

# Golf School District 67

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## Board of Education Regular Meeting January 21, 2016 - 6:30 P.M. Golf School District 67–Board Room

### AGENDA

1. Call to Order – Roll Call 6:30 pm
2. Changes to the Agenda
3. Consent Agenda 6:35 pm
  - 3.1 Minutes
  - 3.2 December Financials
  - 3.3 Personnel
4. PTA Report 6:40 pm
5. Administrators' Reports 6:45 pm
6. Public Comment – *Please limit to three minutes per individual* 7:00 pm
7. William Blair Presentation by Elizabeth Hennessy 7:30 pm
8. Student Achievement Report 8:00 pm
9. Items for Discussion 8:20 pm
  - 9.1 Policy –First Reading
    - 7.130 Student Rights and Responsibilities
10. Items for Action: 8:30 pm
  - 10.1 Resolution approving a supplemental tax levy to pay the principal of and interest on the District's outstanding limited bonds.
  - 10.2 Approve the 2016-2017 School Calendar
  - 10.3 Approve the 2016-2017 School Fees
  - 10.4 Approve the Kindergarten Enrichment Program for 2016-2017 School Year
  - 10.5 Adoption of Board Policies
    - 2.150 Committees
    - 2.200 Types of School Board Meetings
    - 4.170 Safety
    - 5.90 Abused and Neglected Child Reporting
    - 5.100 Staff Development Program
    - 6.15 School Accountability'
    - 6.50 School Wellness
    - 6.60 Curriculum Content
    - 6.160 English Learners
    - 6.235 Internet- Website; Employee Acceptable Use
    - 6.270 Guidance and Counseling Program
    - 6.280 Grading and Promotion
    - 6.315 High School Credit for Students in Grade 7 or 8
    - 7.50 School Admissions and Student Transfers to and from Non-District Schools
    - 7.100 Health, Eye, and Dental Examinations; Immunizations and Exclusion of Students
    - 7.140 Search and Seizure
    - 7.290 Suicide and Depression Awareness and Prevention
    - 7.300 Extracurricular Athletics

**Golf School District 67**  
**Board of Education Regular Meeting**  
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**AGENDA (Continued)**

- 7.305 Student Athlete Concussions and Head Injuries
- 7.340 Student Records
- 8.30 Visitors to and Conduct on School Property
  
- 11. Items for Information 8:45 pm
  - 11.1 Freedom of Information Act (FOIA) Requests
  - 11.2 Student Enrollment
  - 11.3 Parent Teacher Conference Evaluations – November 23, 2015
  
- 12. Finance Report 8:55 pm
  
- 13. Board Committee Reports 9:00 pm
  - 13.1 Finance and Facilities
  - 13.2 Niles Township District for Special Education – District 807
  - 13.3 Classrooms First
  - 13.4 Policy
  
- 14. Public Comment<sup>1</sup> - *Please limit to three minutes per individual* 9:15 pm
  
- 15. Closed Session 9:20 pm

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]
  
- 16. Open Session 9:55 pm
  
- 17. Adjournment 10:00 pm

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**1. CALL TO ORDER - ROLL CALL**

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**2. CHANGES TO THE AGENDA**

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**3. CONSENT AGENDA**

3.1 Minutes

- December 3, 2015 Regular Meeting
- December 3, 2015 Closed Session Meeting

3.2 December Financials

3.3 Personnel

- Retirement –Health Aide – Hynes Elementary School

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 approve the Consent Agenda for January 21, 2016.

**ROLL CALL**

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**3. CONSENT AGENDA**

3.1 Minutes

- December 3, 2015 Regular Meeting
- December 3, 2015 Closed Session Meeting

3.2 December, 2015 Financials

Payroll expense – 12/4/2015	\$258,051.07
Stipend Payroll expense	44,542.24
Payroll expense – 12/18/2015	261,730.22
Payroll expense – 12/31/2015	256,375.86
<hr/>	
TOTAL DECEMBER PAYROLL EXPENSE	\$820,699.39
TOTAL DECEMBER ACCOUNTS PAYABLE	199,476.17
<b>GRAND TOTAL DECEMBER PAYABLES</b>	<b>\$1,020,175.56</b>
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3.3 Personnel

- Retirement –Pat Steinman, Health Aide – Hynes Elementary School

**Golf School District 67**  
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**4. PTA REPORT**

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**5. ADMINISTRATORS' REPORT**

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**6. PUBLIC COMMENT**

*Please state your name and limit your comments to 3 minutes.*

**Golf School District 67**  
**Board of Education Regular Meeting**  
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**7. WILLIAM BLAIR PRESENTATION BY ELIZABETH HENNESSY**

Elizabeth Hennessy, from William Blair & Company, will speak to the Board this evening regarding the District's outstanding debt.

