

AGENDA

The First Business Meeting of the Month of March
of the Board of Education of Township High School District 214
will be held on Thursday, March 17, 2022
in the Theatre of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

- I. CALL TO ORDER
President Dussling
- II. ROLL CALL
Ms. Keyes
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
Business Meeting of February 10, 2022
Closed Session Meeting of February 10, 2022
Workshop Meeting of March 3, 2022
Closed Session Meeting of March 3, 2022
- V. RECOGNITION
District Service Awards
Student Excellence
- VI. SUPERINTENDENT'S REPORT
Freedom of Information Act Report
Nutrition Report
Block Schedule Survey Data
- VII. PUBLIC HEARING FOR HONORABLE DISMISSALS (approximately 7:30 pm)
- VIII. PUBLIC COMMENTS
- IX. BOARD MEMBER UPDATES
- X. CONSENT CALENDAR
2022-026 Accounts Payable
2022-027 Personnel Transaction Report
2022-028 Destruction of Closed Minutes Audio Recordings
2022-029 IHSA Lacrosse Athletic Program Renewal
2022-030 Board Policy Revisions
2022-031 Encumbrance and Expenditure Authorization
2022-032 Student Accident Insurance
2022-033 Asbestos Abatement Bid
2022-034 Graduation Audio Services Bid
2022-035 FVEC Training Facility Foundation and Shell Bid
- XI. ACTION ITEM (The public may comment on each item after Board discussion.)
2022-036 Academic Programs and Pathways Guidebook Revisions

2022-037 Preliminary Budget Guidelines and Assumptions

XII. CLOSED SESSION

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1), amended by P.A. 101-459

XIII. RECONVENE IN OPEN MEETING

Immediately following the Closed Session, the Board of Education will reconvene in Open Session and may take action deemed necessary as a result of the Closed Session discussions.

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1), amended by P.A. 101-459

XIV. ADJOURNMENT

MINUTES

The Minutes of the First Business Meeting
of the Month of February of the Board of Education
Township High School District 214 held on February 10, 2022
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:00 p.m.

President Dussling called the meeting to order at 7:02 p.m. and L. Keyes called the roll. The following members were present:

William Dussling	President
Mark Hineman	Member
Alva Kreutzer	Member
Andrea Rauch	Member
Dan Petro	Member

Absent at roll call:

Mildred Palmer	Vice President
Leonard Walker	Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; M. Johnson, assistant superintendent for student services; J. Wardle, principal, BGHS; G. Minter, principal, PHS; P. Mogge, director of community engagement and outreach; T. Schlorff, director of instructional technology and technology services; L. Keyes, executive assistant to the school board and superintendent; staff members; parents; students; and citizens.

1. PLEDGE OF ALLEGIANCE

President Dussling led the Board and audience in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

It was moved by D. Petro and seconded by M. Hineman that the Board of Education approve the minutes of the Special Meeting and Closed Session of January 14, 2022

Upon roll call, the motion carried.

Ayes: Hineman, Rauch, Petro, Dussling

Abstain: Kreutzer

Nays: None

It was moved by A. Kreutzer and seconded by D. Petro to approve the Regular Meeting and the Closed Session of January 20, 2022

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

3. BOARD RECOGNITION

The following were recognized for their achievements in the areas indicated:

Infinite Visions Implementation Team

Human Resources: Jenny Herrera, Shawn Collins, Amy North

Technology: Tracy Harper

Business Department: Jim Palmer, Nicole Hansen

Multimedia Communications Pathway

Pat Mogge introduced a video presentation featuring the work of the students from the Multimedia Communications Pathway

4. PUBLIC COMMENTS

- J. Arey, Education Association President, addressed the Board about teachers continuing to teach and support students during the time of COVID
- M. Tantillo, teacher, addressed the Board about teacher challenges during COVID
- A. Giatoni, teacher, addressed the Board about teacher challenges during COVID
- K. Hann, parent, addressed the Board with concerns about the Earned Honors Program
- G. Songer, educator, addressed the Board about recent COVID litigation
- R. Stalberg, resident, addressed the Board about COVID vaccinations and mask requirements
- E. Wojniak, parent, addressed the Board about COVID measures
- A. Osterman, parent, addressed the Board about masks and bullying
- D. McCall, parent, addressed the Board about masks and bullying
- M. Edwardsen, parent, addressed the Board with a suggestion to require parent signatures for student course selections
- E. Bauer, parent, addressed the Board about personal finance class offerings
- M. Consensus Vickers, resident, addressed the Board with concerns about the Earned Honors Program; masks optional; and concerns for teachers
- C. Murcia, parent, addressed the Board about divisiveness due to masks and CRT

5. SUPERINTENDENT REPORT

D. Schuler reported that the district responded to the following Freedom of Information Act requests consistent with Illinois School Code:

1. A. Batalia requested operational information
2. Citizens Advisory Group requested personnel information
3. J. Derengowski requested communications regarding student IDs
4. R. Dodson/Frank@chalkboardheresy requested all instructional and professional development information
5. J. Fagg/ABC7 requested remote learning equipment information
6. N. Foley requested surety bond copies
7. M. Kaniewska requested financial information and communications
8. G. Mendez/(Indiana, IL, Iowa Fdn for Fair Contracting) requested bid information
9. N. Mihelich/IRTA requested personnel information

D. Schuler reported that the quarterly suspension data report was included with the Board's materials.

D. Schuler reported on the recent COVID litigation.

At the July 29, 2021 special meeting, the administration and the Board strongly recommended but did not require masks. On August 4, 2021, a Governor's Executive Order required masks in school settings. Last fall, a lawsuit was filed against the state and governor questioning the authority to require masks.

Last Friday, February 4, 2022, a temporary restraining order was issued by the circuit court, allowing certain named students to attend school without masks. In addition, health departments are in charge of tracing, not schools. No testing, no vaccines, no quarantines can be required by a school district named in the lawsuit. In school districts in which a Board of Education passed a rule or policy for mandatory masks, the local school district could still require them of other students. D214 did not pass a rule for mandatory masks. District 214 will return to our July 29, 2021 recommendation: masks are strongly

recommended but not required. Students being transported must wear masks because of the federal CDC requirement.

Additionally, the Illinois High School Association (for athletics) ruled the host site determines mitigation requirements. All schools in our conference are taking the same stance, recommended, not required.

We are waiting for the appellate court to rule for or against the TRO. We have complied consistently with the law and will continue to do so. Our risk management company was consulted and they agree we are covered as long as we follow the law.

D. Schuler then reviewed the COVID data slides. The Cook County Department of Health would determine closures or mitigation in the case of another surge in cases.

D. Schuler issued a heartfelt thank you to all staff and students.

Board Discussion

D. Petro and A. Rauch asked questions about mitigation measures, positive COVID student protocol and monitoring COVID data.

6. BOARD MEMBER UPDATES

A. Rauch reported the Wheeling NJROTC hosted the Chicagoland Drill Competition, the 20th year of competition, with 12 teams participating.

M. Hineman reported that the Special Olympics team has been expanded and rebranded districtwide—complete with a new logo. The District 214 Special Olympics team participates in regional and state competitions in volleyball, snowshoeing, basketball, floor hockey, soccer and track and field.

M. Hineman reported that he attended a Learning Walk at Buffalo Grove, visiting the machine shop where students used geometry and hands on learning and a law and diversity class.

A. Kreutzer thanked the principals who hosted her tours of the schools.

A. Kreutzer reported that Elk Grove High School girls' gymnastics coach Abi Diaz has been named Mid-Suburban League Coach of the year for the fifth time.

A. Keutzer reported Elk Grove High School students gave back to their community by winning the recent Cereal Bowl V competition. During the December competition, students from Elk Grove and Rolling Meadows high schools raised a record number of 2,592 boxes of cereal – all donated to the food pantry.

B. Dussling reported the National Technical Honor Society held their induction last week, with 15-20 students inducted from each school.

B. Dussling reported he attended the Rolling Meadows Chamber Orchestra performance at the Illinois Music Educators' Association's Conference in Peoria, one of only two groups in the state chosen to perform.

