

ATTACHMENT NO. IX-F: First Reading and Approval of Policies

Suggested Motion: Move to approve the new and changed Board Policies

Recommended Action: Approve the motion.

On May 13, 2013, the Policy Committee reviewed the following policies to be amended pursuant to IASB PRESS recommendations:

- 2:150, Committees
- 4:15, Identity Protection
- 4:140, Waiver of Student Fees
- 4:170, Safety
- 5:50, Drug- and Alcohol-Free Workplace
- 5:260, Student Teachers
- 5:330, Sick Days, Vacation, Holidays, and Leaves
- 6:240, Field Trips
- 7:65, Advanced Tuition
- 8:20, Community Use of School Facilities
- 8:25, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Pursuant to Policy 2:240 which states that policies or policy revisions may be adopted at the Board meeting at which they are first introduced when they are “appropriate for a consent agenda because no Board discussion is required,” the Policy Committee recommends approval of the suggested changes to the above policies.

School Board

Committees

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. **Board Policy Committee**

Purpose: The purpose of the Policy Committee is to provide district leadership in the development, review, and establishment of district policies and administrative procedures in order to promote the orderly operation of the district and increase student achievement. This committee researches policy issues, and provides information and recommendations to the Board.

Membership: Two Board Members; Superintendent; one Principal; NBESS and NBEA representatives; Executive Secretary to the Superintendent; and others as appointed by the President of the Board of Education.

Responsibilities:

- Review and update district policy manual ~~and administrative procedure manual~~ with input from the Curriculum, ~~Human Resources,~~ and Business Services Board Committees
- Review policies received from PRESS
- Research policies that may affect the district
- Provide communication to the administrative team regarding changes in district policy and procedures
- Be a member of the Discipline Code Committee

2. **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.

3. **Behavioral Interventions Committee**

This committee develops, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

4. Business Services Committee

Purpose: The purpose of the Business Services Committee is to provide district leadership in the fiscal management and responsibility of the district in order to increase student achievement.

Membership: Two Board Members; Superintendent (ad hoc); Presidents (or representative) of NBESS and NBEA; one principal; Business Manager (Board Liaison); Executive Secretary to the Superintendent; Treasurer; and others as appointed by the President of the Board of Education.

Responsibilities:

- Review and update district policy and procedures as related to District operations and fiscal management.
- Review Annual Audit
- Oversee District financial plans (short- and long-term)
- Review risk management and insurance
- Review general operations (property, construction, transportation, food service)
- Manage the District budget development process.

5. Curriculum, Instruction, Assessment (C.I.A.) Committee:

Purpose: The purpose of the C.I.A. Committee is to provide district leadership in the development, implementation, and evaluation of all district curricular areas in order to increase student achievement.

Membership: Two Board Members; Superintendent; Primary Teacher; Upper Elementary Teacher; Middle School Teacher; High School Teacher; one Elementary/Middle School Principal; High School Principal; and three parents representing one from K-4, one from 5-8 and one from 9-12, and others as appointed by the President of the Board of Education.

Responsibilities:

- Development, implementation and evaluation of curriculum and instruction
- Strategic Planning
- ~~Professional Development~~
- ~~Opening of Year Activities~~
- ~~Institute Days~~
- District Policy and New Legislation related to curriculum and instruction
- ~~School Improvement Plans~~
- Program Evaluation
- Policies and procedures related to curriculum and instruction
- Increase parental involvement in the schools
- Non-athletic extra-curricular activities

Technology Subcommittee:

~~Purpose: The purpose of the Technology Subcommittee is to provide district leadership in the oversight of District technology maintenance and needs. This committee will make recommendations to the C.I.A. Committee as it relates to technology in order to promote the orderly~~

~~operation of technology within the District and increase student achievement.~~

~~Membership: Two Board Members; Superintendent; IT Staff Representative; representation from all six buildings which would include Two Certified Staff, Two Support Staff, Two Administrators; and others as appointed by the President of the Board of Education.~~