**Golf School District 67**  
**Board of Education Regular Meeting**  
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**8 STUDENT ACHIEVEMENT REPORT**

The student achievement report informs the Board of Education and the school community of the annual progress of Golf School District 67 students on the state assessment. Students in grades 3-8 took the PARCC (Partnership for Assessment of Readiness for College and Careers) Assessment for the first time in the spring of 2015. Dr. Flores will present an overview of the 2014-2015 student achievement results.

**Golf School District 67**  
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**9. ITEMS FOR DISCUSSION**

**9.1 Policy –First Reading**

The Policy Committee has reviewed Policy 7.130 and Dr. Flores will lead a discussion as a first reading.

7.130 - Student Rights and Responsibilities

## STUDENTS

### Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. ~~These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee.~~ Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. 4 Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

~~The School Board believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important goals of education. The School Board believes also that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.~~

#### A. ~~Citizenship and Moral Responsibilities.~~

- ~~1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.~~
- ~~2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students conduct shall reflect consideration of the rights and privileges of others.~~
- ~~3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.~~
- ~~4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.~~

#### B. ~~Rights.~~

- ~~1. To attend school.~~
- ~~2. To express his/her opinion verbally or in writing in an appropriate manner (subject to other provisions of policy and applicable law).~~
- ~~3. To expect that the school be a safe place for all students to gain an education.~~
- ~~4. To be represented, when appropriate, by an active student government selected by free school elections.~~

C. Students' Responsibilities:

1. To become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators, support staff, teachers, and all adults in maintaining discipline in the school and at school sponsored activities.

Involvement in Decision Making

The professional staff is urged to accept the responsibility for helping students to gain first-hand experience in the process of decision making.

Participation in an elected representative student government is an important experience for future voters in a democracy. Even young students can benefit from participation in the decision making process regarding matters within their understanding and concern. Older students can participate in more structured activities such as the Student Council, whenever budget allocations permit such a club.

Student Complaints and Grievances

Students have both the right and the responsibility to express school related concerns and grievances to the District's administration pursuant to uniform grievance procedures.

LEGAL REF.: 20 U.S.C. § 7904  
105 ILCS 20/5  
~~23 Ill Admin. Code § 1.210~~  
Tinker v. Des Moines Independent School District, 89 S. Ct. 733 (1969)

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline)

ADOPTED: September 20, 1984

REVISED: May 18, 1995; February 5, 2004; May 2, 2013; December 11, 2015

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**10. ITEMS FOR ACTION**

- 10.1 Resolution approving a supplemental tax levy to pay the principal of and interest on the District's outstanding limited bonds.

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 approve the attached resolution as written for the adoption of a supplemental tax levy as it is determined to be necessary and in the best interest of the District.

**ROLL CALL**



**Golf School District 67**  
**9401 Waukegan Road**  
**Morton Grove, Illinois**  
**60053-1353**

**Christine A. Hoffman**  
Business Manager

Business Office  
**847.966.8200 ext. 322**

Bookkeeper  
**847.966.8200 ext. 240**

Director of  
Buildings and Grounds  
**847.966.8200 ext. 245**

Fax  
**847.966.8290**

E-mail  
**choffman@golf67.net**

**Date:** January 5, 2016  
**To:** Dr. Beth Flores and Board of Education  
**From:** Christine A. Hoffman  
**Subject:** Supplemental Tax Levy Resolution

**Background:**

On September 18, 2014 the Golf School District 67 Board of Education adopted a resolution providing for the issue of not to exceed \$4,000,000 General Obligation Limited Tax School Bonds for the purposes of paying claims against the District and refunding certain outstanding bonds of the District, and providing for the levy of a direct annual tax to pay the principal and interest on these bonds. The direct annual tax levied upon all the taxable property within the District for each of the years while the Bonds or any of them are outstanding is \$499,247.53.

**Situation:**

The Property Tax Extension Limitation Law (PTELL) limits the amount of taxes that can be extended by the District to pay the principal and interest on these Bonds. The Bonds are payable from the debt service extension base of the District (the "Base"), which is an amount equal to the extension of the District for the 1994 levy year constituting an extension for payment of principal and interest on bonds issued by the District without Referendum. Beginning with the 2009 levy year the Base is increased each year by the lesser of 5% or the Consumer Price Index (CPI) during the 12-month calendar year preceding the levy year. The Base for levy year 2015 is equal to \$503,241.51 while the principal and interest due on the Bonds as shown in Column (A) of Exhibit A in certain levy years exceeds the taxes levied in the Bond Resolution. The District has the authority to adopt a supplemental levy, increasing the amount of taxes levied to pay the principal and interest on the Bonds up to the amount of the 2015 Base. Thus, the supplemental levy would equal \$3,993.98, the difference between the 2015 base and the \$499,247.53 taxes levied in the Bond Resolution.

**Recommendation:**

The Administration recommends that the Board of Education of Golf School District 67 approve the attached resolution as written for the adoption of a supplemental tax levy as it is determined to be necessary and in the best interest of the District.