B. Dussling reported the Prospect Dance Team was one of six teams to advance from sectionals to the IHSA State Finals.

7. APPROVE CONSENT CALENDAR

2022-012 through 2022-015

It was moved by Kreutzer and seconded by Hineman that the Board of Education approve Items 2022-012 through 2022-015, appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

A. Approve Accounts Payable

2022-012

1/12/2022 AP Run

Fund	Fund Description	
10	Education	251,448.10
20	Operations and Maintenance	279,402.03
30	Debt Service	1,150.00
40	Transportation	1,294.40
60	Capital Projects	1,992.96
	Total	<u>535,287.49</u>

Check numbers: 751010-751160

1/20/2022 AP Run

Fund	Fund Description	
10	Education	684,544.93
20	Operations and Maintenance	88,560.41
40	Transportation	359,425.47
60	Capital Projects	22,482.16
	Total	<u>1,155,012.97</u>

Check numbers:751161-751333

2/3/2022 AP Run

Fund	Fund Description	
10	Education	1,757,453.87
20	Operations and Maintenance	236,483.35
40	Transportation	690,837.03
60	Capital Projects	481,819.69
	Total	<u>3,166,593.94</u>

Check numbers: 751343-751636

B. Personnel Transaction Report

2022-013

Approved Personnel Transaction Report attached to these minutes.

C. Destruction of Closed Meeting Audio Recordings

2022-014

Approved the destruction of closed session audio recording for the July, 9 2020 meeting

D. Closed Session Minutes, Six Month Review 2022-015
Approved that the need for confidentiality still exists for closed session minutes and they will not be released at this time.

8. RESOLUTION APPROVING TRS SSP EMPLOYER PARTICIPATION AGREEMENT 2022-016

It was moved by Kreutzer and seconded by Rauch that the Board of Education approve the Resolution Approving TRS SSP Employer Participation Agreement.

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

9. ACADEMIC PROGRAMS AND PATHWAYS GUIDEBOOK 2022-2023 2022-017

Laz Lopez presented the final edits and clean-up for the academic programs and pathways guidebook 2022-2023.

10. PRELIMINARY 2022-23 BUDGET GUIDELINES AND ASSUMPTIONS 2022-018

Cathy Johnson reviewed the process for creating the budget for 2022-23, including the guiding parameters, preliminary budget guidelines, and budget assumptions.

Board Discussion:

D. Petro and A. Kreutzer asked questions about inflation numbers, increases in prices for gas and food services, and the impact to the Capital Projects Plan.

Public Comments:

M. Edwardsen, parent, commented on salaries and the Teacher Retirement System

11. CLOSED SESSION

It was moved by Kreutzer and seconded by Petro that the Board of Education convene in Closed Session (with action to follow) for the purpose of discussing:

- o The appointment, employment, compensation, discipline, performance, or dismissal of specific employees specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- o The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS 120/2(c)(5);
- o The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- o Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5ILCS 120/2(c)(12);

- o Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2);

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

The Board convened in Closed Session at 8:35 p.m.

12. RECONVENE IN OPEN SESSION

It was moved by Kretuzer and seconded by Rauch that the Board of Education reconvene in Open Session after discussing:

- o The appointment, employment, compensation, discipline, performance, or dismissal of specific employees specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- o The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS 120/2(c)(5);
- o The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- o Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5ILCS 120/2(c)(12);
- o Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2);

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

The Board reconvened in Open Session at 9:33 p.m.

13. STUDENT OUTPLACEMENT

2022-019

It was moved by Rauch and seconded by Petro that the Board of Education approve outplacement of student #2824022452 at North Cook Young Adult Academy

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

14. STUDENT OUTPLACEMENT

2022-020

It was moved by Hineman and seconded by Kretuzer that the Board of Education approve outplacement of student # 2424020922 at North Cook Young Adult Academy

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

15. PERSONNEL TRANSACTION REPORT II 2022-021

It was moved by Petro and seconded by Kreutzer that the Board of Education approve PTR II including the following appointments:

Quiana McNeal, Associate Principal, Elk Grove

Rebekah Gavril, Health Services Supervisor I, Wheeling

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

16. PURCHASE OF REAL PROPERTY FOR THE PRACTICAL ARCHITECTURAL CONSTRUCTION PATHWAY PROGRAM 2022-022

It was moved by Kreutzer and seconded by Petro that the Board of Education approve the purchase of real property, 2804 Fremont Street, Rolling Meadows for the PAC program.

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Rauch, Petro, Dussling

Nays: None

17. ADJOURNMENT

It was moved by Petro and seconded by Kreutzer to adjourn. The motion carried.

The meeting adjourned at 9:35 p.m.

William J. Dussling, President

Mildred Palmer, Vice President

MINUTES

The Minutes of the Workshop Meeting
of the Month of March of the Board of Education
Township High School District 214 held on March 3, 2022
at John Hersey High School,
Arlington Heights, Illinois
at 6:30 p.m.

President Dussling called the meeting to order at 6:32 p.m. and L. Keyes called the roll. The following members were present:

William Dussling	President
Mildred Palmer	Vice President
Mark Hineman	Member
Alva Kreutzer	Member
Andrea Rauch	Member
Dan Petro	President
Leonard Walker	Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Kraft, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; P. Kelly, principal, EGHS; K. Rogers, principal, JHHS; E. Hart, principal, RMHS; P. Mogge, director of community engagement and outreach; L. Keyes, executive assistant to the school board and superintendent; staff members; and citizens.

1. PLEDGE OF ALLEGIANCE

President Dussling led the Board and audience in the Pledge of Allegiance.

2. PUBLIC COMMENTS

None

3. APPROVE CONSENT CALENDAR

2022-023 through 2022-024

It was moved by Kreutzer and seconded by Rauch that the Board of Education approve Items 2022-023 through 2022-024, appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Hineman, Kreutzer, Palmer, Walker, Rauch, Petro, Dussling

Nays: None

A. Approve Accounts Payable		2022-023
Actual February 17, 2022 listing:		
Educational Fund Listing	\$3,694,756.03	
Operations and Maintenance	404,091.11	
Transportation Fund	327,935.00	
Capital Projects 62	107,106.97	
TOTAL	\$4,533,889.11	

Checks Dated: February 17, 2022

Check Numbers: 751644 - 751984

B. Personnel Transaction Report		2022-024
Approved Personnel Transaction Report attached to these minutes.		

4. SUPERINTENDENT REPORT

Superintendent Schuler introduced Hersey principal K. Rogers and associate principal P. Grow who updated the Board on Hersey's Social-Emotional Focus and Learning Renewal Plan for 2021-2022. K. Rogers reported an increase in interventions and applauded his support services team for their great work, even with an increased case load. P. Grow shared that more than 50% students have recovered credit, aided by 75 student tutors.

Superintendent Schuler introduced P. Kelly and E. Hart who presented an update on the Earned Honors Pilot currently in its second year at Elk Grove and first year at Rolling Meadows. A video featuring teachers in the pilot, commenting on the strengths of the program for both teachers and students, was viewed. The students who participated will be monitored their junior and senior years to see if the growth continues to maintain or escalate. More students at EGHS have signed up for junior AP English than ever before. Next steps include calibrate, measure other outcomes, track where they go next and expand PLCs. The Board discussed how to showcase the program to the public with greater detail and data, to make it easier to understand the greater benefits.

5. CLOSED SESSION

It was moved by Kreutzer and seconded by Palmer that the Board of Education convene in Closed Session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in an educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in an educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Walker, Rauch, Petro

Nays: None

The Board convened in Closed Session at 8:35 p.m.

6. RECONVENE IN OPEN SESSION

It was moved by Petro and seconded by Kretuzer that the Board of Education reconvene in Open Session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Walker, Rauch, Petro

Nays: None

The Board reconvened in Open Session at 9:13 p.m.

7. PERSONNEL TRANSACTION REPORT II

It was moved by Petro and seconded by Kretuzer that the Board of Education approve Personnel Transaction Report II including the following appointments:

- Rebecca Schilz, Division Head Student Success, Safety, and Wellness, EG
- Cecile Flores-Herbas, Division Head Social Science, World Languages, WHS

the following change in status:

- Henry Brown, Resignation

and the following Voluntary Retirement Program, 2026:

- Patricia Collins, HR Supervisor

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Walker, Rauch, Petro

Nays: None

8. PERSONNEL TRANSACTION REPORT III

It was moved by Walker and seconded by Palmer that the Board of Education approve Personnel Transaction Report III, including a resolution for a 30-day suspension without pay for employee Thomas Whalen.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Walker, Rauch, Petro

Nays: None

9. ADJOURNMENT

It was moved by Walker and seconded by Palmer to adjourn. The motion carried.

The meeting adjourned at 9:15 p.m.