~~Responsibilities:~~

- ~~• Oversee district technology plans (short and long term) and projects.~~
- ~~• Provide ongoing review of general technology operations, including repairs.~~
- ~~• Provide technology budget input to the Business Services Committee.~~
- ~~• Review capital technology purchases and bids.~~
- ~~• Work collaboratively with the C.I.A. Committee to align available and future technology assets with educational objectives.~~

6. Facilities and Long-Range Planning Committee

Purpose: The purpose of the Facilities and Long-Range Planning Committee is to monitor District facility needs as it relates to student population growth, and monitor facilities maintenance. This committee will monitor population growth within the District and make recommendations to the BOE as it relates to facilities Task Force recommendations in order to promote the orderly operation of the District and increase student achievement.

Membership: Two Board Members; Superintendent; the School District Architect; Representatives of NBESS and NBEA; one principal; Facilities Engineer; two community members (a representative from Capron and a representative from Poplar Grove); and others as appointed by the President of the Board of Education.

Responsibilities:

- Monitor growth within the various communities within the district and report on facility needs in accordance with the facilities Task Force Recommendations and the Districts Long Range Plan
- Review bids *as appropriate*
- Review Life Safety reports
- Review and prioritize facility repairs and needs
- Educate the Village Officials regarding the needs of the school district as it pertains to growth
- Committee Chairperson provide reports and/or recommendations to Board of Education
- Review community development (i.e. new construction, commercial growth)
- Review general operations in property-including land/property acquisition and construction

7. School Community Involvement Committee

~~Purpose: The purpose of the School Community Involvement Committee is to pro-actively facilitate 2-way communication and develop a constructive partnership between the school district and the community. The Committee will focus on supporting the success of students, staff and the greater school community. This collaborative relationship will contribute to increased student performance and promote a cohesive and inclusive school community.~~

~~Membership: Two Board Members, Superintendent, a representative from each school, 3 community members (1 from each K-4 boundary area), and others as appointed by the President of the Board of Education.~~

~~Responsibilities:~~

- ~~○ Conduct and compile results of an annual student, staff and parent and community survey~~
- ~~○ Report results of survey to the Board of Education and to the community~~
- ~~○ Increase parental involvement in schools~~
- ~~○ Develop partnerships between the schools and community groups~~
- ~~○ Increase activities that become school community traditions and rituals~~
- ~~○ Participate in the development and periodic review of the school district's website~~

Special Board Committees

Special committees may be created by the Board of Education for specific purposes or to investigate special issues. A special committee shall be automatically dissolved after presenting its final report to the Board of Education or at the Board's discretion. Citizen advisory committees may be used to interpret school needs to the community and to gather information from the community.

Community Liaison

The Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education. Therefore, the Board shall establish a positive working relationship with public and private organizations that contribute to the educational process and to the general welfare of all persons of the community. The Board President shall appoint Board members to serve as liaisons between the District and community organization and report to the Board in communication, activities, and plans of the organization that might pertain to District affairs.

Board Committee Recommendations

A board committee will decide each issue on its agenda by consensus or by roll call vote. Each committee member will have an equal vote. Any member may request a roll call vote on recommendations to the Board. In either case committees shall not be used to prevent or stonewall issues from coming to the Board.

1. Roll Call Vote

If a committee chooses to vote by roll call on issues brought before them, then once voted upon the issue will move forward to the Board with a positive or negative committee

recommendation. One member of the minority shall have an opportunity at the Board level to state the opposing position.

2. Consensus

Achieving consensus requires serious treatment of every group member's considered opinion. Once a decision is made it is important to trust in members' discretion in follow-up action. In the ideal case, those who wish to take up some action want to hear those who oppose it, because they count on the fact that the ensuing debate will improve the consensus. In theory, action without resolution of considered opposition will be rare and done with attention to minimize damage to relationships.

