

APPENDIX A

Glen Ellyn School District 41 Board Policy Manual Revisions

Sections 2, 3, 4, 5, 6 and 7

First Reading and Adoption

December 18, 2006

School Board

School District Governance

The District is governed by a Board of Education consisting of 7 members. The Board's powers and duties include the ~~broad~~ authority to adopt, ~~and enforce,~~ and monitor all necessary policies for the management and ~~government~~ governance of the ~~public~~ District's schools.-

Official action by the School Board ~~members must~~ may only occur at a duly called and legally conducted meeting, at which a quorum is physically present. ~~"Meeting" is defined as any gathering of the majority of a quorum of School Board members for the purpose of discussing School District business.-~~

School Board members, as individuals, have no authority over school affairs,- except as provided by law or as authorized by the Board.-

LEGAL REF.: 5 ILCS 120/1.01.
105 ILCS 5/10-1, 5/10-10, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status)

Reviewed: October 20, 2003
Approved: November 17, 2003
Revision Adopted: December 18, 2006

School Board

Powers and Duties of the School Board

The powers and duties of the School Board generally include:

1. Formulating, adopting, and modifying School Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements, and State and Federal law.
2. Hiring a Superintendent
3. Employing other personnel, determining their compensation, and dismissing personnel;
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
5. Letting contracts utilizing the public bidding procedure when required;
6. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
7. Approving the curriculum, textbooks, and educational services;
8. Evaluating the educational program; and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
9. Establishing and supporting student discipline policies ~~and expelling students;~~ designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
10. Establishing attendance units within the District and assigning students to the schools;
11. Establishing the school year;
12. Visiting ~~and inspecting the~~ District's schools;
13. Providing student transportation services;
14. Entering into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities; ~~and~~
15. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
- ~~15.~~16. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Board members have no authority over school affairs as individuals. They have complete authority, within the state law over school affairs when they serve as a legal body.

LEGAL REF.: 105 ILCS 5/10-1 et seq.
23 Ill. Admin. Code § 1.210(b).
Mary Doyle et al. v. Holy Cross Hospital, (1999, Ill. S.Ct.)

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:240
(Board Policy Development)

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School BoardExhibit - Waiver and Modification Request Process

Actor	Action
Superintendent or designee	<p>Develops a plan supporting a waiver or modification request that meets the criteria contained in 105 ILCS 5/2-3.25g.</p> <p>Based on the plan, completes a preliminary application on an ISBE form.</p> <p>Districts may petition ISBE for a waiver or modification of the mandates in <u>The School Code</u> or ISBE administrative rules.</p> <p>For a waiver or modification of administrative rules or modification of <u>Code</u> mandates, the District must demonstrate that: (1) it can address the intent of the rule or mandate in a more effective, efficient, or economical manner, or (2) a waiver or modification of the rule or mandate is necessary to stimulate innovation or improve student performance.</p> <p>For a waiver of mandates in <u>The School Code</u>, a District must demonstrate the waiver is necessary to stimulate innovation or improve student performance. Waivers may not be requested from laws, rules, and regulations pertaining to special education, teacher certification, or teacher tenure and seniority.</p> <p>Identifies a date for a public hearing on the proposed waiver or modification request. <u>If the request concerns a waiver or modification of Section 27-6 of The School Code, (physical education requirements) the public hearing must be held on a day other than on which a regular Board meeting is held, on a day other than on which a regular Board meeting is held (105 ILCS 5/2-3.25g, as amended by P.A. 93-557).</u></p> <p>Publishes notice in a newspaper of general circulation within District of the date, time, place, and general subject matter of a public hearing on the proposed waiver or modification request. This notice must be published at least 7 days before the hearing <u>(105 ILCS 5/2-3.25g).</u></p> <p>Makes all arrangements for a special meeting <u>of the Board (if necessary).</u></p> <p>Notifies in writing all affected exclusive bargaining agents, as well as those State legislators representing the District, when a public hearing will be held on the District's intent to seek a waiver or modification <u>(105 ILCS 5/2-3.25g, as amended by P.A. 93-557).</u></p>
School Board	<p>Holds a public hearing in an open meeting on the waiver or modification. <u>EducatorsStaff</u> directly involved in its implementation, parents, and students must be allowed to testify. <u>The time period for testimony must be separate from the time period set aside for public comment. (105 ILCS 5/2-3.25g).</u></p> <p>On the hearing date or in subsequent open meeting, deliberates on the draft plan and application supporting a waiver or modification request; decides whether to approve the plan and application as amended to</p>

