

# School District U-46

## Table of Contents

### School District U-46

#### **SECTION 1 - SCHOOL DISTRICT ORGANIZATION**

1:10 School District Legal Status

1:20 District Organization, Operations, and Cooperative Agreements

1:30 School District Philosophy

#### **SECTION 2 - BOARD OF EDUCATION**

2:02 Equity Policy

2:10 School District Governance

2:12 Board Operational Goals

2:20 Powers and Duties of the Board of Education; Indemnification

2:30 School District Elections

2:40 Board Member Qualifications

2:50 Board Member Term of Office

2:60 Board Member Removal from Office

2:70 Vacancies on the Board of Education - Filling Vacancies

2:80 Board Member Oath and Conduct

2:100 Board Member Conflict of Interest

2:105 Ethics and Gift Ban

2:110 Qualifications, Term, and Duties of Board Officers

2:120 Board Member Development

2:125 Board Member Compensation; Expenses

2:130 Board-Chief Executive Officer/Superintendent Relationship

2:140 Communications To and From the Board

2:150 Committees

2:160 Board Attorney - Legal Counsel and Legal Officer

2:162 Chief Legal Officer's Settlement Authority

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

2:182 Board Liaisons

2:200 Types of Board of Education Meetings

2:210 Organizational Board of Education Meeting

2:220 Board of Education Meeting Procedure

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

2:240 Board Policy Development

2:242 Site Exceptions

2:250 Access to District Public Records

2:260 Uniform Grievance Procedure

2:265 Title IX Sexual Harassment Grievance Procedure

### **SECTION 3 - GENERAL SCHOOL ADMINISTRATION**

3:10 Goals and Objectives

3:12 State and Federal Programs Administration and Comparability of Services - Title I Programs

3:14 State and Federal Programs Administration

3:30 Chain of Command

3:40 Chief Executive Officer/Superintendent

3:42 Data Management

3:50 Administrative Personnel Other Than the Chief Executive Officer/Superintendent

3:60 Administrative Responsibility of the Building Principal

3:70 Succession of Authority

3:82 Administrative Intern Program

### **SECTION 4 - OPERATIONAL SERVICES**

4:10 Fiscal and Business Management

4:15 Identity Protection

4:20 Fund Balances

4:30 Revenue and Investments

4:40 Incurring Debt

4:45 Insufficient Fund Checks and Debt Recovery

4:50 Payment Procedures

4:55 Use of Credit and Procurement Cards

4:60 Purchases and Contracts  
4:70 Resource Conservation  
4:80 Accounting and Audits  
4:90 Student Activity and Fiduciary Funds  
4:100 Insurance Management  
4:110 Transportation  
4:114 Student Transportation in Private Vehicles  
4:116 Mail and Delivery Services  
4:120 Food Services  
4:122 Vending Machines  
4:130 Free and Reduced-Price Food Services  
4:140 Waiver of Student Fees  
4:150 Facility Management and Building Programs  
4:152 Enrollment Projections  
4:154 Firearm Prohibition  
4:160 Environmental Quality of Buildings and Grounds  
4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors  
4:170 Safety  
4:175 Convicted Child Sex Offender; Screening; Notifications  
4:180 Pandemic Preparedness; Management; and Recovery  
4:190 Targeted School Violence Prevention Program

## **SECTION 5 - PERSONNEL**

### General Personnel

5:10 Equal Employment Opportunity, Nondiscrimination, and Minority Recruitment  
5:12 Staff Involvement in Decision Making  
5:20 Workplace Harassment Prohibited  
5:30 Hiring Process and Criteria  
5:32 Staff Health and Safety  
5:35 Compliance with the Fair Labor Standards Act  
5:40 Communicable and Chronic Infectious Disease

5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

5:52 Alcohol and Drug Use by District Drivers

5:60 Expenses

5:70 Religious Holidays

5:80 Court Duty

5:90 Abused and Neglected Child Reporting

5:100 Staff Development Program

5:110 Recognition for Service

5:120 Employee Ethics; Conduct; and Conflict of Interest

5:122 Licensed Staff Consulting Activities, Tutoring for Pay, and Non-School Employment by Staff Members