William J. Dussling, President

Mildred Palmer, Vice President

PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2021-2022
CHANGE IN STATUS

<u>Name</u>	
MCARDLE, SAMANTHA	World Languages - JHHS
<u>Remarks</u>	Resignation Effective: May 27, 2022
SALZMANN, KIMBERLY	Math - EGHS
<u>Remarks</u>	Resignation Effective: May 27, 2022
CURCIO, JAMIE	World Languages - RMHS
<u>Remarks</u>	Resignation Effective: May 27, 2022

Voluntary Retirement Program - Education Association - 2026

<u>Name</u>	<u>Assignment</u>
KOELPER, JANET	Math - WHS
<u>Remarks</u>	Intent to Participate Effective Last day of school, 2026

CLASSIFIED PERSONNEL TRANSACTION REPORT

EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2021 - 2022

CHANGE

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
MCKENNA, GREGORY			
Remarks:	Maintenance II (FVEC) Resignation Effective: May 15, 2022		

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2021 - 2022

CHANGE

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
AKOVALI, ZEYNEP			
Remarks:	Tutoring Assistant - ARA (BGHS) Resignation Effective: March 18, 2022		
ALTAN, BATIKAN			
Remarks:	Campus Security (BGHS) Grade 3, Step 1 From: Campus Security (EGHS) Effective: March 28, 2022	\$21.80	40
GUTIERREZ, MARCELA			
Remarks:	Attendance Assistant (WHS) Resignation Effective: March 25, 2022		
LUSSOW, FREDERICK, JR.			
Remarks:	Campus Security (EGHS) Resignation Effective: March 11, 2022		
POULOS, VICKI			
Remarks:	Bookkeeper (PHS) Resignation		

From: June 30, 2024
Effective: June 30, 2023

SPANEVERELLO, MATTHEW (FLAVIO)

Remarks: **Instructional Assistant - ELL (WHS)**
Leave of Absence (Student Teaching)
Effective: August 22, 2022 - December 5, 2022

EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2021 - 2022

NEW

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>	<u>Hrs./Week</u>
GOMEZ, DORA			
Remarks:	Attendance Assistant/Division Assistant (EGHS)		
	Grade 3, Step 1	\$21.80	33.75
	Effective: March 18, 2022		
KURINEC, CASEY			
Remarks:	Campus Security (WHS)		
	Grade 3, Step 1	\$21.80	40
	Effective: March 18, 2022		

ITEM: 2022-028
DATE: Mar. 17, 2022
FILE: Meetings

SUBJECT: Destruction of Closed Meeting Audio Recordings

BACKGROUND INFORMATION:

The Illinois Open Meetings Act (5 ILCS 120/2.06) requires that Boards of Education keep a verbatim record of their closed meetings in the form of an audio or video recording. After 18 months have passed since being made, the audio or video recording of a closed meeting may be destroyed, provided the Board approved: 1) its destruction; and, 2) minutes of the particular closed meeting.

ADMINISTRATIVE CONSIDERATION:

The Board of Education approved the following minutes of the closed meetings as indicated:

Date of Meeting
August 13, 2020

Date of Approval
September 10, 2020

RECOMMENDED ACTION:

That the Board of Education approve the destruction of closed session audio recordings older than 18 months.

ITEM NO: 2022-029
DATE: March 14, 2022
FILE: IHSA

Subject: Application for Cooperative Team Sponsorship Elk Grove High School and Wheeling High School Lacrosse

BACKGROUND INFORMATION

We have continued to promote and monitor program lacrosse numbers as we begin our second season across the district. While most schools have experienced strong numbers and growth, Elk Grove and Wheeling high schools continue to have lower student interest. In order to continue to maximize our co-curricular offerings, the district is seeking a cooperative between the boys and girls programs at Elk Grove and Wheeling high schools.

ADMINISTRATIVE CONSIDERATION

The IHSA allows for a cooperative team to be formed according to Section 2.030 of the By-laws in the IHSA Handbook. The cooperative agreement, if approved, will allow for Elk Grove and Wheeling to compete within the IHSA and MSL as a cooperative over the next two seasons (Spring 2022/2023). The agreement will expire on June 30, 2023, allowing Elk Grove and Wheeling time to continue to build interest and program numbers for boys and girls lacrosse.

RECOMMENDED ACTION

That the Board of Education approves the Application for Cooperative Team Sponsorship to allow the Elk Grove and Wheeling boys and girls lacrosse teams to participate in gameplay for the 2021-2122 school year and potentially the 2022-2023 school year, if needed.

ITEM: 2022-030
DATE: 03/17/2022
FILE: Policy

SUBJECT: Board of Education Policy Manual Revisions – PRESS Edition

BACKGROUND

One of the goals of the Board of Education and administration for the 2007-08 school year was to conduct a comprehensive review the District 214 Board of Education Policy Manual. After researching possible methods to accomplish a thorough review, the Board agreed to work with the Illinois Association of School Boards (IASB) for a complete review and revision of Board policies. A working group met over the course of five months to review and revise each policy for District 214. The IASB consultant met with the Board of Education on June 30, 2008 to present the revised Policy Manual at a Board Workshop. The Board of Education approved the new manual on August 7, 2008.

In addition to the comprehensive review, the District 214 Board of Education is using the Policy Reference Education Subscription Service (PRESS) of IASB to keep the policy manual up to date. This resource provides the legal rationale and references for suggested policy revisions to assist the Board in focusing on their leadership role while complying with state and federal law.

ADMINISTRATIVE CONSIDERATION

The IASB Policy Reference Manual provides a system for regular updating of policies to ensure legal compliance and provides cross-referencing of related policies and the legal references. Every policy is reviewed at least once every five years or as a result of state or federal, Illinois School Code, or Illinois School Board of Education regulation or rule changes. The administration also makes recommendations for policy revisions as needed. Additionally, the Board is required by School Code to review select policies either annually or biennially.

RECOMMENDATION

That the Board of Education approve the recommended policy revisions from PRESS and administration as presented:

2:106	2:120 E	2:172	2.250	3.10
4.16	4.45	4.82	4.165	4.172
5.125	5.180	5.190	5.250	5.260
5.262	6.140	6.270	7.142	7.285
7.315	8.20			

Board of Education

2:106 Employment of Board Members' Immediate Family

Employment within District 214 of a member of the "immediate family" (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians) of the members of the Board of Education is prohibited.

This policy shall not apply to employees whose "immediate family" is elected to the Board of Education.

ADOPTED: August 7, 2008

Township High School District 214

School Board

Exhibit - Website Listing of Development and Training Completed by Board Members

District webmaster: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development and Training Activity and Provider	Date Completed

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school board governance supporting quality public education.

For more information regarding IASB and its programs, visit www.iasb.com.

Board of Education

2:172 Engaging Consultants and Resource Specialists

From time to time the Board may find it necessary to engage consultants or resource specialists for professional services. These specialists will perform only such services as authorized by the Board of Education or Superintendent.

LEGAL REF.:

Shively v. Belleville Township High School District 201, 769 N.E.2d 1062 (Ill App.5, 2002),
appeal denied.

[40 U.S.C. § 541.](#)

[50 ILCS 510/1 et seq.](#), Local Government Professional Services Selection Act.

[105 ILCS 5/10-20.21.](#)

ADOPTED: August 7, 2008

Township High School District 214

Board of Education

2:250 Access to District Public Records

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

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

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

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

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

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in

Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

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

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

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

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

Provision of Copies and Access to Records

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

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

Preserving Public Records

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

LEGAL REF.:

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

[105 ILCS 5/10-16](#) and [5/24A-7.1](#).

[820 ILCS 40/11](#).

[820 ILCS 130/5](#).

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

ADOPTED: June 18, 2015

Township High School District 214

General School Administration

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide quality education that is relevant to membership in a global society and economy while maintaining a balanced operating budget and serving the student population.
2. Increase student learning through engagement and innovative programs to ensure students will develop self-awareness, self-management, interpersonal, and decision-making skills as measured by social and emotional learning growth objectives to establish and maintain positive relationships and achieve school and life success in a global society and economy.
3. Promote and expand lifelong learning opportunities for residents of all ages through positive relationships, community involvement, community engagement and outreach, and collaborative planning in the efficient use of resources.

Parameters

1. Keep all programs, practices, and activities consistent with the district mission, vision, and goals.
2. Operate six comprehensive high schools and alternative programs to meet student needs and interests.
3. Enlarge our candidate pool to attract highly qualified individuals to increase our cultural and ethnic diversity.
4. Give the instructional program the highest priority in allocation of resources.
5. Maintain sound fiscal practices to ensure appropriate fund balances and a balanced operating budget.
6. Provide a Community Education program that supports lifelong learning opportunities.
7. Review and update district goals annually.

LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-21.4](#), and [5/10-21.4a](#).

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), District 214 Student and Parent Handbook

ADOPTED: September 1, 2016

Township High School District 214

Operational Services

4:16 Information Security

Township High School District 214 has a responsibility to protect information entrusted to it, ensure the effective operation of business critical processes, and abide by the security policies established by the Payment Card Industry (PCI) and Data Security Standards (DSS) Council, Technology Department, and as well as laws and regulations at the federal, state, and local level relating to information security. District 214 must meet a standard of due care regarding the protection of information as well as those belonging to users of District 214 information.

