

1000 SCHOOL DISTRICT DESCRIPTORS

1001 School District Name

The official name of this school district is:

Community High School District 94

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference:

1002 School District Classification

Community High School District 94 is a community high school district. All of the provisions of the *Illinois School Code* that apply to a community high school district will be applicable to Community High School District 94.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference: 105 ILCS 5/1-1 *et seq.*

1003 School District Territory

Community High School District 94 encompasses an area comprised of unincorporated areas of DuPage County and portions of Carol Stream, Warrenville, West Chicago, Wheaton and Winfield, Illinois.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference:

1100 BOARD OF EDUCATION**1101 Status**

The Board of Education of Community High School District 94 is charged by the State with the management and supervision of Community High School. It derives its authority to govern the local school directly from the Constitution of the State of Illinois, the *Illinois School Code*, and the rules and regulations of the State Board of Education.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: AA – “School District Legal Status”; AB – “School Board Legal Status”

Reference: Illinois State Constitution of 1974; 105 ILCS 5/1-1 *et seq.*

1102 Powers and Duties of the Board of Education

The Board has complete and final control over local public school matters subject only to limitations imposed by State and Federal law, and rules and regulations of the State Board of Education. Its major responsibilities are:

- A. Formulating and adopting district policies;
- B. Employing a superintendent and other personnel, determining their compensation, terms and conditions of employment, and dismissing personnel;
- C. Approving the annual budget, tax levies, expenditures, payment of obligations, annual audit, and other aspects of the District’s financial operation;
- D. Letting contracts in accordance with applicable law;
- E. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
- F. Approving the curriculum, textbooks, and educational services;
- G. Evaluating the educational program;
- H. Establishing and maintaining student discipline in accordance with applicable law;
- I. Establishing schools within the District and assigning students to the schools;

- J. Establishing the school year;
- K. Visiting and inspecting the District's buildings, facilities and grounds;
- L. Providing student transportation services;
- M. Entering into joint agreements with other units of government (including, but not limited to, other boards of education) to further the best interests of the District, its students, and/or staff.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-1 – "Powers and Duties of the School Board"
Reference: 105 ILCS 5/10 – 10-1 et seq.
105 ILCS 5/2 – 17-1 et seq.
105 ILCS 5/27 – 1

1103 Organization

It is the intent of the Board to develop a pattern of organization which will facilitate the local control of the District and the full implementation of the laws of the State in the most effective and efficient manner.

The Board will consist of seven (7) members who will be elected at-large by the entire District for a term of four (4) years. At least one (1) member must be a resident of an unincorporated territory located within the District.

A majority of the members of the Board shall constitute a quorum. No individual member of the Board or any Board committee shall commit the Board to any action.

Board members will serve without salary.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: A-2 – "School Board Governance"
Reference: 105 ILCS 5/9-12; 5/10-10
Cf: Policy 1104 – Condition of Board Service

1104 Conditions of Board Service

The *Illinois School Code* sets forth several conditions which are related to service on the Board and shall serve as the District’s guide in the following areas:

<u>Condition</u>	<u>Code Section</u>
Eligibility —	105 ILCS 5/10 – 3
Election —	105 ILCS 5/10 – 4
Vacancy —	105 ILCS 5/10 – 10-11
Filling a Vacancy —	105 ILCS – 5/10-10
Removal from Office —	105 ILCS 5/3–15
Quorum —	105 ILCS 5/10–12

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: A-4 – “Board Member Qualifications”; A-3 – “School Board Elections”; A-7 – “Vacancies on School Board – Filling Vacancies”; A-6 – “Board Member Removal from Office; and A-2 – “School Board Governance

Reference: As noted above

Cf: Policy 1103 – Organization
Policy 1302 - Quorum

1105 Election of Officers

The Board’s officers shall be elected consistent with the provisions of the *Illinois School Code* set forth below:

<u>Officers</u>	<u>Code Section</u>
President	105 ILCS 5/10-13
Vice President	105 ILCS 5/10-13.1
Secretary	105 ILCS 5/10-14
Treasurer	105 ILCS 5/8-1 et seq.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-15 – Organizational School Board Meetings

Reference: As noted above

1106 Duties of Officers

The specific duties of the Board’s officers are as set forth in the *Illinois School Code* provisions listed below:

<u>Position</u>	<u>Code Section</u>
President	105 ILCS 5/10-13
Vice President	105 ILCS 5/10-13.1
Secretary	105 ILCS 5/10-14
Treasurer	105 ILCS 5/8-1 et. Seq.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-5 – Qualifications, Terms, and Duties of Board Officers
 Reference: As noted above

1107 Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the president, the Vice- President shall act instead. If neither is present, a Board member shall be elected President *pro tempore* by a plurality of those present to preside at that meeting only.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-5 – Qualifications, Terms, and Duties of Board Officers
 Reference: 105 ILCS 5/10-13

1108 Term of Office

Term limits for various Board positions are set forth in the *Illinois School Code* as shown below:

<u>Position</u>	<u>Code Section</u>
President	105 ILCS 5/10-13
Vice-President	105 ILCS 5/10-13.1
Secretary	105 ILCS 5/10-14
Treasurer	105 ILCS 5/8-1

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: A-5 – Board Member Term of Office; B-5 – Qualifications, Terms, and Duties of Board Officers
 Reference: 105 ILCS 5/8-1; 5/10-13; 5/10-13.1; 5/10-14

1109 Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary’s primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board in regular and special

open meetings. All closed meeting minutes shall be recorded by the Recording Secretary or designee of the President.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-5 – “Qualifications, Term and Duties of Board Officers”- Recording Secretary paragraph

Reference: 105 ILCS 5/10-14

1110 Authority to Act — Individual Board Members

No member or members may act on behalf of the Board of Education unless specifically authorized to do so by action of the Board.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: A-2 – “School Board Governance”

Reference:

1111 Board Member Ethics

Each member of the Board ascribes to the following code of ethics:

A. To represent all District constituents honestly and equally and refuse to surrender his/her responsibilities to special interest or partisan groups.

B. To avoid any conflict of interest or any appearance of impropriety which could result from his/her position, and shall not use his/her Board membership for personal gain or publicity.

C. To recognize that a Board member has no legal authority as an individual and that decisions can be made only by proper action of the Board taken at a proper meeting.

D. To accept the decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

E. To encourage and respect the free expression of opinion by fellow Board members and others who seek a hearing before the Board.

F. To be involved in, and knowledgeable about, local educational concerns as well as State and National issues affecting the interests of Community High School District 94.

In addition, each member of the Board ascribes to the pursuit of the following goals:

A. The development of educational programs which meet the individual needs of every student, regardless of ability, race, gender, sexual orientation, creed, social standing or handicap.

B. The development of procedures for the regular and systematic evaluation of programs, staff performance and Board operations to ensure progress toward educational and fiscal goals;

C. The development of effective Board policies which provide direction for the operations of the District and which, when proper, delegates authority to the Superintendent for their administration.

D. The development of systematic communications which ensure that the Board, administration, staff, students and community are fully informed and that the staff understand the community's aspirations for its schools; and

E. The development of sound business practices which ensure the optimal allocation and use of the resources of the District.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-1 – Powers and Duties of the School Board; B-2 – Board Member Ethics; and B3 – Exhibit - Board Member Ethics”

Reference: 105 ILCS 5/10-16.5

1112 Conflict of Interest

No Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by *The Illinois School Code*.

The Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee of the District, except when such statement or action is pursuant to special instructions by the Board.

All Board members must annually file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the DuPage County Clerk by May 1.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-4 – “Board Member Conflict of Interest”

Reference: 5 ILCS 420/4A-101 et seq.