Actor	Action
	<p>include a description of the public hearing.</p> <p>A request for a waiver or modification of ISBE rules or for a modification of a mandate contained in <u>The School Code</u> must include a description of the public hearing.</p> <p>A request for waiver from a mandate contained in <u>The School Code</u> must include a description of the public hearing, including: the means of notice, the number of people in attendance, the number of people who spoke as proponents or opponents, a brief description of their comments, and whether there were any written statements submitted (105 ILCS 5/2-3.25g, as amended by P.A. 93-557).</p> <p>Either attests or authorizes the Superintendent to attest to compliance with all of the notification and procedural requirements. (105 ILCS 5/2-3.25g, as amended by P.A. 93-557).</p>
Superintendent or designee	Within 15 days after approval by the School Board, submits the application to ISBE by certified mail, return receipt requested.
<i>For requests concerning a rule or a modification of <u>The School Code</u>:</i> ISBE	No action is required to approve a requested waiver or modification. Disapproval of a request must occur within 45 days following its receipt (105 ILCS 5/2-3.25g).
<i>For requests concerning a rule or a modification of <u>The School Code</u>:</i> School Board	To appeal disapproval by ISBE of a request, notifies ISBE that the District is appealing the disapproval to the General Assembly (105 ILCS 5/2-3.25g).
<i>For requests concerning a rule or a modification of <u>The School Code</u>:</i> ISBE	Files a report outlining appeals by School Districts of requests disapproved by ISBE with the Senate and House of Representatives by May 1 and October 1 each year (105 ILCS 5/2-3.25g).
<i>For requests of a waiver from a mandate contained in <u>The School Code</u>:</i> ISBE	Reviews applications for completeness and files a report with Senate and House of Representatives by May 1 and October 1 each year (105 ILCS 5/2-3.25g).
General Assembly	<p>No action is required to approve a requested waiver or appealed request.</p> <p>Disapproval of a request or appealed request must occur within 3060 days after each house of the legislature next convenes after the report is filed by adoption of a resolution by a record vote of the majority of members elected in each house (105 ILCS 5/2-3.25g).</p>
School Board	May seek to renew an approved waiver or modification. A waiver or modification may remain in effect up to 5 school years (105 ILCS 5/2-3.25g).

Reviewed: November 17, 2003

Approved: December 15, 2003

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School Board

Board Member Term of Office

The term of office for a School Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, Board Member Oath and Conduct.

~~The term ends 4 years later when the successor assumes office within 7 days after the consolidated election held on the first Tuesday in April in the odd-numbered years and ends 4 years later when the successor assumes office.~~

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, ~~and 5/10-16,~~ and 5/10-16.5.

CROSS REF.: 2:30 (School Board Elections), 2:80 (Board Member Oath and Conduct), 2:210
(Organizational School Board Meeting)

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School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors, as the case may be) of (*name of School District*), in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the regular Board meeting room.

LEG. REF: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board), 2:50 (Board Member Term of Office), 2:210 (Organizational School Board Meeting)

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School Board

Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected at the Board's organizational meeting.

President

The School Board elects a President from its members for a 2-year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments;
3. Be a non-voting ex-officio member of all Board committees;
4. Represent the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to School Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Review appeals of record access requests that were denied; and
9. Ensure that a quorum of the Board is physically present at all Board meetings
10. Administer the oath of office to new Board members; and
- ~~9-11~~. Serve as the Board's official spokesperson to the media.

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

The Vice President fills a vacancy in the Presidency.

Vice President

The School Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

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

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

Secretary

The Secretary shall be a member of the Board who serves a 2-year term. The Secretary shall perform or delegate the following duties:

1. Sign official District documents requiring the Secretary's signature; and
2. Record all closed meeting minutes

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board will appoint a Recording Secretary who is a staff member. The Recording Secretary's primary responsibility shall be the keeping of records of all transactions of the School Board in regular and special open meetings. In addition, the Recording Secretary shall record all closed meeting minutes and receive notification from Board members who desire to attend a Board meeting by video or audio means pursuant to Board policy 2:220, School Board Meeting Procedure. The Recording Secretary shall perform the following duties:

- ~~1. Keep Board meeting minutes;~~
- ~~2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;~~
- ~~3. Mail meeting notification and agenda to news media who have officially requested copies;~~
- ~~4. Keep records of the Board's official acts, submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;~~
- ~~5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;~~
- ~~6. Arrange public inspection of the budget before adoption;~~
- ~~7. Publish required notices;~~
- ~~8. Maintain Board policy, financial reports, publicity, and correspondence.~~
- ~~9. Act as the local election authority for all school elections~~

Treasurer Class I county school units and Class II county school districts that have withdrawn from the authority of the Township Treasurer.