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

5:130 Responsibilities Concerning Internal Information

5:140 Solicitations By or From Staff

5:150 Personnel Records

5:170 Copyright

5:180 Temporary Illness or Temporary Incapacity

5:185 Family and Medical Leave

#### Professional Personnel

5:190 Teacher Qualifications

5:200 Terms and Conditions of Employment and Dismissal

5:210 Resignation and Retirement

5:220 Substitute Teachers

5:230 Maintaining Student Discipline

5:240 Suspension

5:250 Leaves of Absence

5:260 Student Teachers

#### Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

5:280 Duties and Qualifications

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:290 Employment Termination and Suspensions

5:300 Schedules and Employment Year

5:320 Evaluation

5:330 Sick Days, Vacation, Holidays, and Leaves

## **SECTION 6 - INSTRUCTION**

6:10 Educational Philosophy and Objectives

6:15 School Accountability

6:20 School Year Calendar and Day

6:30 Organization of Instruction

6:40 Curriculum Development

6:50 School Wellness

6:60 Curriculum Content

6:65 Student Social and Emotional Development

6:70 Teaching About Religions

6:80 Teaching About Controversial Issues

6:100 Using Animals in the Educational Program

6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

6:120 Education of Children with Disabilities

6:130 Program for the Gifted

6:135 Accelerated Placement Program

6:140 Education of Unhoused Children

6:145 Migrant Students

6:150 Home and Hospital Instruction

6:160 English Learners

6:162 Dual Language Program

6:170 Title I Programs

6:180 Extended Instructional Programs

6:185 Remote Educational Program

6:190 Extracurricular and Co-Curricular Activities

6:192 Student Organizations

6:210 Instructional Materials

6:230 Library Media Program

6:235 Access to Electronic Networks

6:236 Software Installation

6:240 Field Trips

6:250 Community Resource Persons and Volunteers

6:255 Assemblies and Ceremonies

6:260 Complaints About Curriculum, Instructional Materials, and Programs

6:270 Guidance and Counseling Program

6:280 Grading and Promotion

6:290 Homework

6:300 Graduation Requirements

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

6:315 High School Credit for Students in Grade 7 or 8

6:320 High School Credit for Proficiency

6:330 Achievement and Awards

6:340 Student Testing and Assessment Program

## **SECTION 7 - STUDENTS**

7:02 Student Goals

7:10 Equal Educational Opportunities

7:15 Student and Family Privacy Rights

7:20 Harassment of Students Prohibited

7:30 Student Assignment and Intra-District Transfer

7:40 Part-Time Attendance, Nonpublic School Students, Including Parochial and Home-Schooled Students

7:50 School Admissions and Student Transfers To and From Non-District Schools

7:60 Residence

7:70 Attendance and Truancy

7:80 Release Time for Religious Instruction/Observance

7:90 Release During School Hours

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

7:130 Student Rights and Responsibilities

7:132 Student Government

7:140 Search and Seizure

7:150 Agency and Police Interviews

7:160 Student Appearance

7:170 Vandalism

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

7:185 Teen Dating Violence Prohibited

7:190 Student Behavior

7:200 Suspension Procedures

7:210 Expulsion Procedures

7:220 Bus Conduct

7:230 Misconduct by Students with Disabilities

7:240 Conduct Code for Participants in Extracurricular Activities

7:250 Student Support Services

7:260 Exemption from Physical Education

7:270 Administering Medicines to Students

7:280 Communicable and Chronic Infectious Disease

7:285 Food Allergy Management Program

7:290 Suicide and Depression Awareness and Prevention

7:300 Extracurricular Athletics

7:305 Student Athlete Concussions and Head Injuries

7:308 Student Activities and Contests

7:310 Restrictions on Publications; Elementary Schools

7:315 Restrictions on Publications; High Schools

7:325 Student Fundraising Activities

7:330 Student Use of Buildings - Equal Access

7:332 Student Organizations

7:340 Student Records

7:345 Use of Educational Technologies; Student Data Privacy and Security

## **SECTION 8 - COMMUNITY RELATIONS**

8:10 Connection with the Community

8:12 Family and Community Engagement

8:14 Free Admission for Senior Citizens

8:16 Staff/Student Interviews and Photographs/Images/Work

8:20 Community Use of School Facilities

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

8:30 Visitors to and Conduct on School Property

8:70 Accommodating Individuals with Disabilities

8:80 Gifts to the District

8:90 Parent Organizations and Booster Clubs

8:100 Relations with Other Organizations and Agencies

8:110 Public Suggestions and Concerns

## **QUICK START INSTRUCTIONS**

**School District U-46**



**SECTION 8 - COMMUNITY RELATIONS**

**School District U-46**

## 8:10 Connection with the Community

### Public Relations

The Board President is the official spokesperson for the Board of Education. The Chief Executive Officer/Superintendent is the District's chief spokesperson. The Chief Executive Officer/Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website using social media platforms, e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Chief Executive Officer/Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Chief Executive Officer/Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Chief Executive Officer/Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Staff members who are invited to make public appearances on behalf of the District will obtain prior approval from the Chief Executive Officer/Superintendent or designee.

### Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Chief Executive Officer/Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative. For each community engagement initiative:

1. The Board will:
  1. Commit to the determined purpose(s) and objective(s), and
  2. Provide information about the expected nature of the public's involvement.
2. The Chief Executive Officer/Superintendent will:
  1. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),

2. At least annually, prepare a report for the community engagement initiative, and/or
3. Prepare a final report of the community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.:2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED:July 18, 2022

**School District U-46**

## 8:12 Family and Community Engagement

It is the policy of School District U-46 Board of Education to encourage and support family and community engagement in education, at home, in our schools and communities, and through school/parent groups. The Board respects families as important decision-makers for their children's education.

The Board believes that family engagement is critical to the success of each student. In the pursuit of this goal, the Board is committed to ensuring that U-46 schools develop and implement practices and procedures that are broadly inclusive and that provide opportunities for all parents/guardians and families to become involved in their student's education regardless of economic, social or cultural circumstances.

The Board expects the District to establish a culture of best practices for engaging family and community members in support of academic achievement for all students, when possible, practical and appropriate, by:

1. Involving parents/guardians in shared decision making.
2. Establishing effective two-way communication with all parents/guardians, respecting the diversity and differing needs of families.
3. Developing strategies and programmatic structures at schools to empower parents/guardians to participate actively in their children's education.
4. Providing support and coordination for school staff and parents/guardians to implement and sustain meaningful family engagement from pre-K through grade twelve.
5. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.
6. Establishing positive working relationships with all other public and private organizations which contribute to the educational process and to the general welfare of the community members of the District.

This commitment will be evidenced by providing:

### Development of District-level Family Engagement Initiatives

The Chief Executive Officer/Superintendent/designee will facilitate the implementation of this policy by:

1. Developing, implementing, and reviewing a District family and community engagement plan. This engagement plan will incorporate the six components of Family and Community Engagement maintained by the School/Community Relations office.
2. Assessing of family and community engagement practices on an ongoing basis.
3. Providing support for principals and the school communities in the development and implementation of school-level initiatives.

### Development of School-level Family Engagement Initiatives

In collaboration with the school community, each building principal will oversee the development of a school level Family Engagement Plan. The plan shall contain:

1. A process for continually involving parents/guardians in the development and implementation of the family engagement plan. This engagement plan will incorporate the six components of Family and Community Engagement maintained by the School/Community Relations office.
2. A statement of how parents/guardians, school staff and students share the responsibility for improved student achievement. The means by which the school and parents/guardians will build and develop a partnership to help children be prepared to succeed in college and careers.

3. A strategic communications plan of family and community engagement.

ADOPTED: July 18, 2022

**School District U-46**

## **8:14 Free Admission for Senior Citizens**

Persons sixty-two years of age or older and who are residents of School District U-46 who present a driver's license or state identification card showing date of birth shall receive free admission for all school activities, including athletic events that occur within U-46 facilities.

This privilege represents a small token of appreciation from the Board of Education for contributions made by District senior citizens.

ADOPTED: July 18, 2022

**School District U-46**

## **8:16 Staff/Student Interviews and Photographs/Images/Work**

The Board of Education recognizes the right of staff members, as individuals, to speak to media representatives. However, employees speaking on behalf of District U-46 will be so authorized by the Chief Executive Officer/Superintendent/designee while employees speaking on behalf of a particular school will be so authorized by the Principal.

Students may be interviewed regarding the educational programs in which they participate. All requests for student interviews must be approved by the principal. In all instances however, the District will comply with the requirements of the Illinois School Student Records Act and the Family Educational Rights and Privacy Act.

Students may not be photographed or filmed for commercial purposes unless authorized by the Chief Executive Officer/Superintendent/designee. In such cases, written releases will be obtained from the parent/guardian. The need for written release does not apply to news photographs or District publications/productions in print, on video or on the Web as well as student art work.