50 ILCS 105/3; 105 ILCS 5/10-9

1200 COMMITTEES ESTABLISHED BY OR REQUIRED OF THE BOARD

1201 Committee-of-the-Whole Meetings

The Committee-of-the-Whole consists of the entire membership of the Board. The primary purpose of the Committee-of-the-Whole is to receive and review information regarding District activities; to provide open discussion on all school-related programs and issues by members of the Board, staff, students, and community; and to forward all items requiring formal Board approval to the regular monthly meeting where such action can occur. Committee-of-the-Whole meetings may generally be held at the Board's discretion.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-10, Paragraph 2 – “Committees – School Board Committees”

Reference: 105 ILCS 5/10-20, 10-20.5

1202 Ad Hoc Committees

The Board may appoint ad hoc advisory committees as it deems necessary to discern the needs and desires of the District and its residents. Such committee may be comprised of staff, students, and community members in any combination the Board deems appropriate. The President of the Board may also establish ad hoc committees comprised of Board members. The central purpose of all such committees is to contribute to the overall educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision-making process. To focus their work the Board shall define the goals and objectives of the ad hoc committee. The ultimate authority to make decisions will continue to reside with the Board. All such meetings with three or more Board members in attendance must comply with the Open Meetings Act.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-20, 10-20.5

1203 Standing Committees

Standing committees are created for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Such committees are named and listed in the Appendix. All such meetings with three or more Board members in attendance must comply with the Open Meetings Act.

- Adopted: August 15, 2006
 Revised: June 16, 2009
 Replaces: B-10, Paragraph 2a, and 2b – “Committees – School Board Committees”;
 ¶1203 – Standing Committees adopted March 18, 2003
 Reference: Family Educational Rights and Privacy Act, 20 USC §1232g.
 Elementary and Secondary Education Act of 1965, as authorized by PL
 103-382
 Educational Consolidation and Improvement Act, Chapter 1, General
 Administrative Requirements, §200.53(b)(1)
 Rules and Regulations for the Control of Communicable Diseases, issued
 by the Illinois Department of Public Health.
 5 ILCS 120/1 et seq
 105 ILCS 5/10-20, 10-20.5, 10-20.14 and 10/1 et seq
 23 Ill Admin Code §226.115 and §226.350 et seq
 Cf: Appendix at end of this Section

1204 Superintendent Committees

The Superintendent may create Superintendent committees as deemed necessary and make all appointments thereto. All Superintendent committees shall report to the Superintendent. All such meetings with three or more Board members in attendance must comply with the Open Meetings Act.

- Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-10 – “Committee – Superintendent Committees”
 BBF(a) – “Chapter I Program Advisory Committee”
 Reference: 105 ILCS 5/10-20, 10-20.5

1205 Representatives to Other Committees/Boards

A member of the Board and, if appropriate, an alternate, may be appointed by the President or elected by the Board where such elections are required by the organization. A listing of the organizations or program areas can be found in the Appendix.

- Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces:
 Reference:
 Cf: Appendix at end of this Section

1300 MEETINGS OF THE BOARD OF EDUCATION

1301 Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board of Education, or Board policy and procedure.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-16 – “School Board Meeting Procedure – Rules of Order”

Reference: 105 ILCS 5/10-20, 10-20.5

1302 Quorum

A quorum shall be a majority of the full membership of the Board present at a meeting or via a speaker telephone. No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may adjourn to another time.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-12

Cf: Policy 1104 – Condition of Board Service

1303 General Provisions

For all meetings of the Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the *Open Meetings Act*. This shall include mailing meeting notifications to all news media that have officially requested them, and to others as provided by the Board. Unless otherwise specified, all meetings are held in the Administrative Conference Room or other designated meeting room at Community High School District 94, 326 Joliet Street, West Chicago, Illinois.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-13 – “Mailing Lists for Receiving Board Materials”;

B-14 – “Types of School Board Meetings”

Reference: 5 ILCS 120/1 *et seq.*

1304 Types of Meetings

The purpose of Board of Education meetings is to conduct the business of the school district. Such business can be transacted only when Board members are meeting in one of the following types of meetings:

Organizational	Regular
Special	Closed

However, formal action cannot be taken in a closed meeting.

In addition, Committee-of-the-Whole meetings of the Board are held for the purpose of receiving information regarding school programs or issues and for open discussion of proposals under consideration by the Board.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-16, 10-16.5

Cf: Policy 1201 – Committee-of-the-Whole Meetings

Policy 1305 – Organizational Meeting

Policy 1306 – Regular Meetings

Policy 1307 – Special Meetings

1305 Organizational Meeting

The Board shall establish a date for its organizational meeting. In an election year, the organizational meeting must occur within twenty-one (21) days after the election. The Board must hold its organizational meeting no more than seven (7) days after the Canvass is completed. Among other things, the purpose of the meeting is to:

- **D**eclare results of the election
- Seat new Board members
- Elect officers
- Fix times and places for regular meetings
- Adopt existing policies
- Designate banks of depository
- Elect or appoint School Treasurer and set salary
- Appoint legal counsel
- Appoint representatives to committees

The order of business for the Annual Organizational Meeting shall be:

- A. Call to Order
- B. Approve minutes of previous meeting(s)
- C. Declare the results of the election for members of the Board of Education, if applicable.
- D. Adjourn *sine die*

- E. Appoint officers *pro tempore*
- F. Call to Order
- G. Administer Oath of Office to new Board of Education members, if applicable.
- H. Election of Officers
 - I. Establish time and place of regular meetings
 - J. Adopt existing Board of Education policies
- K. Designate banks of depository for District funds
- L. Appoint Treasurer, if not elected
- M. Appoint legal counsel
- N. Such other matters as deemed necessary and appropriate.

Adopted: March 18, 2003

Revised: May 8, 2007, June 16, 2009

Replaces: B-15 – “Organizational School Board Meetings”

Reference: 105 ILCS 5/10-16

1306 Regular Meetings

The primary purpose of the regular meeting of the Board shall be to conduct, in public, the official business of the District. Regular Board meetings are held on the first and third Tuesday of each month at 7:00 p.m., unless otherwise determined by the Board. On occasion, due to conflicts, the meeting may be held at other times with ten (10) days' notice in accordance with State law.

An agenda shall be prepared for each meeting by the Superintendent, in cooperation with the Board President.

A meeting agenda shall be posted at the District's administrative office and the Board meeting room, or other locations where the meeting is to be held, at least forty-eight (48) hours before the meeting. Items not specifically on the agenda may still be considered during the meeting. The following meeting agenda will generally be as follows:

- Opening Activities
- Additions to Agenda
- Student Recognition
- Approval of Minutes
- Approval of Financial Reports
- Public Participation (Agenda items only)
- Reports and Information
- Consent Agenda
- Recommended Action from Committee meetings
- New Business

- Old Business
- Public Participation (any item)
- Closed Session, if needed
- Action Taken After Closed Session, if applicable
- Adjournment

Items from individual Board members may be presented to the Board President for inclusion on the agenda.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-16 – “School Board Meeting Procedure”
Reference: 105 ILCS 5/10-16
Cf: Policy 1311 – Agendas

1307 Special Meetings

Special meetings may be called by the President or by any three (3) members of the Board by giving written notice thereof stating the time, place, and purpose of the meeting to remaining Board members by mail at least forty-eight (48) hours before the meeting, or by personal service at least twenty-four (24) hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District’s administrative office at least forty-eight (48) hours before the meeting and by notifying the news media which have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters shall be discussed, considered, or brought before the Board at any special meeting other than those that were included in the notice and agenda for that meeting and those that are germane to such matters.

The order of business shall be as follows, unless altered by the chairperson:

- Call to Order
- Roll Call
- Public Input (on call of meeting only)
- Transaction of business for which meeting was called
- Adjournment

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-16 – “School Board Meeting Procedure”
Reference: 5 ILCS 120/2.02; 105 ILCS 5/10-16

1308 Closed Meetings

The Board and Board Committees may meet in closed session to consider such subjects as are permitted by law.