The Treasurer of the Board shall be an appointed non-Board member who serves at the Board's pleasure. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. An appointed Treasurer must:

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

The Treasurer shall:

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

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

LEGAL REF.: 5 ILCS 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, and 5/17-1.

CROSS REF.: 2:210 (Organizational School Board Meeting)

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School Board

Board-Superintendent Relationship

The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and ~~seeks~~considers the recommendations of the Superintendent as the District's Cehief Executive Oefficer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's day-to-day operations.

LEGAL REF.: 105 ILCS 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

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School Board

Communications to and from the Board

Staff members, parents, and community members are encouraged to submit questions or communications to the School Board through the Superintendent. If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members' questions or communications to staff or about programs should be channeled through the Superintendent's office. Board members do not have the authority to take private action.

Board Member Use of Electronic Mail

E-mail to, by, and ~~among~~^{between} Board members, in their capacity as Board members, shall not be used to ~~discuss~~^{conduct} Board business. It shall be limited to:

1. Disseminating information; and
2. Messages not involving deliberation, debate, or decision-making.

It may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agendas or ~~public record~~ information concerning agenda items; or
4. Individual Responses to questions posed by the community, administrators, or school staff, subject to the other limitations in this policy's first section.

A Board member sending an e-mail concerning the District shall copy the Superintendent or designee, who shall store the message. There is no expectation of privacy for any messages sent or received by e-mail.

LEGAL REF.: 23 Ill. Admin. Code § 1.220.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Line and Staff Relations), 8:50 (Visitors to the Schools), 8:110 (Public Complaints)

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School Board

Committees

Board Committees

The School Board creates Board committees as the Board deems necessary. The Board President makes all Board committee appointments unless specifically stated otherwise. ~~Notice of Board committee meetings shall be given in the same manner as notice for special meetings, and Board committee meetings shall be open to the public unless the topic for discussion is an item on which a public body may hold a closed session.~~ Board committee meetings shall comply with the Open Meetings Act. Board committees report directly to the Board.

Special Board Committees

Special committees may be created for specific purposes or to investigate special issues. A special committee shall be automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

Standing committees are created for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Standing committees are:

1. Board policy committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Board finance committee. This committee reviews overall District finances, including the budget, tax levy and audit.
3. Board capital improvement committee. This committee provides input and monitors the process of the District's capital improvement plan.
4. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
5. Behavioral Interventions Committee. This committee develops, ~~implements,~~ and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*. The committee reports and makes recommendations to the School Board.

Superintendent Committees

The Superintendent creates Superintendent committees as he or she deems necessary and makes all appointments. Superintendent committees report to the Superintendent.

- LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301 et seq.
Rules and Regulations for the Control of Communicable Diseases, issued by the
Illinois Department of Public Health.
5 ILCS 120/1 et seq.
105 ILCS 5/10-20.14 and 10/1 et seq.
23 Ill. Admin. Code §226.115 and §226.350 et seq.
- CROSS REF.: 2:240 (Board Policy Development), 5:40 (Communicable and Chronic Infectious
Disease), 6:170 (Title I Program), 7:190 (Student Discipline), 7:230 (Misconduct
by Students with Disabilities), 7:280 (Communicable and Chronic Infectious
Disease)

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School Board

Types of School Board Meetings

General

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

Regular Meetings

The School Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings in accordance with The School Code. Meeting dates may be changed with 10 days' notice in accordance with State law. A meeting agenda shall be posted at the District's main administrative office and the Board meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items not specifically on the agenda may still be considered during the meeting.

Closed Meetings

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, ~~this Act~~, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, ~~this Act~~, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff or public property. 5 ILCS 120/2(c)(8), ~~as amended by P.A. 91-730.~~
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act ~~this Act~~, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

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

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

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

Reconvened or Rescheduled Meetings

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

Special Meetings

Special meetings may be called by the President or by any 3 members of the School Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

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

No matters will be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

Emergency Meetings

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

Posting on the District Website

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

LEGAL REF.: 5 ILCS 120/1 et seq.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

Reviewed: October 20, 2003

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School Board

Organizational School Board Meeting

During an ~~April-March~~ meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. ~~meeting (s) (1) to canvass the election within 21 days after the consolidated election, and (2) for its organizational meeting within 28 days after the consolidated election.~~ The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.

