

**1000 SCHOOL DISTRICT DESCRIPTORS**

**1001 School District Name**

The official name of this school district is:

**Community High School District 94**

The official name of this school is:

**West Chicago Community High School**

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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.

Board members will serve without salary.

Adopted: March 18, 2003  
Revised: June 16, 2009; March 17, 2015  
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 govern the District 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

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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

**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

Terms of office for President, Vice President, and Secretary shall be for two (2) years.

The term of office for an elected Treasurer shall be for one (1) year, or serve at the pleasure of the Board if appointed.

Treasurers elected from among the membership of the Board shall serve without compensation. The Board shall fix the compensation of an appointed treasurer that is not a member of the Board.

Adopted: March 18, 2003  
 Revised: June 16, 2009; May 21, 2013; March 17, 2015

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.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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*.

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; March 17, 2015

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**

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.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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. Board-appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

Replaces:

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

### **1203 Standing Committees**

Standing committees are created by the Board for indefinite terms to fulfill continuing District needs for investigation and monitoring of specific issues. Board-



appointed committees are subject to the requirements of the Open Meetings Act regardless of the number of board members on the committee.

The following standing committees have been established by the Board:

Committee	Primary Focus
Education Committee:	Curricular, co-curricular, and extra-curricular programs of the District.
Facilities Committee:	Physical assets of the District in the delivery and support of the institution’s mission and purpose.
Human Resources Committee:	Employee recruitment, retention, compensation, evaluation, and professional development.
Communications Committee:	Internal and external communications, community outreach and engagement.
Finance Committee:	Fiscal operations of the District including budgeting, reporting, risk management, forecasting, and investments.
Policy Committee:	Review, propose, and maintain district policies and review Administrative Procedures to ensure they comply with Board Policy.

The President shall appoint Board members, and Superintendent shall appoint District personnel to serve on standing committees. The Superintendent and President shall serve as ex-officio members of each standing committee of which they are not appointed members. A chairperson may be selected by committee members.

- Adopted: August 15, 2006
- Revised: June 16, 2009; March 17, 2015
- 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.

Adopted: March 18, 2003  
Revised: June 16, 2009; March 17, 2015  
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 physically present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may continue to meet as a Committee of the Whole, or adjourn to another time.

Board members shall be permitted to attend via telephone or other technological means under the terms of the Illinois Open Meetings Act. The reason for attending via technological means shall be provided and recorded at the time roll is taken, and must be in accordance with the Open Meeting Act.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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 providing 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 the Community High School District 94 District Office, 157 W. Washintgon Street, West Chicago, Illinois.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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	Emergency
Special	Closed	Rescheduled/Reconvened

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; March 17, 2015
- Replaces:
- Reference: 105 ILCS 5/10-16, 10-16.5
- Cf: Policy 1305 – Organizational Meeting
- Policy 1306 – Regular Meetings
- Policy 1307 – Special Meetings
- Policy 1308 – Closed Meetings
- Policy 1309 – Rescheduled/Reconvened Meetings
- Policy 1310 – Emergency 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-eight (28) days after the election. Among other things, the purpose of the meeting is to:

- Declare results of the election
- Seat new Board members
- Elect officers
- Fix times and places for regular meetings
- 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 biennial Organizational Meeting shall be substantially as follows:

- A. Call to Order of old Board
- B. Pledge of Allegiance
- C. Reading of the Mission Statement
- D. Roll Call
- E. Public Comment
- F. Approve minutes of previous meeting(s)
- G. Receive the results of the election for members of the Board of Education
- H. Recognition of departing Board members, if applicable
- I. Administer Oath of Office to new and re-elected Board of Education members
- J. Adjourn *sine die*
- K. Call to Order of new Board
- L. Roll Call
- M. Appoint President pre tempore
- N. Election of Officers
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer, if an elected Member
- O. Establish time and place of regular meetings
- P. Designate banks of depository for District funds
- Q. Appoint Treasurer and set salary, if not elected
- R. Appoint legal counsel
- S. Such other matters as deemed necessary and appropriate.