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

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

No final action shall be taken at a closed meeting.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference: 5 ILCS 120/2, Policy ¶1314

1309 Reconvened or Rescheduled Meetings

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

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-14 – “Reconvened or Rescheduled Meetings”
Reference: 5ILCS 120/2.02

1310 Emergency Meetings

Notice of emergency meetings shall be given as soon as practicable to news media which have filed a written request for notice.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-14 – “Emergency Meetings”
Reference: 5 ILCS 120/1, 2.02

1311 Agendas

The agenda for Board meetings shall be prepared by the Superintendent in consultation with the President.

Items submitted by Board members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least one (1) week before the Board meeting.

Items may be added to the agenda at the beginning of a regular meeting upon majority approval of those Board members present.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least forty-eight (48) hours before each meeting, except a meeting held in the event of an emergency.

The order of business at regular School Board meetings shall be followed as stated in Policy ¶1306 unless modified by the Board.

Upon consent of a majority of members present, the order of any meeting may be changed.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-16 – “School Board Meeting Procedure – Agenda”

Reference: 5 ILCS 120/2.03

105 ILCS 5/9-18, 5/10-5, and 5/10-16

Cf: Policy 1306 – Regular Meetings

1312 Voting Method

All votes on motions in connection with contracts, expenditures of funds, employment of personnel, policy adoptions and resolutions, appointment of Board members, student discipline issues, and questions relating to the closing of a meeting to the public shall be by roll call vote and recorded as such. All other voting may be by voice vote. The vote shall be recorded.

The sequence for casting votes shall be rotated. No secret ballots shall be used by the Board.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-16 – “School Board Meeting Procedure – Voting Method”

Reference: 105 ILCS 5/10-7, 10-12

Cf: Policy 1313 – Minutes

1313 Minutes

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

The minutes shall include:

- A. The date, time and place of the meeting;
 - B. Board members recorded as either present or absent;
 - C. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
 - D. On all matters requiring a roll call vote, the “yeas” and the “nays” shall be recorded;
 - E. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
 - F. The vote of each Board member present when a vote is taken to hold a closed meeting or portion of a meeting and the reason for the closed meeting;
 - G. A record of all motions, the member making the motion and the second;
- and
- H. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes are submitted to the Board at the next Board meeting for approval or modification.

The Board’s minutes must be submitted, as stipulated in the *Illinois School Code*, to the Board’s treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The original minutes are in the custody of the Secretary. Minutes of open meetings and minutes released from closed sessions are available for inspection during regular office hours within seven (7) days after the Board’s approval, in the office of the Superintendent, in the presence of the Secretary, the Superintendent, or any member of the Board. Only official minutes are available. The official record shall not be removed from the Superintendent’s office except by vote of the Board or as otherwise required by law.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-16 – “School Board Meeting Procedure – Minutes”; BE – School Board Records

Reference: 5 ILCS 120/2.06, 2a

Cf: Policy 1312 – Voting Method

1314 Review of Closed Session Minutes

Minutes and verbatim recordings of all closed meetings (*i.e.*, meetings closed to the public, and portions of meetings closed to the public) shall be made, kept, and (in the case of verbatim recordings only) disposed of in accordance with the requirements of the *Open Meetings Act*.

The Board shall review the unreleased minutes of closed meetings at least once every six months to determine whether or not they should be made available to the public for inspection.

Closed meeting minutes or verbatim recordings of closed meetings will not be released, except in compliance with this policy and procedure, and applicable law.

Minutes of closed meetings may become available for public inspection if the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. Once the Board has determined the minutes of a closed meeting should no longer be kept confidential, they shall become available for inspection at the office of the Superintendent during regular business hours in the presence of the Board Secretary, the Superintendent, or any Board member.

After 18 months have passed since being made, the verbatim recording of a closed meeting shall be destroyed provided the Board has approved: (1) destruction of the verbatim recording, and (2) minutes of the closed meeting that meet the requirements of the open Meetings Act. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed meetings, the verbatim recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Adopted: March 18, 2003

Revised: September 5, 2006, June 16, 2009

Replaces: ¶1314 – "Review of Closed Session Minutes" (adopted 3/16/03); and
BCBH – "Review of Closed Session Minutes"

Reference: 5 ILCS 120/2.06

1314P Administrative Procedure Closed Meeting Minutes; Closed Meeting Verbatim Recordings

Actor	Action
After a closed meeting, the ... <i>(Summarize current Board procedure for securing/storing the verbatim recording)</i>	
In preparation for the semi-annual review, the ...	
Superintendent or designee	Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes and verbatim recordings; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review. This is in preparation of the Board’s meeting to decide whether confidential treatment of specific closed meeting minutes and/or verbatim recordings continues to exist. If the Board wants to discuss closed meeting minutes or verbatim recordings in closed session, places “review of unreleased closed meeting minutes and verbatim recordings” on a closed meeting agenda. Places “result of Board’s review of unreleased closed meeting minutes” on a subsequent open meeting agenda.
Individual Board Members	Before the meeting(s) in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. Considers whether the minutes or verbatim recordings would be exempt from public disclosure under applicable law including, but not limited, to the Illinois Freedom of Information Act, taking into account the Superintendent’s recommendation, the recommendation of the District’s attorney’s, other Board members’ opinions, the minutes and/or verbatim recordings, if transcribed.
Board or Board Committee	Conducts a closed meeting, if necessary, to discuss the need for confidential treatment of unreleased closed meeting minutes and/or unreleased closed meeting verbatim recordings.
During the semi-annual review, the ...	
Board	Conducts a closed meeting, if necessary, to discuss the need for confidential treatment of unreleased closed meeting minutes and/or unreleased closed meeting verbatim recordings. During an open meeting, decides whether “(1) the need for confidentiality still exists as to all or part of unreleased closed meeting minutes, (2) the need for confidentiality still exists as to some or all unreleased closed meeting verbatim recordings, or (3) that the minutes or verbatim recordings or portions thereof no longer require confidential treatment and are available for public inspection.”
After the semi-annual review, ...	

Actor	Action
Superintendent or designee	Re-labels and re-files closed meeting minutes and verbatim recordings, as appropriate.
Semi-annually, beginning January, 2007, the ...	
Board President	Adds “destruction of closed meeting verbatim recordings” as an agenda item to an upcoming open meeting.
School Board	Approves destruction of particular closed meeting verbatim recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

Adopted: September 5, 2006
 Revised: June 16, 2009
 Replaces:
 Reference: 5 ILCS 120/2.06

1315 Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board or Board Committee, or section thereof meeting as long as the use of electronic devices is not disruptive. Reasonable requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power should be directed to the Superintendent at least two (2) hours before the meeting. More elaborate needs should be requested no less than twenty-four (24) hours before the meeting.

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

Any such recorded meetings shall be shown unedited and shall not impose a charge on viewers.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-16 – “ School Board Meeting Procedure – Broadcasting and Recording Board Minutes
 Reference: 5 ILCS 2.05
Prosser v Village of Fox Lake 438 NE2d 134 (1982).