The Superintendent is responsible for ensuring that the District complies with Payment Card Industry and Data Security Standards. Compliance measures shall include each of the following:

1. All Payment Card Industry and Data Security Standards as published by the Payment Card Industry Data Security Standards Council will be followed.
2. All employees having access to Sensitive or Highly Sensitive information in the course of performing their duties shall be trained to protect the confidentiality of such information. Training should include, but not limited to, instructions on the proper handling of information containing credit card information from the time of collection through the destruction of the information.
3. Only employees who are required to use or handle information or documents that contain credit card numbers shall have access to such information or documents.
4. An Information Security Procedure will be followed to ensure Sensitive or Highly Sensitive information is kept secure.
5. The Information Security Procedure will be reviewed at minimum once annually.
6. A security education, training and awareness program will be developed.
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 credit card number.

CROSS REF.: 4:15 Identity Protection, 4:55 Use of Credit and Procurement Cards

ADOPTED: July 12, 2012

Township High School District 214

Operational Services

4:45 Insufficient Fund Checks and Debt Recovery

The Superintendent or designee is authorized to collect the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney or a collection agency whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

LEGAL REF.:

[15 ILCS 405/10.05](#) and [10.05d](#).

[810 ILCS 5/3-806](#).

ADOPTED: June 18, 2015

Township High School District 214

Operational Services

4:82 Bond Record-Keeping

The School District's bond record-keeping requirements shall comply with Illinois State Board of Education rules and State law. The Board of Education must designate a bond record-keeping compliance officer as the keeper of the records of the District and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

CROSS REF.: 4:30 (Revenue and Investments), 4:40 (Short-Term Borrowing), 4:80 (Accounting and Audits)

ADOPTED: April 8, 2010

Township High School District 214

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors 1

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of:² (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children,³ and define prohibited grooming behaviors,⁴ the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:

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

¹ Required by *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. Also infused into this policy are concepts from HB 1975 text, which did not pass in the first half of the 102nd Ill. General Assembly; however, its content (a) includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff, and (b) provides helpful guidance for districts to implement P.A. 102-610 due to P.A. 102-610's vagueness. Three additional statutes address a district's responsibility to provide age-appropriate sexual abuse and assault awareness and prevention education programs:

1. 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act (requires districts to establish a Comprehensive Health Education Program that includes age-appropriate sexual abuse and assault awareness and prevention education in grades pre-K through 12) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP1, *Comprehensive Health Education Program*);
2. 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive personal health and safety and comprehensive sexual health education a/k/a National Sex Education Standards (NSES) to: (a) be age and developmentally appropriate, medically accurate, complete, culturally appropriate, inclusive, and trauma informed, (b) replicate evidence-based or evidence-informed programs or substantially incorporate elements of evidence-based programs or evidence-informed programs or characteristics of effective programs, (c) provide information about local resources where students can obtain additional information and confidential services related to sexual violence (including sexual abuse and assault), and (d) provide information about State laws related to mandated reporting of child abuse and neglect, and school policies addressing the prevention of and response to sexual violence) (see sample policy 6:60, *Curriculum Content*, and administrative procedure 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*); and
3. 105 ILCS 5/27-13.2 (addresses (a) written objections to sexual abuse prevention instruction and notice provisions (minimum five days) for students in grades K through 8, and (b) distribution by the Ill. State Board of Education (ISBE) and Ill. Dept. of Children and Family Services (DCFS) of information for districts to provide to their communities about this instruction) (see sample policy 6:60, *Curriculum Content*, and administrative procedure exhibit 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*).

² 105 ILCS 5/10-23.13, amended by P.A. 102-610, at (b)(1).

³ *Id.* at (b).

⁴ *Id.* at (b).

- a. An age-appropriate and evidence-informed health and safety education⁵ curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities,⁶ through policy 6:60, *Curriculum Content*;⁷
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse,⁸ and (ii) community-based Children’s Advocacy Centers and sexual assault crisis centers and how to access those serving the District.⁹
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include: ¹⁰
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed¹¹ content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
 3. Provide information to parents/guardians in student handbooks about the warning signs¹² of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: ¹³

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

⁵ *Id.* at (b)(1).

⁶ *Id.* at (b)(4).

⁷ 105 ILCS 5/10-23.13(b). See policy 6:60, *Curriculum Content*, and administrative procedure 6:60-API, *Comprehensive Health Education Program*, for information on school board choices related to health and safety education, including sex education.

⁸ *Id.* at (b)(2) and (3).

⁹ *Id.* at (b)(5). See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children’s Advocacy Center*, for more information on Children’s Advocacy Centers.

¹⁰ Citations for each letter:

- a. 105 ILCS 5/10-23.13(b).
- b. *Id.* at (b), (b)(1.5), and (c).
- c. *Id.* at (b) and (b)(1.5).

¹¹ Two Illinois laws address “evidence-informed.” *Evidence-informed* per *Erin’s Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with NSES at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as “a program that uses the best available research and practice knowledge to guide program design and implementation.”

¹² 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook.

¹³ This information is listed in 7:190-E2, *Student Handbook Checklist*. Citations for each letter:

- a. 105 ILCS 5/10-23.13(b) and (b)(1).

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors,¹⁴ appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. ¹⁵

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

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

- b. Id. at (b)(4) and (5).
- c. Id. at (b).

¹⁴ Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*; it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the statutes cited in f/n 1, above (educating all students to recognize and avoid sexual abuse and assault), and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse (see f/n 15, below)).

¹⁵ Required by 105 ILCS 5/27-13.2. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. Delete for high school districts.

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon

policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

Operational Services

4:172 Police Liaison

The Board of Education may provide police liaison services for each school.

Police liaisons serve as educational liaisons between the high school community and the local police department. They are expected to enforce State laws, municipal ordinances, and applicable high school rules and policies.

The Board authorizes the administration to contract with local municipalities for police liaison services.

ADOPTED: August 7, 2008

Township High School District 214

Document Status: Draft Update

General Personnel

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

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

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® and other platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Introduction

The Board of Education recognizes the potential benefits for the use of social media and other online technologies by employees and school-based groups. At the same time, the Board recognizes the potential impact on employees, students and the school community, as well as the liability that can occur if such resources are not used responsibly or not conscientiously managed.

Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate and engage with students and their parents/guardians.
3. Obtain prior written authorization from the building principal, superintendent or his/her designee before establishing social media accounts that speak on behalf of the school, a school organization, the District or a District organization, including co-curricular activities, specific departments, fundraisers and clubs or teams. Administrative procedures implementing this policy shall set forth the manner by which authorization must be requested and the factors considered in addressing the request. Only those officially designated can use social media to speak on behalf of District 214.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
6. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
7. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. No personally identifying student information shall be posted using personal technology or social media without the authorization from the student's parent/guardian, except photographs of and other content created by students while participating in public co-curricular activities, including sports and theater and musical productions, may be used without parental/guardian permission.
8. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.

9. Monitor and delete, when possible, any user comments or submissions that: (1) include vulgar language; (2) include personal attacks of any kind; (3) reasonably can be interpreted as discrimination or animosity on the basis of any protected or other immutable characteristic; (4) contain spam or links to commercial websites; (5) are clearly off-topic; (6) advocate illegal activity; (7) constitute marketing of particular services, products or political organizations; (8) infringe on copyrights or trademarks; (9) contain personally identifiable medical information or other privileged or confidential information; (10) may compromise the safety or security of the District or its students, employees, or other members of the District community; (11) do not conform with the purpose of the particular social media site in question; or (12) interfere with, disrupt or adversely affect the school environment, school operations or an educational function, including comments or other submissions that may reasonably be considered to (i) be a threat or an attempted intimidation of an employee; or (ii) endanger the health or safety of students, employees or school property.
10. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
11. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
12. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct, and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, ~~commits~~ requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.~~
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

~~Ill. Human Rights Act, 775 ILCS 5/5A-102, Ill. Human Rights Act,~~

~~820 ILCS 55/10, Right to Privacy in the Workplace Act~~

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators~~

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

[Mayer v. Monroe County Community School Corp.](#), 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: ~~4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records), District 214 Student and Parent Handbook~~

~~ADOPTED January 5, 2017~~

PRESSplus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

General Personnel

Personal Technology and Social Media: Usage and Conduct 1

Definitions

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

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue.² This includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*, *Instagram*, *Snapchat*, and *YouTube*.³

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks.⁴ This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).⁵

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

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

Therefore, instead of prohibiting specific actions, this sample policy focuses on what will not change - maintaining appropriate behavior as outlined in 5:120, *Employee Ethics: Conduct; and Conflict of Interest*, the Ill. Educators’ Code of Ethics at 23 Ill.Admin.Code §22.20, and 105 ILCS 5/21B-75, amended by P.As. 101-531 and 102-552 (allows suspensions or revocations of licenses, endorsements, or approvals for abuse or neglect of a child, willful or negligent failure to report suspected child abuse or neglect, *immorality*, and *unprofessional conduct*, among other things). *Immoral* has been defined by one court to mean “shameless conduct showing moral indifference to the opinions of the good and respectable members of the community.” See *Ahmad v. Bd. of Educ. of City of Chicago*, 356 Ill.App.3d 155 (1st Dist. 2006).

