Additionally, a space utilization summary documented a need for additional space for students. Wight will use the information and vision from this study to serve as a foundation to help guide evaluation of alternatives and to inform decision-making for adding/improving educational space through a community engagement communication process. At the conclusion of this process, a consensus solution will be brought forward for endorsement by the community and the Board of Education.

Community Engagement

Wight will assist the Owner in conducting a three-step community engagement planning process scheduled between approximately April 1, 2015 through September 21, 2015 to allow the Board of Education to arrive at a project direction decision for their September Board

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Meeting. The process will engage community members and school groups to aide in the development and evaluation of alternative building concepts. Wight will support the Owner's efforts with event planning/organizing assistance, preparation of materials for presentation/discussion, participation in the events, and follow-up data collection/summary analysis.

Step 1 > Engagement

The first step is engagement at a Community Meeting, "town hall style". In this step we look to uncover the community's values, opinions, and desires for their schools. The focus of this stage is primarily listening to the community, fact finding and uncovering important considerations. We propose that the District-Wight team summarize for the community's benefit the District's Strategic Plan-Vision 2020, in order to explore the two goals for facilities: 1) evaluate and identify options for additional space and 2) optimize current District spaces to promote creativity, collaboration and analytical thinking for future teaching and learning support. Space utilization of the existing buildings will be summarized and the question of grade level structure options will be explored.

Step 2 > Evaluation

The next step is an evaluation of alternative ideas that have been suggested in responses from the first community meeting. Wight proposes to work with the District's Core Steering Committee, (2-3 meetings over summer 2015) to develop alternative concept plans that respond to both the feedback from the community and input received in the Educational Facilities Assessment. An initial programming of space will be developed by Core Steering Committee and incorporated within the alternative concept plans. A range of order-of-magnitude budgets are developed alongside the concepts for comparison and alignment with the District's financial expectations for a future building project to achieve the facility goals mentioned above. Additionally, throughout the summer months, Wight proposes to pilot an on-line community engagement process with the use of a web-based product, Mindmixer.com. Wight holds the license for this product through February 2016. The goal is for this website product is to keep the community engaged, allow them to interact with the Core Steering Committee's on-going work and provide a venue for continued feedback while accommodating community members' schedules over the summer vacation months.

Step 3 > Endorsement

The final step obtains endorsement of a final planning recommendation. Wight brings to this step a recommended scheme; a further refinement of the concept that garnered the most positive feedback in the prior steps. A preliminary project budget for the Concept Plan will be developed. A final Community Meeting will be hosted, in the Fall prior to the September Board Committee of the Whole and regular Board Meetings, to present the planning recommendation and budget. It is anticipated that the Core Steering Committee will endorse the concept plan and budget to the Board of Education at the September Board Meeting for approval to proceed with a building project based on the recommended Concept Plan.

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Wight intends to include any relative information gained from a separate contracted service for a 10 Year Life Safety Survey (to be completed between June-September 2015) of all three schools in the recommended Concept Plan.

Final Deliverables

Graphic representation of the recommended Concept Plan will include:

- Color floor plans for any additions or interior building renovations proposed.
- Color site plans to indicate locations of any new additions or site reconfigurations.
- Three-dimensional representation of a major initiative that may be proposed.
- Project Budget
- Timeline for Design + Delivery of entire project based on Concept Plan

Additional Services

Additional Services may be provided following execution of this Agreement. Upon recognizing the need to perform the following Additional Services, Wight shall notify the District. Compensation for these services will be completed on a time and material basis at standard hourly billing rates or at a negotiated cost upon the District’s written authorization to proceed:

- Physical models of proposed solutions.
- Animated three-dimensional video presentation graphics.
- Services necessitated by a change in the Initial Information, previous instructions or approvals given.

SCHEDULE

Schedule duration will start approximately on April 1, 2015 with an anticipated signed agreement executed at the April 21, 2015 Board Meeting. Community Meetings are proposed to occur in late May and late August. Core Steering Committee meetings are proposed to take place approximately monthly, April through September 2015. One staff meeting per school will be held in April.

COMPENSATION

Wight proposes to provide the scope of services described in this proposal for a **fixed fee of Twenty Thousand and 00/100 Dollars (\$20,000)**.

Wight & Company recommends that **Two Thousand Five Hundred and 00/100 dollars (\$2,500.00)** be budgeted for reimbursable expenses. Reimbursable expenses are additional expenses that are not included in the fixed fee stated above and will be charged at a rate of 5% above actual expense. Reimbursable expenses for this type of project include but are not limited to travel, printing, etc.

We will invoice monthly based on a percentage of work completed, and payment will be due within 30 days of invoice date.

We thank you for the opportunity to present this proposal for your consideration. If this proposal is acceptable to you, please signify your acceptance by signing below and returning one copy to us for our files. If you have any questions, please do not hesitate to contact Leanne Meyer-Smith at (630) 739-6704.

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Respectfully Submitted,

WIGHT & COMPANY



Leanne Meyer-Smith, AIA, LEED AP BD+C
Vice President, Architecture | Licensed Architect



Richard A. Carlson, LEED AP BD+C
President, Architecture & Engineering

Accepted by: _____
Signature

Printed Name/Title: _____

Date: _____

Cc: file

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Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Student groups and school-related organizations are granted the use of school facilities at no costs during non-regularly staffed hours when supervised by a District employee or member of the Board of Education (the Board member must have voluntarily gone through the Criminal Background Check and/or Screen of Board Policy 4:175). Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain. For government agencies, and non-profit organizations, fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the Board. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an *additional insured* or otherwise show proof of insurance.

LEGAL REF.: 20 U.S.C. §7905.
 10 ILCS 5/19-2.2.
 105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 25, 2013. Updated April 7, 2015.

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student, District employee or member of the Board of Education (the Board member must have gone through the Criminal Background Check and/or Screen of Board Policy 4:175).

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Online scheduling is available to make an appointment to meet with a staff member during regular parent/teacher conference days. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area."
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcohol or illegal drugs.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);

11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities),

ADOPTED: December 17, 2013. Updated April 7, 2015.