1316 Meeting Notice

Notice of all open public meetings of the Board shall be given consistent with applicable State laws:

	<u>Public Notice</u>	<u>Notice to Board Members</u>	<u>Agenda</u>	<u>Notice to News Media</u>
Regular	Given once a year when Board adopts its regular meeting schedule 5 ILCS 120/2.02 105 ILCS 5/10-16	None required	Posted at the district's principal office and at the meeting site at least 48 hours before the meeting. 5 ILCS 120/2.02.	Supplied to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.
Special	Given 48 hours before the meeting by posting a copy of the notice at the district's principal office or, if no such office exists, at the meeting site. 5 ILCS 120/2.02.	Notice served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.	Included with the public notice and posted at the district's principal office or, if no such office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02	Supplied to any news media that filed an annual request for such notices; such news media shall be given same notice as that given Board members if they have provided an address or telephone number within the district's jurisdiction. 5 ILCS 120/2.02
Emergency	As soon as practicable, but in any event, before the meeting, by posting a copy of the notice at the district's principal office or, if no such office exists, at the meeting site. 5 ILCS 120/2.02	None specified, but advisable to provide same notice as for special meetings.	No State law requirements.	Supplied to all news media that filed an annual request for such notices; such news media shall be given same notice as that given Board members if they have provided an address or telephone number within the district's jurisdiction. 5 ILCS 120/2.02.
Closed	May hold a closed meeting or close a portion of a public meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a	None required.	None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a	No additional notice required.
Rescheduled - or - Reconvened	Given 48 hours before the meeting, unless where the meeting was open to the public (1) it is to be reconvened within 24 hours, or (2) the announcement of the time and place of the reconvened meeting was made at the original meeting and there is no agenda change; notice should be posted at the district's principal office or, if no such office exists, at the meeting site. 5 ILCS 120/2.02.	None required	Included with the public notice and posted at the district's principal office or, if no such office exists, at the meeting site, at least 48 hours before the meeting, unless where the meeting was open to the public (1) it is to be reconvened within 24 hours, or (2) the announcement of the time and place of the reconvened meeting was made at the original meeting and there is no agenda change. 5 ILCS 120/2.02.	Supplied to the news media that filed an annual request for such notices; such news media shall be given same notice as that given Board members if they have provided an address or telephone number within the district's jurisdiction. 5 ILCS 120/2.02.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-16 – “School Board Meeting Procedures – Types of School Board Meetings”

Reference: As noted above

Cf: Policy 1306 – Regular Meetings; and 1310 – Emergency Meetings

1400 PUBLIC PARTICIPATION AT BOARD MEETINGS

1401 Purpose

It is the policy of the Board to afford an opportunity to the citizens of the District to share their viewpoints and ideas with the Board, subject to reasonable controls over the length of presentations and the particular time when citizens will be heard.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-16, 10-20, 10-20.5

1402 Opportunity to Speak

To permit fair and orderly expression of public comment and to operate its meeting in an orderly, business-like and efficient manner, the Board, under the direction of the presiding officer, will provide one or more periods during each meeting for public participation.

Comments and questions at a regular meeting must relate to agenda items only at the beginning of the meeting and may address any topic related to the Board's conduct of the schools on the second designated public participation opportunity. The President may grant an exception and a limited time for a non-agenda topic to be raised at the beginning of the meeting. Comments at special meetings must be related to the matters being considered at the meeting. At committee meetings, topics other than those listed on the agenda may be raised by the public.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-16, 10-20, 10-20.5

1403 Participation Guidelines

The public participation section of Board meetings shall be governed by the following rules:

A. A member of the public who wishes to address the Board shall make that request in writing on forms provided at the Board meeting.

B. A member of the public who addresses the Board shall identify himself or herself and state his or her address.

C. The presentation by any one member of the public shall be limited to five (5) minutes and the total time allotted to public participation shall be limited to thirty (30) minutes. The President may extend these limits if time permits. Public participation in Board meetings shall not be had in a disruptive manner.

D. If a group of residents and/or non-residents wishes to speak on the same topic, the President may ask the group to identify a spokesperson to speak on behalf of the group.

E. A request to address the Board from a resident of the District shall be given priority over such request from a non-resident of the District.

The Board shall not act on a proposal, suggestion, or request first presented by a member of the public during a Board meeting, but shall respond to the member of the public after a proper evaluation of the proposal, suggestion, or request has been completed.

Personal charges or complaints against individual employees of the District should not be initiated during a public participation portion of a Board meeting. Such charges or complaints should be presented to the Principal, Superintendent, or a Board member in advance of the meeting, preferably in writing. All such matters will be referred to the Superintendent for investigation and report.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: BCBI – “Meetings – Public Participation”

Reference: 105 ILCS 5/10-16, 10-20, 10-20.5

1404 Miscellaneous

A. No placards or banners will be permitted within the meeting room or on school grounds without prior approval.

B. The meeting agenda and all pertinent documents shall be distributed to the press and public at the meeting or prior to the meeting.

C. A special press kit shall be distributed to all media representatives including a copy of the attachments to the agenda as provided to each Board member less any confidential material and background information on school programs and activities.

D. Emails, either signed or anonymous, shall not be construed by the Board as written communication.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-20, 10-20.5

1500 POLICIES OF THE BOARD

1501 Policy Development

The regular and systematic formulation and adoption of written policies is the basic method by which the Board exercises its leadership. A “policy” is a statement adopted by the Board providing general guidance on a specific topic which can be implemented by administrative action or procedures.

Any Board member, the Superintendent, or any District citizen may propose new policies or changes to existing policies. Suggestions from staff members or organizations are processed through regular administrative channels and Board reviews, as defined in policy.

The Superintendent, or a designee, is responsible for: (1) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions; and (2) drafting policy recommendations into acceptable written form for further deliberation and/or action by the Board. The Superintendent may seek the counsel of the Board’s attorney, whose renderings shall in all respects be consistent with applicable policies, laws, and statutes.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-17 – “Board Policy Development,” “Preliminary Development”
Reference: 105 ILCS 5/10-20,10-20.5

1502 Adoption and Dissemination

Policies or policy revisions generally will not be adopted at the Board meeting at which they are introduced. Typically, policies or policy revisions will be introduced at a Board meeting, approved on first reading at a subsequent meeting, and receive final approval on second reading at another regular action meeting.

The Board may grant temporary approval to meet emergency conditions or special events which may occur before formal action can be taken.

Board policies are available for public inspection in the administrative office during regular office hours. Copy requests can be made under the district’s Access to Public Records policy.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-17 – “Policy Adoption”, “Policy Dissemination”
Reference: 105 ILCS 5/10-20.5

1503 Administrative Action in Absence of Policy

In the absence of Board policy, the Superintendent is authorized to take appropriate administrative action but shall promptly inform the Board.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-17 – “Administration in Policy Absence”
Reference: 105 ILCS 5/10-20, 10-20.5
Cf: Policy 2104 – Policy Administration; and 2106 –Extraordinary Powers of Superintendent

1504 Suspension of Policies

The operation of any Board policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-17 – “Suspension of Policies”
Reference: 105 ILCS 5/10-20, 10-20.5

1505 Policy and Practice Reviews

The Board shall periodically evaluate the execution and results of its policies and consider whether any modifications are required.

The Superintendent shall notify and provide a copy to the Board of any new or modified administrative procedures. The Board approves such procedures as part of the policy book approval.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-17 – “Board Policy Review and Evaluation”
Reference: 105 ILCS 5/10-20, 10-20.5

1600 PUBLIC RELATIONS AND THE BOARD

1601 Principles

Community High School District 94, public relations shall be based upon the following principles:

- A. School/community communications must be honest in intent and execution.
- B. School/community relations must be an integral part of the total educational program.
- C. Ideas should be communicated in simple, easily understood language.
- D. The press, radio, and television are invited to attend all open meetings of the Board or Board committees and to receive meeting announcements, agendas and minutes to keep the public informed as to plans and directions of the Board.
- E. Although individual Board members possess the privilege to listen to complaints, the Board prefers that communications or complaints from administrators, teachers, parents, or patrons shall first be referred to the chain of command for possible solution with staff. If satisfactory adjustments cannot be made by the Superintendent and his/her staff, such communications and complaints may be referred to the Board.
- F. School personnel should continuously listen and learn from citizens in the community.
- G. Unless otherwise required by law or by contract, all official business between the Board and the employees of the District shall be through the Superintendent. Employees shall have the right to address the Board regarding the Superintendent's decision.
- H. Except for statements made and adopted by the Board, or recommended by the Superintendent and approved by the Board, no Board member, administrator, teacher, or employee of the District shall purport to represent the official point of view of the District in any communication. Such Board member, administrator, teacher, or other employee may give their opinion on matters as they desire, but shall not state such is the position of the District.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces: B-9 – “Communications To and From the Board”

Reference:

1602 Questions and Inquiries

Questions and inquiries regarding the District are welcomed whenever they spring from a genuine desire to learn about the District, relate to policies and practices of the District, or pertain to an area of personal or family contact with the District.