Consult the board attorney when a board wants to prohibit more specific actions and/or specific speech, e.g., *friending* students on Facebook or similar social media, *tweeting* or otherwise communicating with students on Twitter or similar social media sites, and text messaging or emailing students. See also the discussion in f/n’s 6 & 7 below.

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

² Several definitions of social media exist, and a board may wish to use another definition or create its own with the board attorney. This sample policy’s definition is very broad. It is adapted from a frequently cited Wikipedia definition at: www.en.wikipedia.org/wiki/Social_media.

Merriam-Webster’s definition is at: www.merriam-webster.com/dictionary/social%20.

³ Optional. A board may want to add other sites. As of July 2021, the publication *eBizMBA Inc.* lists the top four social networking sites as Facebook, YouTube, Instagram, and Twitter respectively.

⁴ *Personal technology* is not yet defined. It is the title of a weekly column in *The Wall Street Journal*. The column was created and is authored by Walt Mossberg, who frequently directs readers to his review of new technologies on a website titled *All Things Digital* at to www.allthingsd.com/author/walt/. Many of the reviewed devices operate as described in this sample definition.

⁵ Optional.

Usage and Conduct⁶

All District employees who use personal technology and/or social media shall:⁷

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

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

⁶ Whether to discipline an employee for his or her speech is always highly fact sensitive and should always occur after a consultation with the board attorney. See f/n 1 and 7. The discipline will require careful balancing of the district's obligations to protect its students with employees' rights. Further, a board may not discipline its employees for discussing the terms and conditions of their employment with co-workers and others or otherwise interfere with their employees' efforts to work to improve the terms and conditions of their workplace. 29 U.S.C. §151 et seq.

⁷ The following list is optional and may contain items on which collective bargaining may be required. See f/n 1. To ensure that the listed expectations match local conditions, boards may want to initiate a conversation with the superintendent about these expectations. Expectations will be most effective when they reflect local conditions and circumstances. This conversation provides an additional opportunity for the board and superintendent to examine all current policies, collective bargaining agreements, and administrative procedures applicable to this subject. See f/n 2 of policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, for more discussion about how to initiate this conversation, f/n 3 of policy 5:100, *Staff Development Program*, and the discussion in f/n 2 of sample policy 8:10, *Connection with the Community*, related to excluding followers and purging critics from social media accounts that are considered public forums (*Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018)). Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. After discussing these issues, the board may have further expectations and may choose to reflect those expectations here.

- compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.⁸
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.⁹
 8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.¹⁰
 9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.¹¹
 10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.¹²

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⁸ Inherent dangers exist when district employees use personal technology and social media without understanding how the information is used within the chosen platform and what choices are available within the platform to control it. Some examples of laws that require the safekeeping of district and school records include: the Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/ (both prohibit the unauthorized disclosure of student school records); 5 ILCS 140/7 (exempts personnel information and other items such as school security and response plans and maps from disclosure); 45 C.F.R. §164.502 (protects the employees' health information); and 820 ILCS 40/ (governs the release of an employee's disciplinary action). For district employees, implied consent may be sufficient in some circumstances, e.g., teachers taking pictures of each other at a birthday party in the teachers' lounge or at a social event off school grounds and later posting those pictures on social media.

⁹ 17 U.S.C. §101 *et seq.*

¹⁰ 105 ILCS 5/24-9; Fair Labor Standards Act, 29 U.S.C. §201 *et seq.* See also f/ns 1 and 6 above.

¹¹ The Children's Internet Protection Act (CIPA) (47 U.S.C. §254(I)) requires school districts to maintain a policy and provide Internet access that protects against access to websites containing material that is obscene, pornographic, or harmful to minors. See 6:235, *Access to Electronic Networks*. Because a district cannot subject its employees' usage of personal technology and social media to the same measures required under CIPA (i.e., content filters, blocking lists, or district monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage), this statement seeks to balance the district's duty by shifting responsibility for inappropriate behavior to the individual employee.

¹² The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action against any employee, when the district knows that the employee committed or engaged in sexual harassment of a student. 775 ILCS 5/5A-102. Sexual harassment of a student is also prohibited by 7:20, *Harassment of Student Prohibited*, and of an employee by 5:20, *Workplace Harassment Prohibited*.

The Superintendent shall: ¹³

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.¹⁴
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

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

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

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

¹⁴ Right to Privacy in the Workplace Act, 820 ILCS 55/10(b) (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in f/n 19 in policy 5:30, *Hiring Process and Criteria*. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's electronic equipment and electronic mail.

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

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

General Personnel

5:180 Temporary and Permanent Illness/Incapacity

A temporary illness or temporary incapacity is an illness or other health condition that renders an employee physically or mentally unable to perform assigned duties and that is not permanent as provided below. During such a period, the employee will use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will reduce the wages or salary paid to the employee. Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy. The Board of Education's intent is that in no case will an employee who is temporarily disabled receive more than 100 percent of gross wages or salary.

If illness, incapacity, or any other health related condition causes an employee to be absent in one school year for more than 90 work days in any 120 work day period, such absence shall be considered a permanent disability and the Board may dismiss or initiate dismissal proceedings.

The Board may also dismiss or initiate dismissal proceedings if an employee is found to be permanently physically or mentally incapacitated from performing his/her essential job functions by a duly licensed physician or mental health professional selected or relied upon by the District.

Any employee may be required to have an examination(s), at District expense, by a duly licensed physician or mental health professional, if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.
 105 ILCS 5/10-22.4, 5/24-12 and 5/24-13.
 Elder v. School Dist. No. 127 1/2, 208 N.E.2d 423 (Ill.App.1 st Dist. 1965).
 School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App. 1 st Dist. 1987).

General Personnel

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\).](#)

[105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.](#)

[23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.](#)

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

ADOPTED: January 5, 2017

Township High School District 214

Document Status: Draft Update

General Personnel

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control. Administrative and supervisory personnel should refer to the current *Administrative and Supervisory Compensation and Benefit Program*.

Sick and Bereavement Leave, Personal Leave

Please refer to the applicable collective bargaining agreement(s).

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code and as defined in the "Staff Options for Change."

Teacher Exchange

With approval of the Board of Education, Education Association members may participate in foreign or domestic teacher exchange programs. Foreign or domestic exchange programs will not be approved for more than one year.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence [PRESSPlus3](#)

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601 et seq.](#)).

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

Upon request, the Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

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

Association Leave

Please refer to the applicable collective bargaining agreement(s).

LEGAL REF.:

[10 ILCS 5/13-2.5](#)

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

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#) School Visitation Rights Act.

[820 ILCS 154/](#) Child Bereavement Leave Act.

[820 ILCS 180/](#) Victims' Economic Security and Safety Act.

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

Adopted: December 12, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in [Dyak v. Bd. of Educ. of Wood Dale Sch. Dist. 7](#), 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an

employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Professional Personnel

Leaves of Absence

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

Sick and Bereavement Leave

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. 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, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed 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 three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the

death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave

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

Personal Leave

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge

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

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave

exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave

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

Leave for Employment in Department of Defense

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50

employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).

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

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

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

General Personnel

5:260 Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to [Section 5/21B-80](#) of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a [105 ILCS 5/10-21.9\(g\) Check](#) as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to [105 ILCS 5/24-5](#).

A [105 ILCS 5/10-21.9\(g\) Check](#) 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](#)).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her [105 ILCS 5/10-21.9\(g\)](#) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. 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.

LEGAL REF.:

Adam Walsh Child Protection and Safety Act, [P.L. 109-248](#).

Uniform Conviction Information Act, [20 ILCS 2635/1](#).

[105 ILCS 5/10-21.9](#), [5/10-22.34](#), and [5/24-5](#).

CROSS REF.: 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:190 (Teacher Qualifications)

ADOPTED: January 5, 2017

Township High School District 214

General Personnel

5:262 Tutoring

District staff is not permitted to tutor their students or other students in their school building for additional compensation at any time.