MINUTES of a regular public meeting of the Board of Education of School District Number 67, Cook County, Illinois, held at 9401 Waukegan Road, Morton Grove, Illinois, in said School District at 6:30 o'clock P.M., on the 21st day of January, 2016.

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Richard A. Toth, the President, and the following members were physically present at said location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of the District.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 67, Cook County, Illinois.

\* \* \*

WHEREAS, School District Number 67, Cook County, Illinois (the “*District*”), is a duly organized School District operating under the provisions of the School Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*School Code*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax School Bonds, Series 2014, dated October 10, 2014 (the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to a resolution adopted by the Board of Education of the District (the “*Board*”) on the 18th day of September, 2014, as supplemented by a Notification of Sale of the Bonds, dated the 30th day of September 2014 (the “*Bond Resolution*”), and in accordance with the provisions of the School Code and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds as set forth in Column (B) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, the Bond Resolution has been filed with the County Clerk of the County of Cook, Illinois (the “*County Clerk*”); and

WHEREAS, pursuant to the Bond Resolution, the District directed the County Clerk to extend the taxes levied in the Bond Resolution to pay principal of and interest on the Bonds in accordance with the terms of the Bond Resolution; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the School Code and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay

the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Tax Extension Limitation Law*"); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the "*Base*"), which is an amount equal to that portion of the extension of the District for the 1994 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2015 is equal to \$503,241.51 (the "*2015 Base*"); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied in the Bond Resolution; and

WHEREAS, in accordance with the School Code, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds and the District's other outstanding non-referendum bonds to be increased up to the amount of the 2015 Base or the amount of the principal of and interest due on the Bonds and the District's other outstanding non-referendum bonds payable from the taxes levied for each such levy year, whichever is less; and

WHEREAS, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Education of School District Number 67, Cook County, Illinois, as follows:

*Section 1.* The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into this Resolution by this reference.

*Section 2.* The District does hereby levy for each of the years 2015 to 2025, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Resolution. A schedule showing the aggregate of the taxes levied in the Bond Resolution and the taxes levied in this Resolution is set forth in Column (D) of *Exhibit A*.

*Section 3.* Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk, and it shall be the duty of the County Clerk to annually in and for each of the years 2015 to 2025, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of *Exhibit A*, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for school purposes, in order to raise the respective amount aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general school purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund heretofore created and designated as the "School Bond and Interest Fund of 2014", which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the School Treasurer who receives the taxes of the District.

*Section 4.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 5.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 21, 2016.

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President, Board of Education

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Secretary, Board of Education

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following members voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of School District Number 67, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Education

## EXHIBIT A

### SUPPLEMENTAL AND TOTAL TAXES LEVIED AND TO BE EXTENDED

YEAR OF LEVY	(A) DEBT SERVICE ON THE BONDS	(B) TAXES LEVIED IN 2014	(C) 2015 SUPPLEMENTAL TAX LEVY	(D) TOTAL TAXES TO BE EXTENDED TO PRODUCE
2015	\$248,293.76	\$241,062.51	\$3,993.98	\$245,056.49
2016	239,843.76	226,761.37	3,993.98	230,755.35
2017	251,543.76	232,246.27	3,993.98	236,240.25
2018	296,543.76	269,841.27	3,993.98	273,835.25
2019	401,293.76	364,841.27	3,993.98	368,835.25
2020	444,893.76	399,841.27	3,993.98	403,835.25
2021	531,293.76	479,841.27	3,993.98	483,835.25
2022	538,693.76	479,841.27	3,993.98	483,835.25
2023	550,093.76	479,841.27	3,993.98	483,835.25
2024	555,293.76	479,841.27	3,993.98	483,835.25
2025	563,393.76	479,841.27	3,993.98	483,835.25

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of School District Number 67, Cook County, Illinois (the "*Board*"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 21st day of January, 2016, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 67, Cook County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of January, 2016.

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Secretary, Board of Education

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COOK            )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2016, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 67, Cook County, Illinois.

duly adopted by the Board of Education of School District Number 67, Cook County, Illinois, on the 21st day of January, 2016, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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County Clerk

[SEAL]

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COOK            )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of School District Number 67, Cook County, Illinois (the “*District*”), and as such official I do further certify that on the 21st day of January, 2016, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 67, Cook County, Illinois.

duly adopted by the Board of Education of the District on the 21st day of January, 2016, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of January, 2016.

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School Treasurer

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**10. ITEMS FOR ACTION**

**10.2 Approve the 2016-2017 School Calendar**

The Golf School District 67 administrative team would like to recommend to the Board two options for the calendar for the 2016-2017 school year.

Option 1 calendar observes Columbus Day on October 10th and Yom Kippur on October 12th. This calendar ends the school year on Thursday, June 8<sup>th</sup>.

Option 2 calendar does not observe Columbus Day on October 10th, but observes Yom Kippur on October 12th and ends the school year on Wednesday, June 7th.

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 approve the 2016-2017 public school calendar – Option \_\_\_\_\_.