Questions and inquiries should be directed to the individual employee who is in the best position to respond to the question or inquiry. If this person is unknown to the questioner or inquirer, a telephone call to the District's offices will result in contact with the appropriate district employee.

District employees will make every effort to respond to questions and inquiries about the District consistent with existing policies and practices of the district.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces:
 Reference: 105 ILCS 5/10-16, 10-20, 10-20.5

1603 Public Complaints Regarding Instructional Practices, Disciplinary Action, or School District Employees.

Constructive criticism of the District is welcomed whenever such criticism is motivated by a sincere desire to improve the quality of the educational program or to enable the District to carry out its mission more effectively.

Specific complaints concerning instructional practices (excluding textbooks, library books and/or instructional materials), student disciplinary action, or District employees are to be directed to the appropriate level for response according to the following sequence:

- Classroom teacher/staff member
- Principal/supervisor
- Central Office administrators
- Superintendent
- Board of Education

Complaints will be handled and resolved as close to their origins as possible. Therefore, complaints received within the above sequence will be referred to appropriate staff members for study and recommendation. The Board of Education will address complaints only after they have been explored by the appropriate staff level as identified in the above sequence. Responses at every level shall be rendered in a timely manner – generally less than thirty (30) days. When that is not possible, an explanation as to why should be sent.

Anonymous complaints and complaints concerning individual District employees will not be accepted by the Board without specific documentation. Any such complaint will be investigated by the administration before consideration by the Board. When the Board considers personnel complaints, it will be done in executive session as recommended by the Superintendent and permitted by applicable State statutes.

Informal (verbal) complaints are encouraged initially. When an informal complaint cannot be resolved at the level of origination or the next higher level, the complainant should be asked to complete a formal Public Complaint Form, available from the office of the Superintendent or Principal.

A response should be provided to the complainant by each of the above levels considering the complaint. Responses to informal complaints may be verbal. All other complaints should be written.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces:
 Reference: 5 ILCS 120/2; 105 ILCS 5/10-20, 10-20.5

1604 Mailing Lists for Receiving Board Material

The Superintendent shall maintain a mailing list of the names and addresses each year of persons who file a written request to be on such a list. Those persons shall be mailed copies of the following and have paid any required fee. Any fee shall be based on excessive requests as provided for in Policy 9201 and 9201-P.

- Board Agenda
- Budgets
- Audits
- Official Board Minutes which will be mailed within ten (10) days of approval.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-13 – “Mailing Lists for Receiving Board Material”
 Reference: 105 ILCS 5/10 – 21.6
 Cf: Policy 9201 and 9201P – Access to Public Records

1605 Communications To and From the Board

Staff members, parents, and community members should submit questions or communications to the Board through the Superintendent. Board members’ questions or communications to staff or about programs will be channeled through the Superintendent’s office. If contacted individually, Board members will refer the person

to the appropriate channel of authority, except in unusual situations. Board members will not take any action that might compromise the Board, the District, or the administration.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-9 – “Communications To and From the Board”
Reference:
Cf: Policy1601 – Principles

1700 EQUITY, NON-DISCRIMINATION, ACCOUNTABILITY, GOALS

1701 Equal Rights and Opportunities

Community High School District 94 is an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate against individuals or groups because of age; race; color; gender; sexual orientation; marital status; disability; national origin; ancestry; arrest or conviction record, except as otherwise required by law; or any other reason prohibited by law. The District's commitment to equal rights and opportunities extends to students, employees, prospective employees, and the community.

- Adopted: March 18, 2003
- Revised: June 16, 2009
- Replaces: GA – “Non-Discrimination”; GAAA – “Equal Opportunity Employment”
- Reference: Civil Rights Act of 1964
Title VI
Title VII, as amended
Equal Employment Opportunity Act of 1972
Title VII
Education Amendments of 1972
Title XI
Age Discrimination Act of 1967, as amended
Rehabilitation Act of 1973, § 504
Americans with Disabilities Act of 1990
- Cf: Policy 6002 – Equal Employment Opportunity Statement

1702 Discrimination Complaints

One or more Compliance Officers shall be designated annually to investigate discrimination complaints regarding Title IX, and related matters. Their role is to comply with and carry out the responsibilities of all State and Federal requirements to prevent discrimination. Compliance Officers shall investigate all such complaints in accordance with this policy, and related policies and/or any related procedures or regulations adopted by the Board.

Any individual who believes s/he has been discriminated against may file a complaint in writing through the negotiated grievance procedure or with the Compliance Officer, as appropriate.

- Adopted: March 18, 2003
- Revised: August 15, 2000, June 16, 2009
- Replaces: G-1 – “Uniform Grievance Procedure”
- Reference: Applicable Collective Bargaining Agreements; Title IX, Section 504

1702P Discrimination Complaints

Any complaint alleging discrimination in employment policies and practices, shall use existing procedures as follows:

A. Members of employee unions in the District shall follow the grievance procedure outlined in the master agreement for each bargaining unit.

B. All other complaints by employees or other interested parties regarding alleged discrimination in employment policies and practices shall follow the procedure below:

1. The complaint shall be presented in writing to the appropriate Compliance Officer with specific details and corresponding dates being a part of that presentation. The Compliance Officer shall determine to which administrator the matter should be referred. The administrator so designated shall respond to the complaint no later than ten (10) working days after the receipt of the complaint. The Compliance Officer shall provide a copy of such answer to complainant.

2. Within five (5) days of his/her receipt of the written response outlined in 1), the complainant may request a conference with the Compliance Officer or his/her designee. A written summary of such a conference shall be forwarded to the complainant by the Compliance Officer or his/her designee no later than five (5) working days following the conference.

3. If the complainant is still not satisfied after completion of the above two (2) steps, the matter may be resubmitted to the appropriate Compliance Officer who will refer the matter to the appropriate Central Office Administrator for his/her attention. The designated Central Office Administrator will meet with the complainant at a mutually agreeable time to thoroughly review the topic. A written summation of that meeting and proposed resolution of the complaint will be furnished to the complainant no later than five (5) working days following the conference.

4. Should the complainant still not be satisfied, the matter may be referred by the complainant through the Superintendent to the Board for review by the proper Board committee.

Its response will be forwarded to the complainant no later than eighteen (18) working days after receipt of the referral by the Superintendent.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference:

1703 Sexual Harassment

Prohibited and Defined - It is the policy of Community High School District 94 to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any employee, student, intern, student teacher, or other representative of the District who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline. Any employee or student of the District who is subjected to sexual harassment in the course of his or her employment or attendance in District shall have the right to file a complaint under this policy.

Sexual harassment means unwelcome sexual advances, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature where:

- Submission to such conduct is explicitly or implicitly required of the recipient; or
- Submission to or rejection of such conduct is used as the basis of school or work-related decisions affecting the recipient; or
- Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Consequences - Possible consequences for engaging in conduct constituting sexual harassment may include, but are not limited to, the following:

For Employees ...

- A. Discipline up to and including discharge.
- B. Participation in educational or training activities, counseling or mediation as a condition of continued employment.
- C. Referral to police and/or other local agencies.