The Chief Executive Officer/Superintendent/designee shall create procedures consistent with this policy.

ADOPTED: July 18, 2022

**School District U-46**

## 8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Chief Executive Officer/Superintendent or designee and is subject to applicable procedures.

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

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Priorities for facilities usage are as follows:

1. All approved school curricular and extra-curricular activities.
2. U-46 related groups such as PTA and PTO, all non-profit activities for U-46 students and staff improvement functions such as university classes for U-46 employees.
3. Local taxing body use (including park district use).
4. Non-profit/charitable groups.
5. All other approved uses.

Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain. All non-school sponsored groups that are approved to use facilities, prior to using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an additional insured or otherwise show proof of insurance. A fee schedule and other terms of use shall be prepared by the Chief Executive Officer/Superintendent and be subject to annual approval by the Board of Education.

LEGAL REF.: Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.

10 ILCS 5/19-2.2.

105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

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

ADOPTED: July 18, 2022



## **8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities**

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

### Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Chief Executive Officer/Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Chief Executive Officer/Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

### Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Requests for distribution of materials will be submitted to the Chief Executive Officer/Superintendent/designee for approval. Prior approval is needed from the Chief Executive Officer/Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings, unless it is intended to generate more than \$5000 in revenue or other remunerations for the District or school. The Chief Executive Officer/Superintendent/designee shall develop procedures for review and approval of commercial material and/or advertisements less than \$5,000. These procedures will include a definition of "non-permanent advertisements." Requests for distribution of materials will be submitted to the Chief Executive Officer/Superintendent/designee for approval.

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

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum. Information of a political nature with respect to professional or labor organizations affecting district personnel may be displayed in appropriate locations in personnel lounges and/or staff lunch areas. Such materials will be clearly identified as to the posting source. Requests for distribution of materials will be submitted to the Chief Executive Officer/Superintendent/designee for approval. Approved material will be in the best interest of education and will be of specific benefit to the students and/or employees of District U-46. Partisan political campaign materials will not be distributed or posted at any school or facility of District U-46 except for student educational and/or classroom use.

LEGAL REF.:Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).

Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).

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

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

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

ADOPTED: July 18, 2022

**School District U-46**

## 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Primary considerations for District personnel when receiving visitors will be the welfare and safety of students and staff, as well as the continuity of the educational program. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Chief Executive Officer/Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Chief Executive Officer/Superintendent, or Chief Executive Officer/Superintendent's designee. If permission is granted, the Chief Executive Officer/Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Chief Executive Officer/Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Exclusive Bargaining Representative Agent

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

**For employees whose collective bargaining agreement does not address this subject:**

Upon notifying the main office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Chief Executive Officer/Superintendent may refuse the person admission pending such hearing. The Chief Executive Officer/Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:116 (Mail and Delivery Services), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: July 18, 2022

**School District U-46**

## 8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Chief Executive Officer/Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Chief Executive Officer/Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Chief Executive Officer/Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131et seq.; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED: July 18, 2022

## 8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$5,000.00 in value, the Chief Executive Officer/Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects or schools are acceptable if the project is approved by the Board. The Chief Executive Officer/Superintendent/designee shall develop procedures for review and approval of donations that involve incorporating and/or placing messages upon school property. These procedures shall ensure each gift and/or donation is reviewed on a case by case basis pursuant to this policy.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, Equal Educational Opportunities. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Chief Executive Officer/Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED:July 18, 2022

## 8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Chief Executive Officer/Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Chief Executive Officer/Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.:8:80 (Gifts to the District)

ADOPTED: July 18, 2022



## **8:100 Relations with Other Organizations and Agencies**

The District shall cooperate whenever possible with institutions of higher education, other school districts and with other local, state, and regional educational agencies and organizations in matters of common concern, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

### Relations with Education Research Agencies

The Board of Education recognizes the potential contribution of appropriate educational research to learning, teaching and school administration. To the extent possible, School District U-46 will cooperate with colleges, universities, and other recognized agencies in legitimate research projects. The appropriateness of all such requests will be determined by the Chief Executive Officer/Superintendent/designee.

CROSS REF.:1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED:July 18, 2022

**School District U-46**

## 8:110 Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

If a community member wishes to speak during the Public Comment portion of Board Meetings, please see policy 2:230, *Public Participation at Board of Education Meetings and Petitions to the Board*.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

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

LEGAL REF.:115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.:2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED:July 18, 2022

**School District U-46**