**ROLL CALL**

# Golf School District 67

## 2016-2017 School Calendar

### OPTION 1

July							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
Total							0

August							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
	1	2	3	4	5	6	0
7	8	9	10	11	12	13	0
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	3
28	29	30	31				3
Total							6

September							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	4
11	12	13	14	15	16	17	4
18	19	20	21	22	23	24	5
25	26	27	28	29	30		5
Total							20

October							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
						1	0
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	3
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30	31						1
Total							18

November							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
		1	2	3	4	5	4
6	7	8	9	10	11	12	3
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	0
27	28	29	30				3
Total							15

December							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	5
25	26	27	28	29	30	31	0
Total							17

January							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
1	2	3	4	5	6	7	0
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	4
22	23	24	25	26	27	28	5
29	30	31					2
Total							16

February							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	3
26	27	28					2
Total							18

March							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
			1	2	3	4	2
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30	31		0
Total							17

April							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	4
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30							
Total							19

May							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30	31				2
Total							22

June							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	4
11	12	13	14	15	16	17	0
18	19	20	21	22	23	24	0
25	26	27	28	29	30		0
Total							6

Total Days	
Pupil Attendance Days	174
Teacher Institute Days	4
Parent Teacher Conferences	2
Emergency Days	5
<b>Total</b>	<b>185</b>

Non-Attendance Days	
Labor Day - 9/5/2016	
Eid-al-Adha - 9/12/16	
Rosh Hashanah - 10/3/2016	
Columbus Day - 10/10/2016	
Yom Kippur - 10/12/2016	
Veteran's Day - 11/11/2016	
Thanksgiving Day - 11/24/2016	
Winter Break - 12/26/2016 - 1/6/2017	
Christmas Day - 12/25/2016	
New Year's Day - 1/1/2017	
Martin Luther King Jr. Day - 1/16/2017	
President's Day - 2/20/2017	
Spring Break - 3/27/2017 - 3/31/2017	
Good Friday - 4/14/2017	
Memorial Day - 5/29/2017	

Calendar Legend	
First Day of School for Students	
Teacher Institute Days - No Student Attendance	
Non Attendance Days	
Parent Teacher Conferences-No Student Attendance	
Half Day Attendance for Students	
Emergency Days (if needed)	

# Golf School District 67

## 2016-2017 School Calendar

### OPTION 2

July							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
Total							0

August							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
	1	2	3	4	5	6	0
7	8	9	10	11	12	13	0
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	3
28	29	30	31				3
Total							6

September							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	4
11	12	13	14	15	16	17	4
18	19	20	21	22	23	24	5
25	26	27	28	29	30		5
Total							20

October							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
						1	0
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	4
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30	31						1
Total							19

November							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
		1	2	3	4	5	4
6	7	8	9	10	11	12	3
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	0
27	28	29	30				3
Total							15

December							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	5
25	26	27	28	29	30	31	0
Total							17

January							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
1	2	3	4	5	6	7	0
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	4
22	23	24	25	26	27	28	5
29	30	31					2
Total							16

February							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	3
26	27	28					2
Total							18

March							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
			1	2	3	4	2
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30	31		0
Total							17

April							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	4
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30							
Total							19

May							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30	31				2
Total							22

June							
Su	Mo	Tu	We	Th	Fr	Sa	Ttl
				1	2	3	2
4	5	6	7	8	9	10	3
11	12	13	14	15	16	17	0
18	19	20	21	22	23	24	0
25	26	27	28	29	30		0
Total							5

Total Days	
Pupil Attendance Days	174
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<b>Total</b>	<b>185</b>

Non-Attendance Days	
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Eid-al-Adha - 9/12/16	
Rosh Hashanah - 10/3/2016	
Yom Kippur - 10/12/2016	
Veteran's Day - 11/11/2016	
Thanksgiving Day - 11/24/2016	
Winter Break - 12/26/2016 - 1/6/2017	
Christmas Day - 12/25/2016	
New Year's Day - 1/1/2017	
Martin Luther King Jr. Day - 1/16/2017	
President's Day - 2/20/2017	
Spring Break - 3/27/2017 - 3/31/2017	
Good Friday - 4/14/2017	
Memorial Day - 5/29/2017	

Calendar Legend	
First Day of School for Students	
Teacher Institute Days - No Student Attendance	
Non Attendance Days	
Parent Teacher Conferences-No Student Attendance	
Half Day Attendance for Students	
Emergency Days (if needed)	

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**10. ITEMS FOR ACTION**

10.3 Approve the 2016-2017 School Fees

The administration has reviewed the historical fee schedule and is recommending the following student fees for the 2016-2017 school year.

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 approve the student fees for the 2016-2017 school year as presented.