For Students ...

- A. Discipline up to and including expulsion. Disciplinary sanctions shall be based on:
 - severity of the misconduct
 - its pervasiveness or persistence
 - effect on victim(s)
 - intent of the perpetrator
- B. Participation in educational and/or counseling activities as may be imposed as part of the disciplinary process.
- C. Referral to police and/or other local agencies.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference: Civil Rights Act of 1964, Title VII

Cf: Policy 1703P – Complaint Procedure

1703P Complaint Procedure

A The Superintendent or his/her designee may serve as the District's Compliance Officer regarding sexual harassment allegations. It shall be the Compliance Officer's responsibility to promptly and thoroughly investigate any and all sexual harassment complaints received or referred and prepare a report to the Board or the Superintendent, as appropriate, on such investigation. Such report should be completed no more than ten (10) days following conclusion of the investigation. Copies should be made available to the accused and the accuser. If the accused is the Superintendent, the administrator performing the personnel role shall serve as Compliance Office. If the Superintendent's designee is the accused, the Superintendent shall serve as Compliance Officer.

B. The building principal shall designate one individual of each gender to receive sexual harassment complaints from staff and students in that building. Each school year, staff, parents, and students shall be notified of the identity of the designated individuals, and shall be informed that said individuals are available to receive sexual harassment complaints, answer questions concerning sexual harassment, and assist in resolving problems within the building which may involve sexual harassment. Sexual harassment complaint forms shall be made available in each school office for individuals who would prefer to file such complaints in writing.

C. Students, parents and staff shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the District. Students may lodge complaints with teachers, counselors, nurses, or administrators. Staff and parents may lodge complaints with their building principal or the Compliance Officer, or may lodge complaints through their union representatives. All sexual harassment complaints so lodged shall be promptly and thoroughly investigated by referring them to the appropriate persons. Complainants should be informed that retaliation or reprisal toward them due to their complaint will not be tolerated.

D. In the case of sexual harassment complaints lodged by students against students or by staff members with the building principal or principal's designee, the principal or designee may, at the complainant's request, attempt to resolve the problem informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the district is required. All parties should sign off to that effect.

E. All other complaints not informally resolved to the complainant's satisfaction, and all complaints lodged by students against staff, shall be referred to the Compliance Officer who shall immediately initiate an investigation which shall include, but not be limited to, the following:

- 1 Interview of complainant
- 2 Interview of accused
- 3 Interview of any other persons with personal knowledge of the allegations of the complaint
- 4 Review of any records or documents pertinent to the complaint.

All employees involved in such an investigation shall maintain strict confidentiality, except as otherwise required by law.

When the complainant or accused is a minor student, the parents must be notified. Such notification must be consistent with applicable laws on confidentiality.

Disposition of Complaint - The Superintendent, or his/her designee, shall prepare a written report of all complaints which s/he has reviewed as Compliance Officer. In all cases investigated by a Compliance Officer, other than the Superintendent, the results of the investigation shall be reported in writing to the Superintendent. Such report shall include a conclusion and a summary of facts upon which such conclusions are based, and a recommendation to remediation and/or further action, if appropriate.

Consistent with such written report, the Superintendent or the Board, as appropriate, shall take such actions as may be appropriate, justified and consistent with applicable law.

Rights of the Accused

1. The District hereby affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.
2. All matters involving sexual harassment complaints shall remain confidential to the fullest extent possible.

Adopted: March 18, 2003

Revised: June 16, 2009

Replaces:

Reference:

Cf: Policy 1703 – Sexual Harassment

1704 Accountability

It is the policy of the Board to encourage accountability as is a shared responsibility involving students, parents, teachers, support staff, administrators, the Superintendent of schools, and the general public – as well as the Board.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference: 105 ILCS 5/10-20, 10-20.5

1705 Goal Setting and Implementation

Goals, intended to give direction to District staff in setting priorities for the school year, should be cooperatively developed by staff and/or Board each spring and presented to the Board for approval with implementation in the following year.

The Superintendent will prepare and recommend goals based on current needs, community and staff input, alternative solutions, constraints, availability of resources, implementation strategies, timelines, expected outcomes and evaluation plans.

Some goals may be continued from year to year. Once approved, the Superintendent shall develop, in cooperation with other staff, action plans to reach the goals. Mid-year progress reports should be prepared, in October and February, with a final report in the summer.

Each goal shall include an assessment plan which, to the extent possible, reflects results at the institutional, instructional and individual level.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference: 105 ILCS 5/10-20, 10-20.5

1706 Human Relations

It is the policy of the District to maintain a working and learning environment free from discrimination of any kind, including discrimination prohibited by State and Federal law.

To this end, the District will not tolerate actions by students, staff, or visitors which injure, insult, degrade or stereotype anyone because of age, race, color, gender, sexual orientation, mental and/or physical disability, national origin, ancestry, religion, socioeconomic status, or any other reason.

Appropriate consequences for students violating this policy will be specified in the student code of conduct. These consequences may include, but are not limited to, the following:

- Discipline up to and including expulsion
- Such educational and/or counseling activities as may be imposed as part of the disciplinary process
- Referral to police or other local/state/federal agency

Disciplinary sanctions shall be based upon:

- Severity of the misconduct
- Its pervasiveness or persistence
- Effect on victim(s)
- Intent of the perpetrator
- Referral to police or other local agencies
- State and/or Federal laws

Possible consequences for staff members may include the following:

- Discipline up to and including discharge
- Participation in educational or training activities, counseling or mediation as a condition of continued employment
- Referral to police

Possible consequences for visitors may include the following:

- An informational warning
- Removal from the premises
- Referral to law enforcement

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces:
Reference: 105 ILCS 5/10-20, 10-20.5, 10-20.14

1800 SCHOOL DISTRICT CLIMATE/ENVIRONMENT**1801 Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

A. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.

B. distribution, consumption, use, possession, or being under the influence of alcohol while on District premises, at work, at a school event, or school-sponsored event. A school-sponsored event is one conducted with the authorization of, and under the auspices of, the District in conformance with all of its rules and for which District staff, whether paid or unpaid for the event, exercise supervisory responsibility on behalf of the District.

For purposes of this policy, a controlled substance is one which is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in Federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of this Policy; and
2. notify his or her supervisor of his or her conviction under any criminal drug statute no later than five (5) days after such a conviction.
3. understand that violation of this Policy may include consequences up to, and including, termination.

In order to make employees aware of dangers of drug and alcohol abuse, the district will:

1. provide each employee with a copy of this Policy;
2. post notice of this Policy in a place where other information for employees is posted;
3. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

5. inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance program.

District Action Upon Violation of Policy

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

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

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

- Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: GBU/GCU – Drug-Free Workplace; GBU/GCU-R – Rules & Regulations accompanying same
 Reference: Drug-Free Workplace Act of 1988, 41 USC §701 et seq
 Drug-Free Workplace Act, 30 ILCS 580/1 et seq
 Controlled Substances Act, 21 USC §812; 21 CFR 1308.11-1308.15.
 Drug-Free School and Communities Act Amendments of 1989, 20 USC §3171 et seq
 American with Disabilities Act, 41 USC §12114
 Cf: School District Discipline Policy

1802 Student Search and Seizure

Search and Seizure:

For the safety and supervision of students in the absence of parent(s)/ guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to inspect and conduct searches of students and their personal effects, as well as District property. Such authority to conduct searches shall extend to all certificated personnel, school administrators, and school liaison police officers ("school authorities"). Such searches may take place at school, on school premises, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, whether on or off District 94 premises. Searches may be conducted with regard to all items listed here in District Policy ¶7308 on Internet Guidelines, Terms and Conditions; in District Policy

¶7309 on Internet Use Agreement; and in the Student Discipline Policy published in the Wildcat Planner.