Adopted: March 18, 2003

Revised: May 8, 2007, June 16, 2009; March 17, 2015

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 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.

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 meeting agenda shall generally be as follows:

- Opening Activities
- Additions to Agenda
- Public Participation
- Reports and Information
- Consent Agenda
- FOIA Update
- Action Items
- Closed Session, if needed
- Action Taken After Closed Session, if applicable
- Adjournment

(Included in 1311 Agendas)

Adopted: March 18, 2003

Revised: June 16, 2009; September 17, 2013; March 17, 2015

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 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 Participation
- Transaction of business for which meeting was called

- Closed Session, if needed
- Adjournment

Adopted: March 18, 2003

Revised: June 16, 2009; September 17, 2013; March 17, 2015

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: 5 ILCS 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 President shall be placed on the agenda of a mutually agreed-to future meeting. 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; March 17, 2015  
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.

Unless otherwise provided by statute or Policy, when a vote is taken upon any measure before the board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

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; March 17, 2015  
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.

Adopted: March 18, 2003

Revised: September 5, 2006, June 16, 2009; March 17, 2015

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, and 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 ...	

<b>Actor</b>	<b>Action</b>
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, ...	
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; March 17, 2015  
 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 meeting, or section thereof 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; March 17, 2015

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>
<b>Regular</b>	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.
<b>Special</b>	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
<b>Emergency</b>	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.
<b>Closed</b>	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.
<b>Rescheduled - or - Reconvened</b>	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 AND ATTENDANCE AT BOARD MEETINGS**

Revised: March 17, 2015

### **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.

Adopted: March 18, 2003

Revised: June 16, 2009; September 17, 2013; March 17, 2015

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.

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, however no individual will be denied the right to speak based on residence.

F. Attendees shall not interrupt or disrupt Board proceedings. Attendees doing so may be/would then be removed from the Board meeting.

G. 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, through the Superintendent or designee, respond to the member of the public after a proper evaluation of the proposal, suggestion, or request has been completed.

H. Personal charges or complaints against individual employees, volunteers or students 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; March 17, 2015

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. Emails are considered written communication.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015

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 impacted by a proposed policy and obtaining their advice and suggestions to be considered in formulating of the policy; 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; March 17, 2015  
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, in its discretion, waive first and/or second reading of a policy or policy revision before approving same.

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; March 17, 2015  
 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 super majority vote (5 votes) of Board members present at a regular, special, or emergency meeting. .

Adopted: March 18, 2003  
 Revised: June 16, 2009; March 17, 2015  
 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.

Adopted: March 18, 2003  
 Revised: June 16, 2009; March 17, 2015  
 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 (located in the student handbook) 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.**

Comments will be considered to enable the District to carry out its mission more effectively.

Specific complaints concerning instructional practices, 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, volunteers or students, 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; March 17, 2015  
 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 if they 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; March 17, 2015  
 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; sex (including pregnancy); sexual orientation; marital status; religion; disability or genetic information; 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, including but not limited to complaints regarding Title IX, District policy, procedures or rules, and matters related to such complaints. 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; March 17, 2015
- 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) working 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 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; March 17, 2015

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.

Any person making a knowingly false accusation regarding harassment will be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited.

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; March 17, 2015

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 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; March 17, 2015

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, sex (including pregnancy), sexual orientation, marital status, disability or genetic

information, national origin, ancestry, religion, arrest or conviction record, except as otherwise required by law; or any other reason prohibited by law.

Appropriate consequences for violating this policy may include, but are not limited to, the following:

Students

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

Staff:

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

Visitors:

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

Disciplinary sanctions shall be based upon:

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

Adopted: March 18, 2003  
Revised: June 16, 2009; March 17, 2015  
Replaces:  
Reference: 775 ILCS 5/1-102

## **1800 SCHOOL DISTRICT CLIMATE/ENVIRONMENT**

### **1801 Drug- and Alcohol-Free Workplace**

All District workplaces are drug- and alcohol-free workplaces. Unless otherwise prohibited by this policy or applicable law, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired. 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 and/or medical cannabis 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 rehabilitation program, or employee assistance 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; April 22, 2014; March 17, 2015  
 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 as provided to students.