**ROLL CALL**



**Golf School District 67**  
**9401 Waukegan Road**  
**Morton Grove, Illinois**  
**60053-1353**

**Christine A. Hoffman**  
 Business Manager

Business Office  
**847.966.8200 ext. 322**

Bookkeeper  
**847.966.8200 ext. 240**

Director of  
 Buildings and Grounds  
**847.966.8200 ext. 245**

Fax  
**847.966.8290**

E-mail  
**choffman@golf67.net**

**Date: January 6, 2016**

**To: Dr. Beth Flores and Board of Education**

**From: Christine A. Hoffman**

**Subject: Student Fee Schedule 2016-2017**

### Introduction

Each year at this time we consider setting the school fees for the next school year. It is important to set fees at this time because work will begin on setting the budget for the next school year, and this will provide the ability to determine one of the District's revenue sources. It is also important to set the fees because the District will begin registering students at the end of this month.

### Situation

Below I have completed a table with a summary of fees with a four-year analysis. When reviewing the current fee structure, the District considered the following information before calculating the fees. These considerations are as follows:

1. Student fees will be relatively flat for four years.
2. The current economic condition.
3. The recommendation to begin charging transportation fees. See attached Transportation Fee Analysis.
4. The District does not charge a Technology fee and will evaluate this area for future years.

### Requirements

- All fees must be paid in full at time of registration.
- Fees not paid by May 9th will be subject to a \$25.00 per student late fee. Maximum of \$50.00 per family.
- Parents who are unable to pay fees due to hardship have the affordance of completing a "Fee Waiver Request" form.

Fee	2016-17	2015-16	2014-15	2013-14
Book (Max \$450 per family)	\$150.00	\$150.00	\$150.00	\$150.00
Kindergarten Enrichment	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Pre-School Tuition	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Technology	\$0	\$0	\$0	\$0
Transportation (2 riders \$230//Max \$300)	\$180.00	\$0	\$0	\$0
Lunch	\$2.75	\$2.75	\$2.50	\$2.50
Milk	\$0.40	\$0.40	\$0.40	\$0.40
Sports – After School Gym	\$25.00	\$25.00	\$25.00	N/A
Sports – Boys Soccer	\$115.00	\$115.00	\$115.00	\$150.00
Sports – Girls Soccer	\$115.00	\$115.00	\$115.00	\$120.00
Sports – Volleyball	\$135.00	\$135.00	\$135.00	\$180.00
Sports - Basketball	\$190.00	\$190.00	\$190.00	\$250.00
Sports – Cheerleading	\$45.00	\$45.00	\$45.00	\$55.00
Clubs – Battle of the Books	\$45.00	\$45.00	\$45.00	\$55.00
Clubs – Ecology	\$45.00	\$45.00	\$45.00	\$40.00
Clubs – Newspaper	\$45.00	\$45.00	\$45.00	N/A
Clubs – Volunteer Service	\$45.00	\$45.00	\$45.00	N/A
Clubs - World Travelers	\$25.00	\$25.00	\$25.00	N/A
Band/Chorus	\$60.00	\$60.00	\$60.00	\$60.00

### Recommendation

The Administration is recommending that the Board of Education approve student fees for the 2016-2017 school term as presented in the above chart.

**Golf School District 67**  
**Transportation Fees**  
**2015-2016 Analysis**

Bus Transportation Fee Comparison (Highest to Lowest)			Notes
1	Wilmette D39	\$595	
2	Kildeer 96	\$525	
3	Avoca D37 (Wilmette)	\$500	up to \$1,400 for 4 children
4	Northfield D31	\$470	
5	Winnetka D36	\$447	\$499 (late registration)
6	Evanston/Skokie 65	\$435	
7	Lake Forest D67	\$430	\$750 (2 children)/ \$975 (3 or more)
8	Glenview D34	\$405	Charging families past 5 years
9	Glencoe D35	\$400	
10	Aptakisic-Tripp D102	\$375	
11	Northbrook 27	\$325	
12	District 219	\$300	
13	Skokie D68	\$240	Charging families past 5 years
14	East Prairie D73 (Skokie)	\$170 (single) /\$320 (family)	Charging families past 12 years
15	Golf School D67	FREE 2015-2016	<b>2016-2017 Recommendation</b> <b>\$180 (1 rider) \$230 (2 riders) \$300 (max)</b>
16	Skokie D69	\$150	\$75 each additional child
17	Skokie D73.5	\$135	\$110 (2nd child) \$245 (family max)
18	Lincolnwood D74	\$125 (1 rider) \$230 (2 riders) \$305 (max)	Waived this year due to construction
19	Fairview D72 (Skokie)	\$25 per family	
20	Niles D71	FREE	
21	Morton Grove D70	FREE	

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**10. ITEMS FOR ACTION**

10.4 Approve the Kindergarten Enrichment Program for 2016-2017 School Year

The administration reviewed the financial implications of reinstating full-day kindergarten for the 2016-2017 school year. The recommendation is to continue half-day Kindergarten and offer the half-day Kindergarten Enrichment Program.

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 once again offer the half-day Kindergarten Enrichment Program, provided that the enrollment will make the program self-sufficient, at Hynes Elementary School during the 2016-2017 school year.