Should the committee choose consensus then all recommendations to the Board should be a position supported by the entire committee and no minority statement should be needed. Should consensus not be reached during the committee meeting the issue shall remain before the committee and efforts will be made to reach a recommendation supported by all the members. In the event the committee chair determines a consensus recommendation can not be reached the chair shall report this to the Board and the item will leave the committee's agenda.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120.
105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officer), 2:200 (Types of School Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: November 6, 2001

AMENDED: February 4, 2011

Operational Services

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. *Notification to an individual whenever his or her personal information was acquired by an unauthorized person; personal information is an individual's name in combination with his or her social security number, driver's license number or State identification card number, or financial account information, if the District becomes aware of it.*
6. *Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #5 above.*
7. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. *This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.*

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: April 25, 2011

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the ~~School Board for adoption~~ *School Board* a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Academic Fees

Fees for textbooks, other instructional materials, and ~~the classroom portion of~~ driver's education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Non-Academic Fees

Fees for extra-curricular activities, behind the wheel portion of driver's education, parking permits, schedule changes and yearbooks will not be waived. These fees must be paid in full prior to participation in extra-curricular activities, behind the wheel driving, receipt of the parking permit, schedule change or yearbook.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to state law and ISBE rule and that provisions for assisting parents/guardians *in* completing the applications are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Verification

The Superintendent or designee ~~must~~ *shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced price meal eligibility* follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Applications which have been submitted and/or approved after the first quarter of the school year will only apply to the quarters after the waiver is approved. It will be the responsibility of the parent(s)/guardian(s) to pay all fees for the prior quarters.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, ~~and~~ 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (*Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct*)

ADOPTED: November 6, 2001

AMENDED: November 22, 2010

Operational Services

Safety

Safety Program

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

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 and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

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

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

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.

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

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 meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building principal of his or her presence at the school for the purpose of (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion, or
2. The offender received permission to be present from the 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 Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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, *amended by P.A.s 97-248 and 97-607*, or who is listed in the ~~Statewide~~ *Illinois Sex Offender Registry* or the ~~Statewide~~ *Illinois Murderer and Violent Offender Against Youth Database Registry*. The contractor shall ~~obtain~~ *make every employee who will be sent to any school building or school property available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before sending any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the costs of the checks. The District must also provide a copy of the report to the individual employee, but is not authorized to release it to the contractor.* Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the ~~Statewide~~ *Illinois Sex Offender Registry* or the ~~Statewide~~ *Illinois Violent Offender Against Youth Database Registry*.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

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 or designee 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.: *Adam Walsh Child Protection and Safety Act, P.L. 109-248.*
Uniform Conviction Information Act, 20 ILCS 2635/.
105 ILCS 5/10-20.28, 5/21B-80, 5/10-21.9, and 128/.
Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/.
Ill. Vehicle Code, 625 ILCS 5/12-813.1.
Criminal Code of 2012, 720 ILCS 5/11-9.3.
Unified Code of Corrections, 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-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:30-AP2 (Investigations)
- ADOPTED: November 6, 2001
- AMENDED: December 10, 2012

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from *engaging in any of the following activities while on District premises or while performing work for the District:*

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance ~~while on District premises or while performing work for the District, and.~~
2. Distribution, consumption, use, possession, or being under the influence of alcohol ~~while on District premises or while performing work for the District.~~

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or state controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the ~~District~~ Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 days after such a conviction.

~~In order~~ To make employees aware of *the* dangers of drug and alcohol abuse, the ~~District will~~ Superintendent or designee shall perform each of the following:

1. ~~Provide each employee with a copy of the District Drug and Alcohol Free Workplace this policy.~~
2. Post notice of ~~the District Drug and Alcohol Free Workplace~~ this policy in a place where other information for employees is posted.
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at

a school event regardless of the event's location. Tobacco shall have the meaning provided in section 10-20.5b of the School Code

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. ~~Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol abuse, employee assistance rehabilitation program.~~

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED: November 6, 2001

AMENDED: April 25, 2011

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. *Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based* will ensure that the District performs a complete criminal history records check and pursuant to 105 ILCS 5/10-21.9; i.e., background check or background investigation checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