At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, Board Member Oath and Conduct.
2. The new School Board members shall be immediately seated.
- ~~2.3.~~ The School Board shall elect its officers who assume office immediately upon their election.
- ~~3.4.~~ The School Board shall fix a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/9-18, 5/10-5, and 5/10-16.

CROSS REF.: 2:30 (School Board Elections), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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School Board

School Board Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meetings' agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before School Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by School Board members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions on the agenda. Items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present.

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

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present" is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," however, is not counted as a "yea" or "nay" in determining whether a measure has been passed by the Board.

The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

Minutes

The Recording Secretary shall keep written minutes of all School Board meetings, which shall be signed by the President and the Secretary.

The minutes include:

1. The meeting's date, time, and place;
2. School Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;

6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the School Board at its next regularly-scheduled open Board meeting for approval or modification. At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The School Board's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Recording Secretary. Open meetings' minutes are available for inspection during regular office hours within 7 days after the Board's approval, in the office of the Superintendent, in the presence of the Secretary, the Superintendent or designee, or any School Board member. Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection. Only minutes that have been approved by the Board are available. The minutes shall not be removed from the Superintendent's office except by vote of the School Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

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

During the Board's semi-annual meetings to review the closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether: (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate State or Federal privacy or confidentiality requirements, including, but not limited to, any matter concerning: (1) a named student, (2) an employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the District, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act 5 ILCS 140/1 et seq.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting. Requests by members of the public for access to a recording of a closed meeting will be denied unless the Board has found that the recording no longer needs confidential treatment.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, (e.g. in order to check the accuracy of minutes or to determine whether the recordings no longer require confidential treatment.) In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A majority of the full membership of the School Board shall constitute a quorum whether individuals are present physically or via a speaker telephone. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board constitutes a quorum.

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

Rules of Order

The Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open School Board meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 2 hours before the meeting.

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, and 5/10-16.
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

Reviewed: November 17, 1003

Approved: December 2003

| Revision Adopted: January 26, 2004; December 18, 2006

School Board

Board Policy Development

School Board governance requires written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the ~~process-basis~~ process-basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others ~~may~~ should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions, and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the school attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or special events to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input.

The School Board policies are available for public inspection in the District's main administrative office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, Access to District's Public Records. ~~under the District's Access to Public Records Policy.~~

Board Policy Review and Evaluation Monitoring

~~The School Board will monitor its policies and consider whether any modifications are required. The Board may use an annual policy review calendar.~~ The School Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of School Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of School Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy ~~not established by law or contract, except those provisions that are controlled by law or contract.~~ The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 3:40 (Superintendent)

Reviewed: October 20, 2003

Approved: November 17, 2003

Revision Adopted: December 18, 2006

General School Administration

Administrative Responsibility of the Building Principal

Building Principals are the chief administrators of their assigned schools. In their absence, the Assistant Principal shall serve as designee. The primary responsibility of a Building Principals is the development and improvement of instruction, in alignment with the district vision and initiatives. A majority of the Principal's time shall be spent on curriculum and staff development through formal and informal activities, establishing clear lines of communication regarding school goals, accomplishments, practices, and policies with parents and teachers. Building Principals are responsible for management of their staff, maintenance of the facility and equipment, administration of the educational program, control of the students attending the school, management of the school's budget, communication between the school and the community, and reporting criminal offenses. Principals will be evaluated on their instructional leadership ability and their ability to maintain a positive education and learning environment.

~~The School Board and each Principal shall enter into a contract which conforms to Board policy and State law. The Superintendent or designed shall develop and maintain a principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.~~

The School Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy will control.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/10-20.14, 5/10-21.4a.
105 ILCS 127/1 et seq.
23 Ill. Admin. Code §§ 1.320x, 1.230b, and 1.320c.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

Reviewed: November 17, 2003
Approved: December 15, 2003
Revision Adopted: December 18, 2006

Operational Services

Fiscal and Business Management

The Superintendent or designee is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

Budget Planning

The District's fiscal year is from July 1 until June 30. The District shall use a modified accrual basis, which moves early tax receipts to the corresponding fiscal year. The Superintendent shall present to the School Board, no later than the first regular meeting in May, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the School Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The School Board Secretary (or designee) shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the School Board.

Final Adoption Procedures

The School Board adopts a budget no later than the end of the first quarter of each fiscal year (September 30), but prefers adoption prior to June 30, or by such alternative procedure as State law may define. To the extent possible the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The School Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. School Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

- (1) Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website, and
- (2) Notify parents/guardians that the budget is posted and provide the website's address.

~~The Superintendent or designee shall (3) F~~file a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District's Cehief Ffiscal Oefficer) with the County Clerk within 30 days of the budget's adoption.