Students and Their Personal Effects

School authorities may search a student and/or the student's personal effects in his/her possession, including, but not limited to, purses, wallets, backpacks, knapsacks, lunch bags, lunch boxes, containers of any kind, books, notebooks, and outer clothing and hat, when there are reasonable grounds for suspecting the search will turn up evidence that a student has violated or is violating a state law or school rule, is reasonably related to the objectives of the search and is not excessively intrusive considering the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a school authority of the same sex.

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the Building Principal, where appropriate, and forwarded to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to, lockers, desks, parking lots and other school property and equipment owned or controlled by the District, as well as personal effects (as described in this Policy) left by students or others in those places and areas may be searched by school authorities at any time without notice to or consent of the student, and without a search warrant. Students and others have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student, and without a search warrant.

Parking Lots and Grounds

The foregoing authority to inspect and search without notice to or consent of the student, and without a search warrant, extends to vehicles on school property and personal effects left in those vehicles regardless of who owns them/it. A student has no reasonable expectation of privacy in a vehicle owned or driven by the student onto school property. As a condition of being allowed to park on school property, high school students shall consent in writing to school searches of their vehicles, and personal effects contained in their vehicles, without notice or consent and without a search warrant. Students wishing to utilize District -owned parking areas must register their vehicle(s) in the high school office prior to or on the date of first use.

A vehicle parking on school property will not be allowed to leave the school premises when school authorities have reason to believe that illegal drugs, weapons, or other illegal or dangerous substances or materials are within the vehicle.

Assistance from Outside Authorities

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, vehicles parked on school property and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property/Penalties

If a search conducted pursuant to this policy produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, school authorities may seize the evidence and take appropriate disciplinary action, which may include suspension from school and school-related activities for up to ten (10) days, and expulsion from school and school-related activities for up to two (2) calendar years. School authorities may also turn over evidence to local law enforcement authorities.

Any student or others who violates this Policy or refuses to cooperate in the conduct of a search by school authorities will be subject to a possible police referral, loss of parking privileges for up to one (1) year, suspension from school and school-related activities for up to ten (10) days, and expulsion from school and school-related activities for up to two (2) calendar years, whichever is applicable.

Adopted: August 19, 2003
 Revised: June 16, 2009
 Replaces: 1802 - Student Lockers
 Reference: 105 ILCS 5/10-22.6

1803 Smoke and Tobacco Free School

The use of tobacco products in or on District premises or property is contrary to both the educational goals, interest, image of the District and the maintenance of a healthy and safe school work environment. Substantial medical research has established that the use of tobacco is a hazard to the health and welfare of the users and, secondarily, to the health and welfare of those exposed to the smoke.

For these reasons, all persons (students, employees, independent contractors, members of the general public, and any other individuals) are prohibited from using any tobacco products in or on District premises or property.

Possession of tobacco products is discouraged for all persons and may result in confiscation of the tobacco product in the case of students. Students are prohibited from using or possessing tobacco in a school building, on a school bus, or on school property owned by, leased by, or under control of the District. Use or possession of tobacco includes, but is not limited to, a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form on school grounds or at a school-related function.

Violators of this policy will be subject to disciplinary proceedings of the District.

To achieve tobacco-free schools, the District will work cooperatively with staff, students, families and community health agencies, and shall include establishing both prevention and intervention programs.

Prevention efforts will focus on tobacco-related health education and guidance situations where appropriate.

Intervention efforts will include appropriate cessation programs for employees and students and informational materials for employees and students, with reasonable time provided to eliminate smoking habits prior to the first day of school

Enforcement Procedures

A. Employees

1. All employees shall be informed verbally and in writing of this policy. Cessation assistance shall be made available, if requested. New employees will be so informed at time of hire.
2. A violation of this policy by staff shall be referred to the principal or supervisor who will verbally remind the employee of the policy and prepare a written summary of the violation. The employee will be asked to abide by this policy in the future. A copy of this policy will be provided to the employee. Cessation assistance may be offered to the employee.
3. If a second violation occurs, a written non-compliance report, directing the employee to abide by the policy, will be issued by the principal or supervisor and a copy of this report will be retained in the personnel file. Cessation assistance will be offered.
4. If a third violation occurs, the employee will be referred by the principal or supervisor to the superintendent for disciplinary action, per district policy and procedures concerning disciplinary action involving employees.

B. Spectators and Visitors – Public Events

1. Posted notices shall be used to inform spectators and visitors of this policy. The policy shall also be published annually in a district newsletter or in the local press.

2. Spectators or visitors who use tobacco on school property shall be reminded by the principal, supervisor, or his/her designee, of this policy, and immediately requested to cease such tobacco use.

3. If a spectator or visitor refuses to stop using tobacco after being so requested, they will be asked by the principal, supervisor, or his/her designee to leave the school property. Violators may be referred to the Police or Fire Department and may be removed from school grounds by proper school authorities.

C. Students

Any violation of this policy by students shall be subject to building discipline procedures.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: EBL – “Smoke-Free Environment”
 Reference: 20 USC 6082, 7181 *et seq.*; 105 ILCS 5/10-20.5b, 10-20.14, 10-22.6, Policies ¶2106, ¶2108, ¶6026
 Cf: Student Discipline Policy

1804 Fraternities - Sororities

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from prohibited organizations, which are inconsistent with the educational goals of the district and are prohibited at all times. It expands upon the Student Discipline Policy that prohibits any student activities associated with prohibited organizations.

Fraternities, sororities, secret societies or other organizations, composed wholly or in part of Community High School District 94 pupils, which seek to perpetuate themselves by taking in additional members from the pupils enrolled in Community High School District 94 on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization are prohibited. Any student who abuses the right to membership through "disobedience, disrespect, or misconduct" prohibited by the Student Discipline Policy shall be subject to the disciplinary action stated therein.

The Board does not condone any organization prohibited by this Policy as part of school or any school-sponsored activity. No student, coach, sponsor, volunteer or

district employee shall engage in, plan, direct, encourage, solicit, aid or otherwise assist in the formation or continuation of any organization prohibited by this Policy.

The Board directs that no administrator, coach, sponsor, volunteer or district employee permit, condone or tolerate any organization prohibited by this policy.

The Board encourages students who have knowledge of any activity which may violate this policy to promptly report it to the Principal.

The District will investigate all complaints that any of the provisions of this policy have been violated and will administer appropriate discipline to any individual who violates this policy. Students who violate this policy will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- A. On, or within sight of, school grounds before, during, or after school hours and any other time when the school is being used by a school group.
- B. Off school grounds at a school activity, function, or event:
- C. Traveling to or from school or a school activity, function or event; or
- D. Anywhere, if the conduct may reasonably be considered to be an interference with school purposes or an education function.

The District shall annually inform students, parents, coaches, sponsors, volunteers and district staff of the terms of this policy by means of:

- Distribution of this Policy to District staff;
- Publication of this Policy, or a summary of this Policy, in parent-student handbooks;
- Presentation of the contents of this Policy at an assembly;
- Presentation of the contents of this Policy by the coach or sponsor of school-approved sports or activities at the start of the season or activity.

Adopted: September 23, 2003

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-22.6; 105 ILCS 5/31-1 *et seq.*

1805 Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act whether or not committed on school property or at a school-sponsored event (including any conduct on the Internet) directed against a student which subjects that student to verbal or physical harassment, ridicule, or a demeaning activity by an individual or a group of students. This policy is consistent with and builds upon the Student Discipline Policy prohibiting any willful act, which could result in physical, mental, or emotional injury to another person.

Any hazing activity, whether by an individual or a group, shall be considered to be a forced activity, even if a student willingly participates. The consent of the student or students subjected to hazing shall not be a defense to a violation of this policy.