#### 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;
- When the search is of a person, it will be conducted 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, dangerous, or prohibited 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, dangerous, or prohibited 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; April 22, 2014; March 18, 2014; March 17, 2015  
 Replaces: 1802 - Student Lockers  
 Reference: 105 ILCS 5/10-22.6

### **1803 Smoke and Tobacco Free School**

The following definitions apply to this Policy:

**School Property** – School and District buildings and grounds (regardless of whether they are owned, leased or operated by the district), vehicles used for school purposes, and any

location used for a Board of Education meeting, school athletic event, or other school-sponsored event.

**Visitor** – Any person other than an enrolled student or District employee, Board of Education Member, contractor (e.g. security employee), or assigned volunteer (e.g. volunteer coach).

The use of tobacco products and electronic cigarettes (e-cigarettes) in or on school 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 products 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, possessing, distributing, purchasing, or selling any tobacco products or e-cigarettes in or on school property.

As used throughout this Policy Manual, “tobacco” or “tobacco products” means any kind or form of tobacco or tobacco product, including, but not limited to cigarettes, cigars, pipes or other smoking products and smokeless tobacco in any form. E-cigarettes are devices designed to produce a mist or vapor for inhaling.

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

To achieve tobacco-free and e-cigarette-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 the provision of education and guidance 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 of the District’s policies and where to find them. 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.

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

3. If a spectator or visitor refuses to stop using tobacco or e-cigarettes 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 law enforcement 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; April 22, 2014; March 17, 2015
Replaces:	EBL – “Smoke-Free Environment”
Reference:	20 USC 6082, 7181 <i>et seq.</i> ; 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 Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of

technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) *Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.



*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

#### **Complaint Manager:**

Peter Martino

\_\_\_\_\_  
Name

Community High School District 94  
326 Joliet St., West Chicago, IL 60185

\_\_\_\_\_  
Address

pmartino@d94.org

\_\_\_\_\_  
Email

630-876-6331

\_\_\_\_\_  
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and

discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 8003, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 7314, *Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- c. 7308, *Internet Guidelines, Terms, Conditions*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- d. 8208, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- e. 8200, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- f. 7504, *School-Sponsored Media and 7505, Non-School-Sponsored Media*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities,

and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Adopted:

Revised: June 16, 2009; December 17, 2013; March 17, 2015

Replaces: B-6 – "Board Member Development"; 1806 – Bullying/Aggressive Behavior

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 8003 (Uniform Grievance Procedure), 8200 (Student Discipline), 7314 (Student Social and Emotional Development), 7308 Internet Guidelines, Terms, Conditions, 8208 (Teen Dating Violence Prohibited), 8201 (Bus Conduct), 8203 (Student Suspension & Expulsion Procedures), 4106 (Rules and Procedures Governing the Behavior of Students Participating in Interscholastic Athletics), 4207 (Allergens), 7504 & 7505 (School-Sponsored Media & Non-School-Sponsored Media)

## **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 a Board member serving as 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.

Requests for expense advances or reimbursement must be submitted in accordance with this policy and regulations adopted by the Board as Administrative Procedure, 1904P Administrative Procedure – Regulations for the Reimbursement of Travel, Meal, and Lodging Expenses. Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. A Board member must return to the District any portion of an

expense advance not used. Board members must submit to the Superintendent or designee an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expenses, attaching receipts to the voucher if possible. A Board member submitting a bill for a group function should record participating persons' names on the receipt. Money shall not be advanced nor shall expenses be reimbursed for any person except the Board member.