~~The Superintendent or designee shall (1)-(4) M~~make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and ~~(2)~~ file a Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.

(5) Submit an annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

Budget Amendments

The School Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the School Board with a monthly financial report that includes all deficit fund balances and cash flow analysis. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that fund, except when a transfer of funds is authorized by the School Board.

The School Board shall act on:

- All interfund loans, interfund transfers, and transfers within funds.
- All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, and 5/20-8.

ADMIN. PROC.: 6:235-E2 (Exhibit - Authorization for Electronic Network Access)

Reviewed: February 28, 2005

Approved: March 21, 2005

Revisions Adopted: December 18, 2006

Operational Services

Incurring Debt

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the School Board, at its discretion, to issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified by law.

LEGAL REF.: 30 ILCS 305/2.
 50 ILCS 420/5.
 105 ILCS 5/17-16, 5/18-18, 5/19-1 et seq.

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted: December 18, 2006

Operational Services

Safety

Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

A law enforcement drill is optional.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Convicted Child Sex Offender and Notification Laws

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 is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school 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 and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School 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.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender ~~and Child Murderer~~ Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The

Superintendent or designee shall serve as the District contact person for purposes of ~~this~~ these laws. ~~Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.~~

The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a finger-print-based criminal history background records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall ~~contact the local law enforcement authority where each~~ check if an employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses. Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Unsafe School Choice Option

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

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

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

Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: School Safety Drill Act, P.A. 94-600.
105 ILCS 5/10-20.28, 5/10-21.3a, and 5/10-21.9.
210 ILCS 74.
625 ILCS 5/12-813.1.
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Indoor Physical Fitness Facilities), 5:30-AP2 (Investigations)

4:170

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted: December 19, 2005; December 18, 2006

Operational Services

Administrative Procedure - ~~Child Sex Offender and Murderer Community Notification~~ Law Criminal Offender Notification Laws

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See Board policies 4:170, *Safety*; 8:30, *Visitors to and Conduct on School Property*; and administrative procedure 8:30-AP, *Definition of Child Sex Offender*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-945, and (b) Child Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105, as added by P.A. 94-945. These laws are hereafter referred to as "offender notification laws." See also Board policy 4:170, *Safety*.
3. The School Code (105 ILCS 5/10-21.9) lists criminal offenses that disqualify an individual from District employment if the individual was convicted of one. It requires any person hired by the District to submit to a fingerprint-based criminal history records check. The law also requires a school district to check 2 offender databases for each applicant, (a) the Statewide Sex Offender Database (a/k/a Sex Offender Registry), www.isp.state.il.us/sor, and (b) the Statewide Child Murderer and Violent Offender Against Youth Database, when available. See Board policy 5:30, *Hiring Process and Criteria*; and administrative procedure 5:30-AP2, *Investigations*.
4. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See Board policy 4:170, *Safety*.
5. Conviction of an offense listed in 105 ILCS 5/10-21.9 results in the automatic revocation of a teacher's teaching certificate (105 ILCS 5/21-23a).
6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4:170, *Safety*.

Receipt of the Information

1. The Superintendent or designee serves as the District contact person for purposes of the Child Sex Offender and Murderer Community Notification Law and shall so notify local law enforcement officials. The Superintendent may at any time request information from law enforcement officials regarding child sex offenders or violent offenders against youth.

2. The Superintendent will provide Building Principals and other supervisors with a copy of all the lists received from law enforcement officials containing the names and addresses of child sex offenders and violent offenders against youth.
3. Other school staff members will be provided a copy of the list on a need-to-know basis, but in any event, the following people will be told:
 - A teacher will be told if a parent/guardian of one of his or her students is on the list.
 - The school counselor, nurse, social worker, or other school service personnel will be told if a parent/guardian of a student for whom he or she provides services is on the list.
4. No person receiving the list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials.

Use of the Information

The Superintendent and Building Principal will use the list to screen all individuals who may come in contact with students at school or school events.

Upon receiving a list of sex offenders or violent offenders against youth from law enforcement, the Superintendent or Building Principal, or designees, shall determine if anyone is listed who is currently a District employee, student teacher, or school volunteer.

In addition, the Superintendent and/or Building Principal(s) shall screen individuals who are likely to come in contact with students at school or school events as follows:

Volunteers

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) National Sex Offender Public Registry, www.nsopr.gov, (2) Illinois Sex Offender Registry, www.isp.state.il.us/sor, and (3) the violent offenders against youth database maintained by the State Police (when available). If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.