- 1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);*
- 2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and*
- 3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).*

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

LEGAL REF.: *Adam Walsh Child Protection and Safety Act, P.L. 109-248.*
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/21-14(e)(3)(E)(viii) and 105 ILCS 5/10-22.34.
23 Ill.Admin.Code §25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

ADOPTED: November 6, 2001

AMENDED: April 23, 2012

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all ~~professional~~ *educational support* personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Definitions

1. Educational Support Personnel whose employment day is more than seven and one-half (7.5) hours, are defined as full-time.
2. Educational Support Personnel whose employment day is equal to or less than seven and one-half (7.5) hours are defined as part-time.
- ~~3. Sick leave defined in State law and interpreted to mean personal illness, quarantined at home, serious illness, or death in the household of the employee or in the immediate family, birth, adoption, or placement for adoption. Immediate family shall be defined and interpreted to mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents in law, brothers in law, sisters in law, and legal guardians. The Superintendent and/or designee shall monitor the use of sick leave.~~
- ~~4. Personal leave shall be defined and interpreted to mean leave for personal business that must be transacted on a regular workday. Personal leave requested on the day before or after a school holiday or on the day before the end of the school year, or on the first day of the school year, will be granted only in cases of extreme emergency. Unused personal leave days may be accumulated as sick leave after June 30th each year.~~
- ~~5. Additional leave shall be defined and interpreted to mean necessary leave for personal reasons.~~
- ~~6. Insurance/annuity benefits shall be defined as those benefits especially approved available to employees in the District.~~
- ~~7. Part time employees shall receive only benefits defined in number three (3) and four (4) above.~~
- ~~8. Leave of absence is defined as approved leave without pay and benefits. Short term leave of absence is of two (2) weeks duration or less.~~

Sick and Bereavement Leave

1. Each employee shall be allowed during each fiscal year one (1) equivalent work day of sick leave each month without loss of pay. Twelve-month employees will receive 12 days annually, eleven-month employees will receive 11 days annually and ten-month employees will receive 10 days annually.
2. Each employee shall be allowed to accumulate up to 240 equivalent days of sick leave, through continuous employment with the District.
3. If an employee was absent for a period of four (4) days or more for illness, a doctor's statement will be required prior to the employee returning to work. If the employee is absent for serious illness or for hospitalization, a doctor's release for regular duties must be presented before returning to work.

Sick leave is defined in state law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require

that the staff member provide a certificate from: (1) a physician licensed in Illinois or Wisconsin to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days, for personal illness, the District shall pay the expenses incurred by the employee.

Vacation

1. Full-time employees - 12 months employees shall be entitled to vacation with pay as follows:
 During their first or probationary year: No vacation authorized or accrued
 After the employee's one year anniversary: 10 vacation days per year
 After the employee's fifth year anniversary: 15 vacation days per year
2. Twelve-month employees who are not full-time will earn vacation on a prorated basis.
3. Vacation: Vacation and leave days are not cumulative. The employee must use accrued vacation days during the year that vacation time is accruing plus an additional six months or the vacation days will be lost.

Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all **unused** earned vacation accrued prior to their leaving the district's employ.

Insurance/Annuity Benefits

1. Full-time employees are entitled to District insurance/annuity benefits.
2. Part-time employees shall not receive District insurance/annuity benefits.

Leave of Absence

1. Employees may be granted up to one (1) year leave of absence without pay and benefits. Requests for such leave should be made in writing and submitted to the Superintendent for approval.
2. Leave of absence requests for more than twelve (12) weeks must be approved by the Board.

Holidays

Unless the District ~~receives~~ *has* a waiver or modification of the *School code* pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, ~~School~~ District 12-month employees will not be required to work on:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Day or Lincoln's Birthday	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Years Eve Day

In the event the Board seeks and receives a waiver that allows student attendance on any of the identified holidays, the employees shall work on that day for straight time and shall receive a floating holiday. In the event the holiday falls on a weekend, the employee shall receive a floating holiday. Floating holidays are subject to the same conditions as personal leave days.