Private tutoring of other District 214 students must be approved by the school principal or director and cannot occur on District 214 property.

ADOPTED: September 2, 2010

Township High School District 214

Instruction

6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the appropriate Intermediate Service Center and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.:

McKinney Homeless Assistance Act, [42 U.S.C. § 11431](#) *et seq.*

[105 ILCS 45/1-1](#) *et seq.*

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: September 3, 2015

Township High School District 214

Instruction

6:270 Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. Students shall be encouraged to seek academic, social, and/or personal growth.

The guidance program will assist students to identify career options consistent with their abilities, and interests. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information.

LEGAL REF.:

[105 ILCS 5/10-22.24a](#) and [5/10-22.24b](#).

[23 Ill.Admin.Code §1.420\(q\)](#).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: August 7, 2008

Township High School District 214

Students

7:142 Voluntary Student Drug Testing

The District 214 Board of Education authorizes the Principal/Director, nurse, outreach counselor, social worker, and special education instructor to enter into voluntary agreements with students and their parents/guardians for the purpose of providing for periodic testing of students to detect the use of prohibited substances. This policy is to be used at the option of each school site in order to assist families in the detection and prevention of student substance abuse.

Adopted: August 7, 2008

Township High School District 214

Students

7:285 Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.:

[105 ILCS 5/2-3.149](#) and [5/10-22.39](#).

Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

ADOPTED: September 1, 2016

Township High School District 214

Document Status: Draft Update

Students

7:315 Restrictions on Publications; High Schools

Definitions [PRESSPlus1](#)

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must: [PRESSPlus2](#)

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08, [Q1](#) and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:40, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, [Q2](#) or
 - c. Materially and substantially disrupt the orderly operation of the school.

All school sponsored media shall comply with the ethics and rules of responsible journalism. The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into numbers one of the four prohibited categories listed (1) through four (4) above, in which case, will not be tolerated and school officials the Superintendent or designee and/or student media advisers may review, edit, and or delete such media material before publication or distribution of the media. ^{Q3}

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files ~~MP3 files~~, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files ~~CD-ROM~~, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., ~~text~~ or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, ~~or~~ invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

~~Speech Rights of Student Journalists Act~~, 105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 408 S.Ct. 562/484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. emmunity Unit Sch. eed Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 80 S.Ct. 733 (1969)

Merse v. Frederick, 551 U.S. 303 (2007).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: January 5, 2017

Questions and Answers:

***Required Question 1. Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 that starts in the fall of 2022 and is listed at 105 ILCS 5/27-20.08, added by P.A. 102-55, and policy 6:60, *Curriculum Content*. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction will include a component on social responsibility and civics that includes “[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.” Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, IASB will make the following three edits: (1) replace “Student journalists must” with: “Student journalists shall strive to.” (2) amend number 5 to read: “In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District’s media literacy curriculum mandate in in 105 ILCS 5/27-20”, and (3) delete number 6.

Would the board like to provide student journalists more flexibility?

- No (default)
- Yes (IASB will make the edits described above.)

***Required Question 2. 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district’s educational mission and philosophy and social appropriateness language for student body’s age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning.

While 105 ILCS 80/20 limits liability of school districts for a student journalist’s expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, IASB will add to item 4.b:

including but not limited to (1) its educational mission in policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Would the board like to provide additional text to the word-for-word statutory language in this policy?

- No (default)
- Yes (IASB will add the text shown above.)

***Required Question 3. 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

Does the board want the student media advisor to provide student journalists with written justification prior to limiting materials?

- No (default)
 - Yes (IASB will add the sentence shown above.)
-

PRESSPlus Comments

PRESSPlus 1. This policy is updated in response to feedback from the Student Law Press Center, a national non-profit student journalist advocacy group, and from Ill. Council of School Attorneys (ICSA) members. **Issue 108, November 2021**

PRESSPlus 2. Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) this Act, and (c) providing student journalists opportunities to apply the upcoming Illinois media literacy curriculum mandates. **Issue 108, November 2021**

Students

Restrictions on Publications; High Schools

[For high school or unit districts only]

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

Community Relations

8:20 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 the safety of students or employees, or (2) affect the property or liability of the School District. 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.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent or designee's approval and is subject to the procedures.

LEGAL REF.:

Boy Scouts of America Equal Access Act, [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 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property), District 214 Student Handbook

ADOPTED: April 18, 2013

Township High School District 214

ITEM: 2022-031
DATE: March 17, 2022
FILE: Budget

Subject: 2022-23 Encumbrance and Expenditure Authorization

BACKGROUND INFORMATION:

The budget year for a school district is July 1 through June 30. The School Code requires Boards of Education to adopt a budget for a fiscal year by the end of the first quarter or September 30. The district's 2022-23 budget calendar calls for Board review and approval of the tentative budget on July 2022. Approval of the official budget is scheduled for September 2022.

ADMINISTRATIVE CONSIDERATIONS:

To accommodate the need for timely ordering and payment of services, supplies, and equipment, and the payment of salaries and benefits prior to official budget approval, on an annual basis the administration recommends Board authorization for the administration:

- to encumber and expend up to 75 percent of the 2022-23 preliminary control budgets, which are being developed within budget guidelines established by the Board of Education; and
- to pay salaries and benefits within Board approved rates and schedules.

RECOMMENDED ACTION:

That the Board of Education authorizes the administration to encumber and expend up to 75 percent of the 2022-23 preliminary budgets, which are being developed within budget guidelines established by the Board of Education, and to pay salaries and benefits within Board approved rates and schedules prior to official budget approval.

ITEM: 2022-032
DATE: March 17, 2022
FILE: Student Insurance

Subject: Student Accident Insurance 2022-23

BACKGROUND INFORMATION:

Historically, a student accident insurance program has been offered to District 214 parents. The administration reviewed the student accident insurance program and recommends that the Board of Education continue a student accident insurance program offering for the next school year. This recommended program has two coverage levels: standard and deluxe. There is no cost to the district as past Board action requires parents make payments directly to the insurance company. For 2022-23, the insurer will be 1st Agency. The administration recommends offering this plan for the 2022-23 school year.

ADMINISTRATIVE CONSIDERATIONS:

The attached schedule summarizes the benefits and rates for the 2022-23 student accident insurance program.

RECOMMENDED ACTION:

That the Board of Education approves the 2022-23 student accident insurance program.

1st Agency Student Accident Insurance Rates

COVERAGE AND BENEFITS	2022-23 Standard Plan	2022-23 Deluxe Plan
Maximum Benefit Amount Per Injury	\$25,000	\$25,000
Deductible	\$0	\$0
Hospital Room & Board and general nursing care, limited to a maximum of	\$200 per day	\$600 per day
Intensive Care, limited to a maximum of	\$200 per day	\$600 per day
Miscellaneous Hospital Charges, limited to a maximum of	\$1,500	\$3,000
Doctor's Charges for Surgery, in accordance with the Surgical Schedule using	\$75 per unit value	\$200 per unit value
Administration of Anesthesia, limited to	20% of the Surgical Schedule allowance	20% of the Surgical Schedule allowance
Assistant Surgeon Charge, limited to		
Non-Surgical Doctors' Visits, including Physical Therapy: 1st Visit up to Thereafter up to Physical Therapy is limited to a maximum benefit of 5 visits	\$25 \$15	\$60 \$50
Hospital Emergency Care, excluding professional charges, limited to a maximum of	\$200	\$400
Outpatient Imaging Procedures and Interpretation of MRI/CAT Scan. Up to a maximum benefit of	\$200	\$500
Outpatient X-ray Services, limited to a maximum of	\$200	\$500
Ambulance Charges, limited to a maximum of	\$100	\$400
Durable Medical Equipment including orthopedic appliances, limited to a maximum of	\$100	\$200
Dental Treatment, per tooth (for Injury to Sound, Natural Teeth), limited to	\$200	\$600
Motor Vehicle Accident injuries, limited to	\$5,000	\$5,000
Loss of Life	\$5,000	\$5,000
Single Dismemberment - (Loss of one hand, one foot, entire sight of one eye or hearing one ear)	\$1,000	\$1,000
Double Dismemberment - (Loss of both hands, both feet, entire sight of both eyes, hearing both ears or loss of speech)	\$10,000	\$10,000
PREMIUMS (ONE-TIME ANNUAL PAYMENT)	2022-23 Standard Plan	2021-22 Deluxe Plan
School Time Student Accident Coverage	\$46	\$105
24 Hour-A-Day Accident Coverage	\$125	\$275
Optional Football Only Accident Coverage	\$162	\$369

All maximum amounts are per Injury except as specifically stated.