If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer with students at school or school events.

Volunteers:

- ~~Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is or may be using as soon as that person is identified. The Building Principal shall immediately screen the volunteer's name and address against the list of child sex offenders. If a match is found, the Building Principal shall notify the~~

~~Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.~~

- ~~• If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.~~

Student Teachers and Other Students Doing Clinical Experience:

- The Building Principal or designee shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school against the list of child sex offenders. If a match is found, the Building Principal shall notify the Superintendent who shall contact the law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she is not allowed on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent shall also inform relevant staff members and the Building Principal that the individual may not be used as a student teacher.

Contractors' Employees:

- The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

~~—————The contractor shall not send any employee or agent to any school building or school property who is a child sex offender as defined in the Child Sex Offender and Murderer Community Notification Law. At least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses. The contractor also shall provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history background investigation.~~

- If a staff member at any time becomes aware or suspicious that a contractor's employee is a child sex offender, the employee shall immediately notify the Superintendent. If the Superintendent believes the employee's information is credible, the Superintendent shall contact the contractor and request written assurance that the employee is not a child sex offender.

Individuals in the Proximity of a District's School:

- Each time a list of child sex offenders is received from a law enforcement official, the Building Principal shall review the list to determine if anyone on it lives in the proximity of his or her school.
- Upon discovering that a child sex offender lives in the proximity of his or her school, the Building Principal shall attempt to alter the route students travel to and from school in order to avoid contact with this individual.

Employees:

- Any person hired by the District shall submit to a finger-based criminal history background investigation records check, according to State law and Board policy 5:30, *Hiring Process and Criteria*.
- Each time a list of child sex offenders is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the person's employment.

Informing Staff Members and Parent(s)/Guardian(s) About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), www.isp.state.il.us/sor, and the Statewide Child Murderer and Violent Offender Against Youth Database, when available. Information may also be included in the Student Handbook.

Requests for additional information shall be referred to local law enforcement officials.

- ~~1. Building Principals shall annually explain the Law and District policy to staff members and parent(s)/guardian(s). The explanation shall be in the Student Handbook and may also be made by newsletter or other means. The explanation shall include an assurance that the District will use the information to screen individuals who have contact with students.~~
- ~~2. Requests for additional information shall be referred to local law enforcement officials.~~

Reviewed: February 28, 2005
Adopted: March 21, 2005
Revisions Adopted: December 18, 2006

General Personnel

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with School Board policy, and making hiring recommendations to the School Board. Educational support personnel applicants are initially screened by the Building Principal or supervisor. The District shall hire the best qualified personnel consistent with budget and staffing requirements, and shall comply with School Board policy on equal employment opportunities and minority recruitment. No individual will be employed who has been convicted of a criminal offense listed in Section 5/10-21.9(c) of The School Code

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

Job Descriptions

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

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either the Database, as a sex offender. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in §10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the School Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority

by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination.

Orientation Program

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

- LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and
5/24-1 et seq.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd*
in part and remanded 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Education Support Personnel - Duties and Qualifications)

General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3-day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 90 days of the hire.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of 3 years after the date of hire or one year after individual employment is terminated, whichever is later.

Criminal Background History Records Check

The following individuals are responsible for the actions listed:

Applicant: Each applicant for employment in any position (except bus driver) must provide a written authorization for a fingerprint-based criminal history records check at the time he or she submits the application.

Applicants for Bus Driver: ~~Each applicant~~ Applicants for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the Department of State Police to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Department of State Police. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application.

Superintendent:

1. Fingerprint-Based Criminal History Records Check - The Superintendent or designee completes the required forms in order to request a fingerprint-based criminal history records check from an appropriate police or live scan agency. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the Department of State Police on forms prescribed by the Department. The Superintendent or designee will provide the applicant with a copy of the conviction record obtained from the State Police.
2. Check of the ~~Statewide Sex Offender Database~~ statewide offender databases - The Superintendent or designee performs a check for each applicant of the:
 - a. -Statewide Sex Offender Database (a/k/a Sex Offender Registry), www.isp.state.il.us/sor, as authorized by the Sex Offender and Child Murderer-Community Notification Law (730 ILCS 152/115), for each applicant. 101 et seq., as amended by P.A. 94-945, and

- b. The Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, as added by P.A. 94-945).

The Superintendent or designee notifies an applicant if the applicant is identified in the Database as a sex offender.

State Police and FBI: The Department of State Police and FBI furnish records of convictions (until expunged), pursuant to a fingerprint-based criminal history records check, to the School Board President.