The Superintendent or designee shall review the submitted vouchers for compliance with this policy and regulations adopted by the Board. If any voucher's compliance appears uncertain, the Superintendent or designee shall notify the Board President or Vice-President if the voucher in question is from the President, as well as the Board member who submitted the voucher. If the voucher seeks reimbursement of expenses for travel, meals, and lodging, the Superintendent or designee shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection, marked as a Board member reimbursement request. Other expense vouchers shall be presented to the Board in its regular bill process.

Adopted: March 18, 2003

Revised: June 16, 2009; March 17, 2015; December 13, 2016

Replaces: B-7 – "Board Member Expenses"

Reference: 105 ILCS 5/10-20, 10-20.5, 10-22.32; 50 ILCS 150/

### **1904P Regulations for the Reimbursement of Travel, Meal, and Lodging Expense**

#### 1. General

These regulations allow for the approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. Furthermore these regulations apply for all reimbursement for both in-district and out-of-district expenses.

Expenses for travel, meals, and lodging of (1) any officer or employee that exceeds the maximum allowed under these regulations or (2) any member of the Board of Education, may only be approved by roll call vote at an open meeting of the Board.

Employees and Board members are expected to use sound judgment and make prudent decisions with regard to expenditures related to District business. Expenses deemed to be lavish and excessive will not be reimbursed. These regulations are provided to facilitate good stewardship of District resources. It is not possible to address every situation, circumstance, or decision covered by these regulations. The employee should consult with his/her supervisor if one or more of

these regulations cannot be followed. Board members should consult the Superintendent with questions. Supervisors are encouraged to seek the approval of the Superintendent if one or more of these regulations cannot be followed.

2. Purchase Requisitions for Conferences and Professional Development  
All typical requisition and purchase order procedures for attending a conference or requesting permission to attend professional development should be followed. Knowing that conference fees are often discounted when submitting a registration request early, employees and Board members are urged to make plans so that all available discounts can be realized. The Superintendent's Administrative Assistant will assist Board members with this process.

3. Travel and Lodging Approval and Arrangements  
Out of State Travel Requirements

All out of state travel and/or travel that requires a flight or rental car must be approved by the Superintendent or his/her designee using the attached "Travel Request Form." While some circumstances may require last minute travel arrangements, it should be the norm for all out of state travel and/or travel that requires a flight or rental car to be arranged at least 45 days in advance of the travel date to ensure that the most economical rates can be secured. Out of state travel and/or travel requiring a flight or rental car that cannot be arranged 45 days prior to the travel date must be approved by the Superintendent or his/her designee.

#### Travel Requiring a Flight and/or Rental Car

When travel requires a flight or rental car, a district employee must conduct research to secure the most economical travel method and attach information to the Community High School District 94 Travel Request Form which demonstrates that competitive travel sources have been considered. The Superintendent's Administrative Assistant will assist Board members with conducting this research. The research can be done with the assistance of a local travel agent, online travel arrangement sources (e.g., kayak.com, orbitz.com, hotwire.com, expedia.com, etc.), and/or directly through airlines and/or car rental sites (e.g., United, American Airlines, Southwest, Delta, Enterprise, Budget Car Rental, National, etc.). All travel should be selected based on the lowest fare available. Sedan car service / limousine service is not allowed unless it is documented as a less expensive option. Rental car insurance should not be selected as the District's insurance policy covers the employee, Board members, and damage expenses. The cost of a taxi/shuttle service from an airport to a hotel will be reimbursed,



but employees and Board members should select the least expensive mode of travel.

#### Travel Levels – Flights and/or Rental Cars

Flights are reimbursed at actual cost, not to exceed the cost of coach airfare. First class and business class travel is prohibited unless an upgrade is made using frequent flyer miles, is free or is less expensive than other travel options, or if warranted by emergency circumstances. When needed for travel, the least expensive rental car should be selected. The rental car size will be determined by the number of travelers. Thus, a mid-size vehicle and/or van may be the most economical option based on the number of employees and/or Board members traveling. The District will reimburse the employee and Board member for baggage fees for two pieces of luggage for travel less than five days and three pieces of luggage for travel that lasts five or more days.