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

Personal Leave

Educational support personnel have four (4) personal leave days equivalent to their regular workday per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal or employee's supervisor 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Any personal leave days not used *by June 30th of each* ~~for the school year~~ ~~may will~~ be accumulated as ~~additional equivalent~~ sick leave days ~~beginning with the next ensuing school year, or in the case of retirement after the school year, toward and in addition to other cumulative sick days for purposes of pension and/or retirement.~~

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly
2. School Visitation Leave
3. Leaves for Victims of Domestic or Sexual Violence

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147 and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: November 6, 2001

AMENDED: December 17, 2012

Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and /or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270
(Administering Medicines to Students)

ADOPTED: November 6, 2001

AMENDED: June 16, 008

NEW

Students

Advanced Tuition

Upon the School Board's approval of the application of the parents of a non-resident student who have taken steps indicating a desire and intention to move into the District, such parents may, upon fulfilling the requirements herein contained, be permitted to enroll the prospective student in the District upon depositing with the Business Office an advance tuition guarantee amount as set forth herein.

To be eligible for enrollment, the parent or guardian must submit the following to indicate that the family has established a residence within the District into which they will be moving within 60 calendar days of the date of the application supported by executed documents demonstrating proof of intent to become a resident as follows:

1. Home Purchase Contract, including set guaranteed confirmation for occupancy date; or,
2. Executed Rental Agreement, including verification date for beginning of the lease and continuing to at least the end of the current school year; and,
3. Written authority to contact the representative of the seller or landlord who will be contacted for confirmation before any approval

If the proposed attendance is approved, the parents/guardians shall submit to the District a predetermined amount of tuition applicable to the 60-day period with the District in the form of a Cashier's Check or irrevocable Certified Check in the amount of the tuition for the 60-day period, which will be held uncashed by the District until the end of the 60-day period. The parents/guardians will also sign an agreement that the District will return the check if they permanently move in within the 60-day period but, if not, the District will deposit the check in the District account and the continuation of the student in the District for another 60-day period will be contingent upon the deposit of a similar check with the District subject to similar conditions for an additional 60 calendar day period, with continuing renewals until the school term has been concluded.

LEGAL REF.: 105 ILCS 5/10-20.12b

ADOPTED:

Community Relations

Community Use of School Facilities

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

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

Student groups, ~~and school-related organizations, or affiliated organizations and local government agencies, and, as well as non-profit organizations concerned with public safety,~~ are granted the use of school facilities at no costs *during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities shall pay fees and costs at any time. A fee schedule and other terms of use shall be prepared by the Superintendent shall develop procedures to manage community use of school facilities which shall be reviewed and approved by the Board.* Use of school facilities requires the Superintendent's approval and is *be* subject to ~~the procedures~~ annual approval

~~North Boone School Facilities Fee Schedule will be reviewed and approved yearly~~ by the *School Board.*

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2
105 ILCS 5/10-20.40.5/10-22.10 and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct.2093 (2001)
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (~~Distribution and Display of Community Flyers and Posters~~ *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*), 8:30 (*Visitors to and Conduct on School Property*)

ADOPTED: November 6, 2001

AMENDED: April 26, 2010

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. *No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.*

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. ~~This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate.~~ All ~~material and literature~~ advertisements must (1) be student-oriented, ~~and have~~ prominently display the sponsoring organization's name prominently, and (3) be approved in advance by the Superintendent or designee. *The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.*

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) *student newspapers or yearbooks*; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and ~~must be approved by the School Board. No Board~~ be appropriate for display in a school context. *Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.*

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
Hedges v. Wauconda Community Unit School Dist., No. 18, 9 F.3d 5 (7th Cir. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings-Equal Access)

ADOPTED: November 6, 2001

AMENDED: June 16, 2008