Board President: The Board President keeps a conviction record confidential and shares it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision.

Regional Superintendent: Whenever an applicant is seeking employment in more than one District as either a substitute or part-time teacher or educational support personnel employee, the Superintendent or designee may require the applicant to authorize the Regional Superintendent to conduct the check. The Regional Superintendent also performs a check of the Statewide Sex Offender Database, www.isp.state.il.us/sor, as authorized by the Sex Offender and Child Murderer Community Notification Law (730 ILCS 152/115, as amended by P.A. 94-948) and Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

Contractors: The above requirements for fingerprint-based criminal history records check apply to every employee or agent of any contractor if the employee or agent has direct, daily contact with students. The contractor must provide the District with the name and address of each employee who will perform work on school property and obtain a fingerprint-based criminal history records check for all such employees. No person may work on school grounds who has been convicted of committing or attempting to commit any one or more of the offenses cited in 1 and 2 below.

The School District will not knowingly employ a person who:

1. Has been convicted of committing or attempting to commit any one or more of the following offenses:
 - a. Attempted first-degree murder or first-degree murder or any Class X felony.
 - b. Those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 1961.
 - c. Those defined in the Cannabis Control Act, 720 ILCS 550/1 *et seq.*, except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).
 - d. Those defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 *et seq.*
 - e. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
2. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES New Hire Reporting Form for each newly hired employee with the Illinois Department of Employment Security.

5:30-AP2

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Reviewed: May 17, 2004

Adopted: August 23, 2004

Revisions Adopted: January 24, 2005; December 19, 2005; December 18, 2006

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

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

LEGAL REF.: 325 ILCS 5/1 et seq.

CROSS REF.: 5:20 (Sexual Harassment), 5:100 (Staff Development Program), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Reviewed: May 17, 2004

Adopted: August 23, 2004

Revisions Adopted: April 17, 2006; December 18, 2006

Instruction

Curriculum Content

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

1. In pre-kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In grades 4 through 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.
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.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
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.
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, Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

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.

11. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-~~to~~ 1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda and Sudan must be included.
12. In all schools, the curriculum includes a unit of instruction ~~must be included~~ on the history, struggles, and contributions of women.
13. In all schools, the curriculum includes 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.

LEGAL REF.: Public Law 108-447, Section 111 of Division J.
105 ILCS 5/27-3, 5/27-5, 5/27-6, 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, 5/27-23.3, 5/27-23.4, 5/27-24.2, 435/0.01 et seq., and 110/3.
625 ILCS 5/6-408.5.

CROSS REF.: 6:40 (Curriculum Development), 7:260 (Exemption from Physical Activity)

Reviewed: February 27, 2006

Adopted: May 15, 2006

Revisions Adopted: December 18, 2006

Instruction

Administrative Procedure - Comprehensive Health Education Program

The District's comprehensive health education program shall include the following:

1. The health program for all grades shall include human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic, and social responsibilities of family life (including sexual abstinence until marriage); prevention and control of disease, and course material and instruction to advise students of the Abandoned Newborn Infant Protection Act.
2. The grades 6-8 health program shall include the prevention, transmission and spread of AIDS; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse (including the medical and legal ramifications of alcohol, drug, and tobacco use, abuse during pregnancy); sexual abstinence until marriage; tobacco; nutrition; and dental health.
3. The following areas may also be included as a basis for curricula: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver), early prevention and detection of cancer, heart disease, diabetes, stroke, the prevention of child abuse and neglect, and suicide.
4. In grades 5-8, the health program shall include instruction on alcohol and drug use and abuse, including the consequences of drug and substance abuse.
5. Students should be provided with age-appropriate information about the dangers of drug abuse. The District's educational program shall offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse.
6. The program shall include ~~the prevention awareness of the health hazards of~~ abuse of anabolic steroids. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.
7. The family life and sex education program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional, and intellectual maturity level. Family life courses offered in grades 6-8, shall include information regarding the alternatives to abortion and information regarding the prevention, transmission, and spread of AIDS. Course content shall be age-appropriate.
Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.
8. The health program in grades kindergarten through 8 shall include annual instruction ~~regarding abduction on the danger of and how to avoid abduction and sexual abuse~~ as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.
9. Students shall be provided parenting education in grades 6 through 8.
10. Students in grades 6 through 8 shall receive instruction for decreasing self-destructive behavior, including methods for increasing life-coping skills, self-esteem, and parenting skills of adolescents and teenagers as a deterrent to their acceptance or practice of self-destructive actions.
11. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.
12. All students shall receive instruction on bus riding safety.