#### Rail or Bus Travel

Rail or bus travel shall be reimbursed at actual cost, not to exceed the cost of coach airfare. Copies of tickets will be attached to the request for reimbursement to substantiate amounts.

#### Travel Changes

In the event of travel changes that result in an additional fee, the employee or Board member should include an explanation on the reimbursement form. Travel arrangement changes which result in an additional fee should be carefully considered and have a reasonable explanation. Paying additional fees to take an earlier flight is generally not acceptable unless approved by the employee's supervisor.

#### Lodging

Lodging should be in a safe location, at a reasonable rate, and conveniently located near the location of business (e.g., conference, meeting location, etc.). Reimbursement at a single room rate will be made. If available, the conference rate should be chosen. If possible, a mid-range hotel (e.g., Hampton Inn, Holiday Inn Express, Holiday Inn, etc.) should be selected. It is understood that this is not always possible depending on the location of a conference or meeting location, and it may be less expensive to select a more expensive hotel if the cost of a rental car can be avoided.

#### 4. Advancement or Reimbursement of Expenses

Expenses directly related to or associated with the conduct of District business and which adhere to Board Policy and these

regulations may be advanced or reimbursed. All references in these regulations to “reimbursable” expenses or “reimbursed” expenses also include advanced expenses. Employees and Board members should submit the District’s “Out of District Travel and Meal Reimbursement Form” as part of the reimbursement request. Required receipts and related documentation must be attached.

State law requires specific documentation of expenses. All documents and information submitted are public records subject to disclosure under the Freedom of Information Act. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must be submitted:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
- (2) The name of the individual who received or is requesting travel, meals, or lodging if the expenses have been incurred;
- (3) The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

Meals are reimbursable as follows. Employees and Board members are expected to dine at reasonably priced mid-fare establishments and should generally not exceed \$80.00 per day. On the day of departure and/or the day of return from a trip, a full day’s allowance for meals is not always considered reasonable. The time of departure/return and meals provided during transportation are taken into consideration. Alcohol is not a reimbursable expense. Expense report documentation must include individual receipts with itemized order costs, date, place, and total cost of the meal including tip. A maximum tip of 20% per meal will be reimbursable. Meals for individuals not employed by the District or not on the Board of Education are not reimbursable and must be deducted from meal receipts.

Mileage reimbursement for use of the employee’s or Board members personal vehicle is at the current IRS rate plus highway tolls and parking fees. Employees will be reimbursed for mileage from their typical work location (school or district office address) to the ultimate destination (e.g., airport, conference location, etc.). Board members will be reimbursed for mileage from their home to the ultimate destination (e.g., airport, conference location, etc.). Employees and Board members should submit the “Standard Requisition Form” as

part of the reimbursement request. Mileage reimbursement will not exceed the cost of commercial coach or single class air fare.

Valet services should be avoided if at all possible but will be reimbursed as necessary. Internet access fees while traveling are reimbursable, if access is required.

Reasonable tips for bell hops, maid service, and valet services are reimbursable. Reasonable is defined as up to \$2/bag, \$5 per day for maid service, and \$1-\$3 per taxi/shuttle ride, respectively.

The following items are not reimbursable:

- Entertainment expenses as defined by State law
- Childcare
- Pet care
- Purchase of clothing or accessories
- Spa and other personal services such as barber, shoeshine, manicurist
- Fines for parking or other traffic violations
- Rental car insurance
- Maintenance, towing, or repairs to personal vehicles
- Cancellation fees for failure to cancel hotel or transportation reservations
- Personal grooming items and personal medicines/sundries
- Health club/exercise room fees
- In-room movies, games, and snacks

Reimbursement requests should be submitted to the employee's supervisor within 10 days of travel or date of incurring the expense. Board members should submit reimbursement requests to the Superintendent's Administrative Assistant within 10 days of travel or date of incurring the expense. Expenses that do not generally have a receipt such as tips, etc., expenses may be submitted without a receipt. If a receipt is lost or not readable, efforts should be made to contact the vendor (hotel, restaurant, etc.) to request a copy of the receipt. If a receipt is not submitted, the employee or Board member must clearly document the date, amount, and description of the expense, and reason for submittal without a receipt.