**ROLL CALL**

**Golf School District 67**  
**Board of Education Regular Meeting**  
**January 21, 2016**

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**10. ITEMS FOR ACTION**

**10.5 Adoption of Board Policies**

The Policy Committee has reviewed the following policies and it is recommended they be adopted as reviewed/revised.

- 2.150 Committees
- 2.200 Types of School Board Meetings
- 4.170 Safety
- 5.90 Abused and Neglected Child Reporting
- 5.100 Staff Development Program
- 6.15 School Accountability
- 6.50 School Wellness
- 6.60 Curriculum Content
- 6.160 English Learners
- 6.235 Internet- Website; Employee Acceptable Use
- 6.270 Guidance and Counseling Program
- 6.280 Grading and Promotion
- 6.315 High School Credit for Students in Grade 7 or 8
- 7.50 School Admissions and Student Transfers to and from Non-District Schools
- 7.100 Health, Eye, and Dental Examinations; Immunizations and Exclusion of Students
- 7.140 Search and Seizure
- 7.290 Suicide and Depression Awareness and Prevention
- 7.300 Extracurricular Athletics
- 7.305 Student Athlete Concussions and Head Injuries
- 7.340 Student Records
- 8.30 Visitors to and Conduct on School Property

**POSSIBLE MOTION:**

I move that the Board of Education of Golf School District 67 waive the usual policy of having a first reading and adopt Board Policies 2.150, 2.200, 4.170, 5.90, 5.100, 6.15, 6.50, 6.60, 6.160, 6.235, 6.270, 6.280, 6.315, 7.50, 7.100, 7.140, 7.290, 7.300, 7.305, 7.340 and 8.30 as revised/reviewed.

**ROLL CALL**

## **SCHOOL BOARD**

### **Committees, Other Boards, Delegates, Liaisons, and Representatives**

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

School Board members serve on internal committees and are actively involved as appointed representatives to other boards, associations, and groups.

Appointments to Board committees and other positions (except Superintendent committees) can be made by majority vote of the School Board. If the Board fails to act, the Board President may make appointments.

Appointees to positions are presumed to serve until their successors are appointed, typically after one year. The Board (or Superintendent, for Superintendent committees) may fill any vacancy that arises in a position.

#### **1. Board Committees**

The School Board may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board Committees and report directly to the Board.

Committee members may include both Board members and non-Board members depending on the committee's purpose. To the greatest extent permitted by law, non-Board members of Board committees shall be considered volunteer personnel for the purposes of Board Policy § 2.82. The District shall also seek an endorsement to any applicable District liability insurance policies to provide coverage for Board committee members.

Committee appointments are normally made once per year. During odd numbered years, appointments are made at the Board organization meeting that is held after the consolidated election in April.

In addition to appointing individuals to committees, the Board may designate a committee's chair. If a chair is not designated by the Board, the committee may elect its own chair.

The Board President shall be an *ex-officio* non-voting member of all Board committees to which he or she is not formally appointed.

When alternates are appointed to committees, they may attend and participate in meetings, but are not regular committee members and an alternate may only vote in the absence of a Board member who is a member of the committee.

Board committees are subject to the Illinois Open Meetings Act. As a result, responsibilities of Board committees include: giving public notices and posting agendas of meetings in advance; voting only on published agenda items, and keeping minutes of meetings (including date time and place of the meeting, members participating, summary of matters considered, and a record of any vote taken).

All members of Board committees should receive Open Meetings Act training, regardless of whether they are also Board members.

A committee's meeting dates, times, and locations may be established by the committee.

A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

**a. Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

**b. Standing Board Committees**

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

**i. Finance and Facilities Committee**

The Finance and Facilities Committee monitors and makes recommendations regarding the fiscal management of the District, including long term financial plans, budget development, audits, financial reports, review of bids, major expenditures, and bond issuances.

The Committee also monitors and makes recommendations regarding long term facilities plans, building projects and other improvements, mechanical equipment replacement, and maintenance programs and projects relating to facilities, equipment and grounds.

*Membership:*

- Two Board members
- The School Board may also appoint one of its members as an alternate member of the Committee.

*Meetings:* It is anticipated that the Committee will meet monthly.

**ii. Policy Committee**

The Policy Committee formulates and makes recommendations for the adoption of District policies. The Committee reviews District goals, best practices, and legal compliance issues, considering options for new policies, policy updates resulting from changes in District practices, and policy revisions recommended by the Illinois Association of School Boards.

The Superintendent is directed to keep the Committee apprised about proposed revisions to administrative procedures, the student handbook, the staff handbook, and similar policy related documents.

*Membership:*

- Two Board members
- The School Board may also appoint one of its members as an alternate member of the Committee.