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent(s)/guardian(s) submit a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes. Forms to request a review are available on the District web page and by contacting the building principal.

LEGAL REF.: 105 ILCS 5/27-9.1, 5/27-13.2, 5/27-17, 5/27-23, 5/27-23.1, 5/27-23.3, 5/27-23.5, 5/27-26, and 110/3.

Reviewed: February 27, 2006

Adopted: May 15, 2006

| Revisions Adopted: December 18, 2006

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian 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/guardian. 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or 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.

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.

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

ADMIN. PROC.: 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)

~~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, they must request that the school dispense the medication to their child/ward 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. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 the medication's storage by school personnel. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel.~~

~~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 parent(s)/guardian(s) of students.~~

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

~~ADMIN. PROC.: 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)~~

Reviewed: December 19, 2005

Adopted: February 27, 2006

Revisions Adopted: December 18, 2006

StudentsAdministrative Procedure - Dispensing Medication

Actor	Action
Parent(s)/Guardian(s)	<ol style="list-style-type: none"> 1. Ask the child's physician, dentist, or podiatrist if a medication, either prescription or non-prescription, must be administered during the school day. <u>"Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.</u> 2. If so, ask the health care provider to complete a "School Medicine Authorization Form." This Form will provide information and dispensing instructions to the school, including side effects, if any. The school will not store or dispense any medication unless this form is completed and given to the school. Your child or ward will not be allowed to possess asthma medication on school grounds unless this form is completed. If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.
Parent(s)/Guardian(s)	<ol style="list-style-type: none"> 1. Bring the medication to the school office. However, if the medicine is prescribed for asthma, a student may keep possession of it for immediate use at the student's discretion. 2. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display: <ul style="list-style-type: none"> • Student's name • Prescription number • Medication name/dosage • Administration route and/or other direction • Date and refill • Licensed prescriber's name • Pharmacy name, address and phone number • Name or initials of pharmacist 3. Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.
Parent(s)/Guardian(s)	At the end of the treatment regime, remove any unused medication from the school.
School Office Personnel	Provide a copy of these procedures, as well as a "School Medication Authorization Form," to inquiring parent(s)/guardians(s).
School Office Personnel	<ol style="list-style-type: none"> 1. Whenever a parent/guardian brings medication for a student to the office, summon the school nurse. 2. If the school nurse is unavailable, accept the medication, provided the parent/guardian also submits a completed "School Medication Authorization Form" and the medication is in the appropriate container. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.

Actor	Action
School Nurse (certificated school nurse or non-certificated registered professional nurse)	<ol style="list-style-type: none"> 1. Ensure that parent/guardian who brings medication for his or her child/ward has complied with the parent's/guardian's responsibilities as described in this administrative procedure. 2. In conjunction with the licensed prescriber and parent(s)/guardian(s), identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. 3. Store the medication in a locked drawer or cabinet. However, if the medicine is prescribed for asthma, a student may keep possession of a <u>rescue inhaler</u> for immediate use. Medications requiring refrigeration should be refrigerated in a secure area. 4. Plan with the student the time(s) the student should come to the nurse's office to receive medications. 5. Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. 6. Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent(s)/guardian(s) as requested by the licensed prescriber. 7. Document whenever the medication is not administered as ordered, as well as the reasons. 8. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, discard the medication in the presence of a witness.
Building Principal	<ol style="list-style-type: none"> 9. Supervise the use of these procedures. 10. Perform any duties described for school office personnel, as needed. 11. Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. Teachers and other non-administrative school employees, except school nurses, non-certificated and registered professional nurses, shall not be required to administer medication to students. 12. Make arrangements, in conjunction with the parent(s)/guardian(s), supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.

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

Reviewed: December 19, 2005
 Adopted: February 27, 2006
 Revisions:

Students**Exhibit - School Medication Authorization Form**

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant, or advanced practice RN:

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature

Date

For only parents/guardians of students who need to carry asthma medication or an EpiPen®:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). If you agree please

initial: _____

Parent(s)/guardian(s)

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to

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~~2. To 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 the self-administration of medication by the pupil.~~

Parent/Guardian printed name

Parent/Guardian printed name

Parent/Guardian signature*

Date

Parent/Guardian signature* Date

** Both parents and/or guardians, if available, should sign.*

Home Number

Work Number

~~The medication must be labeled with the child's name and must be in the original container from the druggist. Any substitution from the original container must be approved by both the building principal and the school nurse, and must have prescription number, name of druggist, and all information required on the original label. All medications should be brought to school by a parent.~~