#### 5. Grant Funded Expenses

If reimbursement is to be provided by grant funding, the grant requirements for reimbursement will supersede these regulations in the event of a conflict or inconsistency between them.

**Community High School District 94 Reimbursement Request Form**

This form must be completed by the employee or Board member when travel requires a flight or rental car. The employee or Board member should not finalize or make any commitments until the Superintendent or his/her designee has approved this request for travel as submitted in this form. Additional details regarding travel and reimbursements of expenses incurred while traveling for District business are outlined in Administrative Procedure 1904P

Today's Date:			
Traveler First Name:		Traveler Last Name:	
Employee Work Site:		Position (i.e., Board member, teacher, administrator):	

Location of Travel (city and state):		Purpose of Travel (e.g., conference, Institute, Workshop, etc.):	
Travel Date(s):		to	
Reason for Travel (Please be specific; e.g., name of conference, workshop, institute, etc.):			

<b>Projected Expenses</b>			
Rental Car	Flight	Hotel	Meals
\$	\$	\$	\$
Funding Source(s) (budget line item):			

Traveler Signature	
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**For Office Use Only**

When travel requires a flight or rental car, a district office employee must conduct research to secure the most economical travel method which demonstrates that competitive travel sources have been considered. The Superintendent’s Administrative Assistant will assist Board members with this research. The research can be done with the assistance of a local travel agent, online travel arrangement sources (e.g., kayak.com, orbitz.com, hotwire.com, expedia.com, etc.), and/or directly through airlines and/or car rental sites (e.g., United, American Airlines, Southwest, Delta, Enterprise, Budget Car Rental, National, etc.). All travel should be selected based on the lowest fare available. Sedan car service / limousine service is not allowed unless it is documented as a less expensive option. Rental car insurance should not be selected as the District’s insurance policy covers the employee, Board member, and damage expenses.

<b>Expense Research Details</b>			
	Source 1 Cost	Source 2 Cost	Source 3 Cost
Flight (if applicable):	\$	\$	\$
Rental Car (if applicable):	\$	\$	\$
Other (if applicable):	\$	\$	\$
Estimated Total:	\$	\$	\$

District Office Employee Completing Research Signature:	
Date:	

Superintendent or Designee Approval Signature:	
Date:	

## Out of District Travel & Meal Reimbursement Form

See the Administrative Procedure 1904P for requirements and restrictions related to out of district travel, meals, and lodging

MONTH/DAY								
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TRAVEL & LODGING								
Car Mileage (IRS Rate: .54/mile)								
Tolls / Parking								
Car Rental								
Taxi – Limousine								
Train or Bus								
Air Fare								
Hotel								
<b>TOTAL TRAVEL &amp; LODGING</b>								

MEALS								
Breakfast								
Lunch								
Dinner								
<b>TOTAL MEALS</b>								

FEES & OTHER								
Registration Fees								
Other (Explain)								
<b>TOTAL FEES &amp; OTHER</b>								

Summary
Total Travel & Lodging
Total Meals
Total Fees & Other
Subtotal
Less Completed P-Card Payments
Total Reimbursement/Amount Owed

Requestor Information
Name:
Building/Department:

Account Numbers
Mileage:
Travel & Lodging:
Meals:
Fees & Other:

Approval Signatures	
Requestor Signature	Date
Supervisor Signature	Date

**ATTACH RECEIPTS AND THIS FORM TO PURCHASE ORDER**

**ATTACH MAPQUEST MILEAGE FOR ACCURATE REIMBURSEMENT**

Adopted: December 13, 2016  
Revised:  
Replaces:  
Reference:

### **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.
- C. 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; March 17, 2015  
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