Injury means bodily injury, independent of disease or bodily infirmity, which directly results in loss covered by the Policy. The Injury must occur and the loss must begin while the coverage for the insured is in force under the Policy.

ITEM: 2022-33
DATE: March 17, 2022
FILE: Capital Projects Program

Subject: Asbestos Abatement Bids

BACKGROUND INFORMATION:

At the January 20, 2022 Board of Education meeting, the school board approved bids to address the roofs at Rolling Meadows High School (RMHS) and Forest View Educational Center (FVEC) and the final phase of the curtain wall replacement at Prospect High School (PHS) during the summer of 2022. To complete the roof and curtain wall project, asbestos abatement is required at both locations at the roof drains and the exterior window panels at Prospect High School (PHS).

In addition, the Bid includes abatement work in the English Department, the Art Room, and the Orchestra Room at John Hersey High School (JHHS) and additional abatement work at the Forest View Educational Center (FVEC).

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after a newspaper advertisement. Additionally, bids were sent to nine vendors. Funds are budgeted in the Operations and Maintenance Fund.

FVEC Abatement

<u>Vendor</u>	<u>Base Bid 1A</u>	<u>Base Bid 1B</u>	<u>Base Bid 1C</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$190,400	\$227,965	\$23,240
M&O Environmental Co. (Homewood, IL)	\$162,000	\$170,000	\$32,000
Midway Contracting Group, LLC (Tinley Park, IL)	\$187,775	\$210,100	\$24,870
Nationwide Envi. & Demo, LLC (Des Plaines, IL)	\$327,488	\$378,688	\$40,806
Valor Technologies, Inc. (Bolingbrook, IL)	\$157,600	\$159,000	\$23,900

<u>Vendor</u>	<u>Base Bid 1D</u>	<u>Base Bid 1E</u>	<u>Base Bid 1F</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$4,435	\$127,300	\$127,300
M&O Environmental Co. (Homewood, IL)	\$15,000	\$115,000	\$134,000
Midway Contracting Group, LLC (Tinley Park, IL)	\$9,630	\$116,500	\$137,500
Nationwide Envi. & Demo, LLC (Des Plaines, IL)	\$17,600	\$242,200	\$240,000
Valor Technologies, Inc. (Bolingbrook, IL)	\$10,500	\$124,500	\$120,000

<u>Vendor</u>	<u>Base Bid 1G</u>	<u>Base Bid 1H</u>	<u>Base Bid 1I</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$6,160	\$13,000	\$7,200
M&O Environmental Co. (Homewood, IL)	\$19,000	\$20,000	\$15,000
Midway Contracting Group, LLC (Tinley Park, IL)	\$11,000	\$10,250	\$13,500
Nationwide Envi. & Demo, LLC (Des Plaines, IL)	\$15,224	\$38,400	\$35,200
Valor Technologies, Inc. (Bolingbrook, IL)	\$9,700	\$23,000	\$13,500

The total of recommended Base Bid 1A, 1B, 1C, 1E, 1F, 1H, and 1I for FVEC work is \$621,500. The Base Bid 1D and 1G will not be awarded.

JHHS Abatement

<u>Vendor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$209,000	\$18,000	\$5,500
M&O Environmental Co. (Homewood, IL)	\$147,000	\$52,000	\$10,000
Midway Contracting Group, LLC (Tinley Park, IL)	\$152,400	\$34,500	\$8,000
Nationwide Envi. & Demo, LLC (Des Plaines, IL)	\$229,400	\$39,229	\$17,000
Valor Technologies, Inc. (Bolingbrook, IL)	\$137,000	\$35,100	\$5,800

The total of recommended Base Bid, Alternate 1, and Alternate 2 for JHHS work is \$177,900.

PHS Abatement

<u>Vendor</u>	<u>Base Bid</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$33,000
M&O Environmental Co. (Homewood, IL)	\$25,000
Midway Contracting Group, LLC (Tinley Park, IL)	\$40,100
Nationwide Environmental & Demo, LLC (Des Plaines, IL)	\$48,600
Valor Technologies, Inc. (Bolingbrook, IL)	\$112,500

The total of recommended Base Bid for PHS work is \$25,000.

RMHS Abatement

<u>Vendor</u>	<u>Base Bid</u>
Husar Abatement, Ltd. (Franklin Park, IL)	\$18,000
M&O Environmental Co. (Homewood, IL)	\$14,000
Nationwide Environmental & Demo, LLC (Des Plaines, IL)	\$11,500
Valor Technologies, Inc. (Bolingbrook, IL)	\$15,000

The total of recommended Base Bid for RMHS work is \$11,500.

RECOMMENDED ACTION:

The Board of Education accept the bid from Valor Technologies, Inc., Bolingbrook, IL in the amount of \$799,400 for asbestos abatement at FVEC and JHHS.

The Board of Education accept the bid from M&O Environmental Co., Homewood, IL in the amount of \$25,000 for asbestos abatement at PHS.

The Board of Education accept the bid from Nationwide Environmental & Demo, LLC, Des Plaines, IL in the amount of \$11,500 for asbestos abatement at RMHS.

The Board hereby authorizes its Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the project and approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, the Board hereby authorizes its Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

ITEM: 2022-034
 DATE: March 17, 2022
 FILE: Budget

Subject: Graduation Audio Services & Equipment Rental - RFP

BACKGROUND INFORMATION:

Graduation ceremonies for Township High School District 214 are scheduled for May 18, 2022. Buffalo Grove, Elk Grove, John Hersey, Rolling Meadows, and Wheeling High Schools are planning to hold their ceremonies outdoors, requiring audio services and equipment rentals for seating and staging from a qualified vendor. Proposals were solicited for graduation audio services and equipment rentals, including the design, set-up, operation, and teardown of equipment in each school's football stadium.

ADMINISTRATIVE CONSIDERATIONS:

Proposals were received after newspaper advertisement. Additionally, proposal documents were sent to eight (8) vendors.

<u>Vendor</u>	Audio Total	Equipment Rental		
		BGHS	EGHS	WHS
Concert Sound Systems, LLC (Chicago, IL)	\$15,000	\$13,220	\$2,197	\$3,200
Event Equipment Rentals & Sales (Hodgkins, IL)	No Bid	\$10,179	\$2,200	\$3,500
Audio Visual Productions (Bridgeview, IL)	\$18,990	No Bid	No Bid	No Bid
HRP Chicago, LLC (Mt. Prospect, IL)	\$20,970	No Bid	No Bid	No Bid
Axis AV, LLC (Skokie, IL)	\$25,610	No Bid	No Bid	No Bid

The lowest bidders meeting specifications are being recommended.

RECOMMENDED ACTION:

That the Board of Education accept the proposal from Concert Sound Systems, LLC in the amount of \$20,397 to provide audio services for all graduations ceremonies and equipment rental for Elk Grove High School and Wheeling High School. Event Equipment Rentals & Sales for \$10,179 to provide equipment rental for Buffalo Grove High School.

ITEM: 2022-35
DATE: March 17, 2022
FILE: Capital Projects Program

Subject: FVEC Training Facility Foundation and Shell Bid

BACKGROUND INFORMATION:

At the January 20, 2022 Board of Education meeting the Operations Department Capital Projects Plan was outlined for work to be completed during the 2022-23 school year. In the plan, the educational classrooms and the administrative areas at Forest View Educational Center (FVEC) are being renovated during the summer of 2022. One of the areas is the new training facility addition, the bid includes the “shell” portion of the project (the structural parts, foundation, structure, and the roof).

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after a newspaper advertisement. Additionally, bids were sent to seven vendors. Funds are budgeted in the Operations and Maintenance Fund.

<u>Vendor</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Alternate #1</u>
Boller Construction Co. Inc. (Waukegan, IL)	\$1,734,000	\$266,000	\$272,000
Efraim Carlson & Son Inc. (Libertyville, IL)	\$1,767,700	\$232,850	\$294,700
Stuckey Construction Co. (Waukegan, IL)	\$1,597,000	\$222,000	\$241,000

The total of recommended Base Bid, Alternate 1, and Alternate 2 is \$2,060,000.

RECOMMENDED ACTION:

The Board of Education accept the bid from (Stuckey Construction Co., Waukegan, IL) in the amount of \$2,060,000 for Training Facility Foundation and Shell work.

The Board hereby authorizes its Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the project and to approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, the Board hereby authorizes its Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

ITEM: 2022-036
DATE: March 17, 2022
FILE: Curriculum

Subject: 2022-2023 Academic Programs and Pathways Guidebook Revisions and Curriculum Changes--Part Two

BACKGROUND INFORMATION

The Board of Education is required by law to approve the district curriculum that is published in the District 214 Academic Programs and Pathways Guidebook. The guidebook is a compilation of important academic information including the complete listing of the courses of study approved by the Board of Education. Prior to beginning the course selection process each school year, recommendations for revisions to academic policies and procedures and/or the courses of study are prepared for the consideration of the Board.