The Board does not condone hazing as part of school or any school-sponsored activity. No student, coach, sponsor, volunteer or district employee shall engage in, plan, direct, encourage, solicit, aid or otherwise assist in any activity prohibited by this policy.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any activity prohibited by this policy.

The District will investigate all complaints (and reserves its right to monitor publicly-available information on the Internet), to determine whether any of the provisions of this policy have been violated and will administer appropriate discipline to any individual who violates this policy. If necessary, the District may initiate an investigation of suspected hazing absent a complaint if, in the District's good-faith belief, such an investigation is warranted to protect the physical, mental or emotional safety of students or staff or to secure the safety and non-disruption of the school environment.

The Board encourages students who have been subjected to hazing or who have knowledge of any activity which may violate this policy to promptly report such incidents to the Principal.

Students engaging in hazing will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy.

The District shall annually inform students, parents, coaches, sponsors, volunteers and district staff of the terms of this policy by means of:

- Distribution of this Policy to District staff;
- Publication of this Policy, or a summary of this Policy, in parent-student handbooks;
- Presentation of the contents of this Policy at an assembly;

- Presentation of the contents of this Policy by the coach or sponsor of school-approved sports or activities at the start of the season or activity.

Adopted: September 23, 2003

Revised: October 17, 2006, June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-22.6; 720 ILCS 120/5, 120/10

1806 Bullying/Aggressive Behavior

Any form of bullying or aggressive behavior is prohibited. “Bullying” is an act of aggressive behavior and can be described as behavior that directly or indirectly, verbally or behaviorally (including any conduct on the Internet), is of the intent to inflict harm, injury or damage to persons or property. A threat of violence and/or aggression carries with it implication of risk of violence and probability of harm.

Aggressive and/or bullying behavior(s) will not be tolerated in any form. Students who engage in aggressive acts or bullying behavior that are degrading, belittling, demeaning, or which interfere with a student’s ability to learn or derive educational benefit will be subject to appropriate disciplinary action.

The Board encourages students who have been subjected to bullying and/or other forms of aggressive behavior or who have knowledge of any such activity which may violate this policy to promptly report such incidents to the Principal.

Students engaging in bullying will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy.

The District shall annually inform students, parents, coaches, sponsors, volunteers and district staff of the terms of this policy by means of:

- Distribution of this Policy to District staff;
- Publication of this policy, or a summary of this policy, in the parent-student handbooks;
- Presentation of the contents of this policy at an assembly;
- Presentation of the contents of this policy by the coach or sponsor of school-approved sports or activities at the start of the season or activity.

Adopted:

Revised: June 16, 2009

Replaces:

Reference: 105 ILCS 5/10-20.14,10-22.6; 720 ILCS 120/5, 120/10

1900 MISCELLANEOUS SCHOOL BOARD RELATIONSHIPS AND SERVICES

1901 Board-Superintendent Relationship

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

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

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-8 – “Board-Superintendent Relationship”
Reference: 105 ILCS 5/10-16.7, 10-21.4
Cf: Policy 2105 – Job Description; 2106 – Extraordinary Powers of Superintendent

1902 Board Member Development

Board members shall have an equal opportunity to attend local area, state, and national meetings designed to familiarize members with public school issues, governance and legislation. Participation of Board members in the annual National School Boards Association Convention and other similar growth opportunities shall be determined by and dependent upon budgetary provision approved by the Board for such growth and development.

Pertinent educational materials, publications, and notices of training or development will be made available to Board members through Board packets, direct mail, or other distribution methods.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-6 – “Board Member Development”
Reference: 105 ILCS 5/10-20, 10-20.5

1903 New Board Member Orientation

The Superintendent shall provide a newly-elected member(s) of the Board of Education with a copy of The Illinois School Code, the District's Policy Manual, and make available the minutes of the Board of Education's meetings of the past six (6) months. Additional materials explaining the powers and duties of the Board and operation of the district will be provided.

A meeting of the Board President, Superintendent, and the new member(s) will be arranged by the Superintendent for the purpose of answering questions and acquainting the member with the district.

New members will be encouraged to attend workshops for new members conducted by school board associations.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-6 – "New Board Member Orientation"
 Reference: 105 ILCS 5/10-20, 10-20.5

1904 Board Member Expenses

No Board member may receive compensation for services, except that the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

The Board may reimburse members the actual and necessary expenses incurred in attending education meetings as approved by the Board. The Board may also, in accordance with the *Illinois School Code*, authorize advancement to Board members of the anticipated actual and necessary expenses incurred in attending:

- A. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
- B. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of The Illinois School Code; and
- C. Meetings sponsored by an organization in the field of public school education.

No advance payment shall be made except for specific reservations for travel, advance registration, and lodging. The check for any such advance payments shall be written directly to the agency by the District's Treasurer.

Members must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible.

A bill for a group function should have the names of members attending noted on the receipt. Expense vouchers shall be evaluated and approved or rejected by the Board in its regular billing process.

Under no circumstances shall a Board member be reimbursed for the expenses of any person except the Board member.

The following guidelines shall apply to any advancement or reimbursement of expenses:

Registration: When possible, registration fees will be paid by the district in advance.

Transportation: The least expensive transportation shall be used, providing that no hardship shall be caused to the Board member. Receipts shall be provided in all cases. Board members will be reimbursed for:

- A. Air travel at the coach or single class commercial airline rate, unless emergency circumstances warrant otherwise.
- B. Rail or bus travel at actual cost, but not to exceed the cost of coach air fare.
- C. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes not to exceed the cost of coach air fare and to include use of personal automobiles in trips to and from transportation terminals.
- D. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
- E. Taxis, airport limousines, or other local transportation costs.
- F. Parking fees

Hotel/Motel Charges: Lodging will be reimbursed based on single occupancy (unless a room is shared with another conference attendee) and "conference rate" accommodations, if available and applicable. Other expenses specifically related to the conduct of school district business will be reimbursed if they are documented and explained.

Board members shall pay personal expenses that are charged to hotel room bills at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

Meal Charges: Meal charges to the District, including tips, should represent “mid-fare” selections for the hotel/meeting facility or general area and generally should not exceed \$80.00 per day. Expense vouchers must explain the meal charges incurred. Reimbursement shall not be made for alcoholic beverages

Miscellaneous Expenses: Board members may include any other costs related to Board activities on expense vouchers.

Personal Charges: All personal travel costs must be excluded from the expense voucher.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-7 – “Board Member Expenses”
 Reference: 105 ILCS 5/10-20, 10-20.5,10-22.32

1905 School Attorney

The Board may annually select an attorney to serve as the legal advisor to the Board and the Superintendent.

The school attorney serves on a retainer or other fee arrangement as the School Board and attorney determine in advance.

The attorney will:

- A. Serve as counselor to the Board at all regular meetings and at special meetings when requested by the Superintendent or Board President.
- B. Represent the District in any legal matter as requested by the Board.
- C3. Provide written opinions on legal questions as requested by the Superintendent and/or Board President, or 3 or more Board members.
- D. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
- E. Be available for telephone consultation.

The Board shall retain the right to consult or employ other attorneys on matters of special concern and to terminate the service of any attorney.

Adopted: March 18, 2003
 Revised: June 16, 2009
 Replaces: B-11 “School Attorney”
 Reference: 105 ILCS 5/10-20.21

1906 Procurement of Architectural, Engineering, and Land Surveying Services

The Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

The person or representative from the firm selected shall meet with the Superintendent and the Board to discuss responsibilities and scope of services.

Adopted: March 18, 2003
Revised: June 16, 2009
Replaces: B-12 – “Procurement of Architectural, Engineering, and Land Surveying Services
Reference: 50 ILCS 510/0.01 et seq.
105 ILCS 5/10-20.21
40 USC § 541