*Meetings:* It is anticipated that the Committee will meet every two months.

iii. **Negotiations Committee**

The Negotiations Committee negotiates collective bargaining agreements within guidelines and parameters set by the Board, including but not limited to collective bargaining agreements with the Golf Teachers' Association – Local 1274, IFT/AFT (the "Union"). Proposed collective bargaining agreements are presented to Board with recommendations for final action.

Similarly, the Committee has negotiating authority over mid-term and impact bargaining.

On an as-needed basis, the Board may direct the Committee to monitor or assist in the negotiation of contracts with administrators and other professional staff.

On an as-needed basis, the Board may direct the Committee to monitor or assist in the negotiation of any District contract.

*Membership:*

- Two Board members
- The School Board may also appoint one of its members as an alternate member of the Committee.
- During collective bargaining negotiations, the School Board may appoint District administrators as temporary members of the Committee, or, alternatively, the School Board or the Committee may appoint District administrators to act with the Committee as members of a bargaining team.

*Meetings:* The Committee will meet on an 'as needed' basis, primarily and most frequently during collective bargaining negotiations.

iv. **Parent-Teacher Advisory Committee**

The Parent-Teacher Advisory Committee is required by, and operates in accordance with, the Illinois School Code (105 ILCS 5/10-20.14).

The Parent-Teacher Advisory Committee assists in the development of student discipline policy and procedure, and provides information and recommendations to the Board., including school searches, and in the furnishing a copy of the policy to the parents or guardian of each pupil within 15 days after the beginning of the school year, or within 15 days after starting classes for a pupil who transfers into the District during the school year, and requiring that each school informs its pupils of the contents of its policy. The School Board, along with the Parent-Teacher Advisory Committee, will endeavor to annually review their pupil discipline policies, the implementation of those policies, and any other factors related to the safety of their schools, pupils, and staff.

The Committee, in cooperation with local law enforcement agencies shall develop, with the School Board, policy guideline procedures to establish and maintain a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students.

The Committee, in cooperation with school bus personnel, shall develop, with the School Board, policy guideline procedures to establish and maintain school bus safety procedures. These procedures shall be incorporated into the District's pupil discipline policy.

The School Board, in consultation with the Committee and other community-based organizations, must include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation bullying, as defined in the policy. These provisions must include procedures for notifying parents or legal guardians and early intervention procedures based upon available community-based and district resources.

The Committee reviews such issues as student discipline, disruptive classroom behavior, school bus safety procedures, behavioral interventions, administering medications, reciprocal reporting between the District and law enforcement and the dissemination of student conduct information.

The Committee may also make recommendations to the Superintendent for administrative procedures relating to student discipline.

***Membership:***

- Two Board members serving on the Policy Committee.
- Any Board member serving as an alternate member of the Policy Committee shall also serve as an alternate member of the Committee.
- The School Board may appoint one or more District parents to the Committee.
- The School Board may appoint one or more District teachers to the Committee, provided that there shall be equal numbers of teachers from Hynes Elementary School and Golf Middle School.
- The School Board may appoint one or more District administrators to the Committee.
- The School Board may appoint other individuals to the Committee whose expertise or experience is needed.

***Meetings:*** The Parent-Teacher Advisory Committee will meet at least annually.

**v. Behavioral Interventions Committee**

The Behavioral Interventions Committee is required by, and operates in accordance with, the Illinois School Code (105 ILCS 5/14-8.05).

The Behavioral Interventions Committee monitors, develops and recommends policies and procedures on the use of behavioral interventions in accordance with Board Policy 7.230 (titled "Misconduct by Students with Disabilities") and provides information and recommendations to the Board.

Changes to policies and procedures shall be recommended as necessary to comply with the rules established by the State Board of Education not later than one month after commencement of the school year after new State Board of Education rules are adopted, and shall be developed with the advice of parents with students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

The Committee is encouraged to seek input from the Executive Director of the Niles Township District for Special Education – District 807.

The Policy Committee shall act as the Behavioral Interventions Committee and perform the duties assigned to the Behavioral Interventions Committee.

***Membership:***

- Two Board members serving on the Policy Committee.
- Any Board member serving as an alternate member of the Policy Committee shall also serve as an alternate member of the Committee.

***Meetings:*** The Committee will meet on an 'as needed' basis.

## **2. Superintendent Committees**

The Superintendent creates Superintendent committees as deemed necessary and makes all appointments. Superintendent committees report to the Superintendent.

### **a. Special Superintendent Committees**

Special Superintendent committees may be created for specific purposes or to investigate special issues. A special committee may be dissolved after presenting its final report to the Superintendent or at the Superintendent's discretion.

For informational purposes, the following is a list of some (but not necessarily all) special Superintendent committees that have been formed by the Superintendent:

#### **i. Performance Educational Reform Act (PERA) Joint Committee**

The PERA Joint Committee is required by, and operates in accordance with, the Performance Educational Reform Act (105 ILCS 5/24A-4(b)).

Its purpose of the Committee is to incorporate the use of data and indicators of student growth into the teacher evaluation plan.