ADMINISTRATIVE CONSIDERATION

In addition to the curriculum and academic policy changes that are approved by the Board of Education, there are proposals for curriculum changes that result from the curriculum review by division heads, associate principals for instruction, and building leadership teams. The District Executive Council approved the proposed changes. The proposed curriculum changes include course number and title changes, changes in course description, prerequisite and grade level changes, and minor edits in language mechanics.

All curriculum changes approved by the Board of Education will be included in the 2022-2023 Academic Programs and Pathways Guidebook.

RECOMMENDATION ACTION

That the Board of Education approve the 2022-2023 Academic Programs and Pathways Guidebook Revisions and Curriculum Changes.

attachment

2022-23 Academic Programs and Pathways Guidebook Changes--Part Two To BOE February 2022

07361/07362 Name Change From: Spanish for Native Speakers 2 Name Change To: Spanish for Heritage Learners 2

Grade Level: 9-12

Grade/Sem: 0.50

Course Level: Regular

Prerequisite: Teacher Recommendation

GR: Total credits, CTE/World Lang

Students will be introduced to the formal study of Spanish and Latin American literary texts, from medieval times through the present. The course content reflects the equivalent of a third-year college course. Students will learn the biographical, historical, and cultural information related to each particular reading in order to fully conceptualize the work. Text analysis, thematic analysis, poetry analysis, literary terminology, and essay development will also be covered in great depth. Students will also further their knowledge of the Spanish language and Hispanic cultures and increase oral proficiency. This course will prepare students to take the College Board Advanced Placement Exam as well as college entrance examinations.

11061/11062 Introduction to Rhetoric

Grade Level: 12

Grade/Sem: 0.50

Course Level: Regular

Prerequisite: Division Head Approval

GR: Total credits, English

Students will read, analyze, discuss and critically respond to non-fiction texts that may be organized around themes, critical issues or concepts that direct students' focus to larger ideas in this writing intensive course. Students will write in a variety of modes, both formal and informal, for a variety of audiences, developing a sense of personal style and an ability to analyze the arguments and style of a given text, and articulate their response to that text in an engaging and academic style.

59940 Consumer Education

Grade Level: 9-12

Grade/Sem: 0.25

Course Level: Regular

Prerequisite: None

From: GR: Total credits, Social Science

To: GR: Total credits, Miscellaneous

Students will learn financial literacy, including installment purchasing, budgeting, savings and investing, banking, understanding simple contracts, State and federal income taxes, and personal insurance policies. This course meets the consumer education graduation requirement.

11071/11072 PLTW Engineering Essentials

Grade Level: 9-12

Grade/Sem: 0.5

Course Level: Advanced Placement

Prerequisite: None

Students will explore the breadth of engineering career opportunities and experiences as they solve engaging and challenging real-world problems using powerful computer hardware and design software (Autodesk Inventor) to develop 3-D models or solid renderings. Students will build an engineering mindset and proficiency in key STEM-related career competencies including technical communication, collaboration, computational thinking, systems thinking, project management, and ethical reasoning.

ITEM: 2022-037
DATE: March 17, 2022
FILE: Budget

Subject: 2022-23 Preliminary Budget Guidelines and Assumptions

BACKGROUND INFORMATION:

Budgets are estimates of projected revenues and projected expenditures for a specified period of time. For school districts this is a one-year period (fiscal year), which runs from July 1 through June 30.

In December 2021, the Board of Education approved its 2021 property tax levy. Projected operating and working cash fund revenues for the 2022-23 budget are currently estimated at \$278 million. Projected operating and working cash fund expenditures for the 2022-23 budget are currently estimated at \$278 million. The district will continue cost containment initiatives as the 2022-23 budget is prepared. These projections are preliminary and may be adjusted as data becomes available.

With ongoing uncertainty in the Illinois State Budget and federal funding, along with the many factors associated including the global COVID-19 pandemic, the global unrest, supply disruptions and inflation, the District 214 budget may face necessary adjustments and/or reductions during preparation. As financial data is updated, we will adjust the District 214 budget accordingly.

ADMINISTRATIVE CONSIDERATIONS:

The Board of Education authorizes the development of the district's budget for the 2022-23 fiscal year. Based on changes in economic conditions at the local, state, and federal level, these estimates are subject to change since many factors that impact the new budget are unknown during the early stages of its development.

Listed below are the guidelines, assumptions, and parameters that will be used in developing the 2022-23 budget:

REVENUE

- The Equalized Assessed Valuation (EAV) for 2020 was \$10.2 billion. The EAV for 2019 was \$10.0 billion. The EAV for 2018 was \$8.6 billion. The EAV for 2017 was \$8.6 billion.
- Next year's overall tax receipts are based on the Consumer Price Index (CPI), the estimated new growth to the tax base, the impact of tax caps, and refunds.
- The Consumer Price Index (CPI) reported as of December 31, 2021 is 7.0%
- During 2022-23, it is anticipated that interest rates on investments continue to remain low. District 214 continues to receive less interest income based on deferred and delayed state and local revenues.
- Property taxes are the district's largest source of revenue for 2022-23.
- Administration will continue to explore and review revenue options.

ITEM: 2022
DATE: March 17, 2022
FILE: Budget

ENROLLMENT

- The two-year cohort survival enrollment projections will be used in calculations for enrollment-related budget allocations. The enrollment report projects a slight enrollment decrease for 2022-23.

SALARIES

- Education Association (EA) employee base salaries will increase based on the current agreement.
- Custodial Maintenance Association (CMA) employee base salaries will increase based on the current agreement.
- The Educational Support Personnel (ESP) employees will increase based on the current agreement.
- The Food Service employee base salaries generally increase by CPI.
- Administrator and supervisor-employee salaries will increase based on the current agreement.

STAFFING

Education Association (EA) Staffing

- The staffing calendar identifies the dates that staffing decisions are scheduled. As specific staffing decisions are made, adjustments will be incorporated into the budget.
- For the purposes of the development of the preliminary 2022-23 budget, staffing will be determined based on estimated student enrollment, program needs, and funding sources.
- Preliminary staffing recommendations will be determined during the staffing process. Recommendations on staffing adjustments will be made at that time.
- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 37 EA staff will retire at the end of the 2022-23 school year.

Custodial Maintenance Association (CMA) Staffing

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 1 CMA staff will retire at the end of the 2022-23 school year.

Educational Support Personnel (ESP) Staffing

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 8 ESP staff will retire at the end of the 2022-23 school year.

ITEM: 2022
DATE: March 17, 2022
FILE: Budget

Administrators/Supervisors

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 5 Administrators and 9 Supervisors will retire at the end of the 2022-23 school year.

BENEFITS / INSURANCE

- Health insurance costs are projected at a 3% increase. However, insurance rules and regulations may be enacted which may cause potential changes to occur. Unemployment claims have increased, slightly.

BUDGET ADJUSTMENTS

- Inflation and supply disruptions are impacting costs of some supplies and services. We will continue to review and contain costs working with market trends and availability We will continue to monitor conditions for items such as utilities, gas, and postage.
- There is a need to continue cost containment initiatives as the 2022-23 budget is prepared.

TUITION INCENTIVE PROGRAM (TIP)

- In 2022-23, per the Education Association contract, professional development will be funded based on the current agreement.

SPECIAL EDUCATION

- 2022-23 NSSEO tuition costs and programs are being reviewed by NSSEO. Final NSSEO program costs will reflect necessary changes.

CAPITAL PROJECTS PROGRAM (CPP)

- Approved capital projects will be included in the budget.

TECHNOLOGY

- Technology Services is anticipating continued replacement and updates of equipment and applications during 2022-23.

TRANSPORTATION

- Transportation costs are anticipated to be higher based on contracts, staffing shortages, fuel costs, and usage.
- We will continue to review options for student transportation cost containment.

TRANSFERS, LOANS, AND ACCOUNTING RECOMMENDATIONS

- Transfer from Operations and Maintenance to Capital Project Fund for funding of future Capital Projects.

ITEM: 2022
DATE: March 17, 2022
FILE: Budget

- Due to delayed and deferred property tax revenue and state and federal revenue, inter-fund loans may be recommended to address cash flow needs.
- Transfer working cash interest income to other funds may be recommended to address cash flow needs.

RECOMMENDED ACTION:

That the Board of Education discuss the proposed guidelines and assumptions relative to the preparation of the 2022-23 fiscal year budget.