*Members:* Members are appointed at the discretion of the Superintendent for District representatives, and at the discretion of Golf Teachers' Association – Local 1274, IFT/AFT for teacher representatives.

*Meetings:* Pursuant to PERA administrative rules, the PERA Joint Committee is required to meet by November 1 of the school year prior to the District's PERA Implementation Date, although it can meet multiple times.

#### **ii. Insurance Committee**

The Insurance Committee is established pursuant to the collective bargaining agreement between District 67 and Golf Teachers' Association – Local 1274, IFT/AFT (the "Union").

The Insurance Committee is tasked with reviewing and discussing health insurance trends and options, considering insurance renewals, and preparing recommendations for plan design changes.

The Committee is encouraged to seek input from the District's insurance broker representative, as needed.

*Members:* In accordance with the collective bargaining agreement, Committee participants include the following:

- One Board member.
- The District's Business Manager
- Two non-certified staff members
- Two teachers / members of the Union.

*Meetings:* In accordance with the collective bargaining agreement, the Insurance Committee shall meet at least once annually. The Committee is required for the duration of the 2013-2016 collective bargaining agreement, but may extend beyond that term in the Superintendent's discretion.

**iii. Salary Schedule Committee**

The Salary Schedule Committee is established pursuant to the collective bargaining agreement between District 67 and Golf Teachers' Association – Local 1274, IFT/AFT (the "Union").

The Salary Schedule Committee is charged with reviewing the structure of the current salary schedules, determining how to reduce the cost of lane movement, and determining a new salary structure to take effect at the end of the 2015-2016 school term.

*Members:* Members are appointed at the discretion of the Superintendent for District representatives, and at the discretion of the Union for teacher representatives.

*Meetings:* The Committee is required for the first year of the 2013-2016 collective bargaining agreement, but may extend beyond that term in the Superintendent's discretion.

**b. Standing Superintendent Committees**

For informational purposes, the following is a list of some (but not necessarily all) standing Superintendent committees that have been formed by the Superintendent for indefinite terms:

**i. Community Engagement Committee**

The purpose of the Community Engagement Committee ("CEC") is to improve communication and relationships with the District 67 community, increase engagement of families and community members in District and school activities, and strengthen the role of the schools as community assets. The CEC is to focus on community engagement at the District level by: (1) promoting District-wide efforts to the District community, (2) engaging the District community in discussion and feedback about large District initiatives (e.g., finance, facilities, curriculum, State of the District, safety, etc.), and (3) promoting communication and collaboration with governmental, business, and community organizations in the District (e.g., Park District, Village, and Chamber of Commerce). The CEC is to make recommendations regarding the appointment of liaisons to such organizations.

*Members:* Members are appointed at the discretion of the Superintendent, but typically include at least one Board member.

CEC members must have a vested interest in the District (e.g., teachers or other staff from Golf Middle School or Hynes Elementary School, parents of a current student or alum, classroom volunteers, Morton Grove or Niles residents residing within the District, staff members or volunteers from a community organization in Morton Grove or Niles).

*Meetings:* It is anticipated that the CEC will meet quarterly.

**ii. Golf School Improvement Committee**

With the direction of the Superintendent, the Golf School Improvement Committee focuses on issues unique to Golf Middle School, including but not limited to development of curriculum and student assessment practices.

*Members:* Members are appointed at the discretion of the Superintendent.

*Meetings:* At the discretion of the Superintendent.

**iii. Hynes School Improvement Committee**

With the direction of the Superintendent, the Hynes School Improvement Committee focuses on issues unique to Hynes Elementary School, including but not limited to development of curriculum and student assessment practices.

*Members:* Members are appointed at the discretion of the Superintendent.

*Meetings:* At the discretion of the Superintendent.

**iv. Reduction in Force (RIF) Joint Committee**

The RIF Joint Committee is required by, and operates in accordance with, the Illinois School Code (105 ILCS 5/24-12(c)).

The RIF Joint Committee addresses matters pertaining to honorable dismissals of teachers, to the extent required by state law.

*Members:* In accordance with state law, the Committee will consist of an equal number of representatives selected by (1) the Superintendent and (2) Golf Teachers' Association – Local 1274, IFT/AFT. Members are appointed at the discretion of the Superintendent for District representatives, and at the discretion of the Union for teacher representatives.

*Meetings:* In accordance with state law, the RIF Joint Committee must meet on an annual basis no later than December 1 of each school year.

**v. Technology Committee**

With the direction of the Superintendent, the Technology Committee focuses on technology issues for the District, including but not limited to a District technology plan, options for technology funding, assessment of new instructional technology, and the integration and alignment of technology with curriculum and instructional goals.

*Members:* Members are appointed at the discretion of the Superintendent, but typically include at least one Board member.

*Meetings:* At the discretion of the Superintendent.

**vi. Wellness Committee**

With the direction of the Superintendent, the Wellness Committee supports efforts and activities designed to protect and promote the health and well-being of staff and students.

Committee areas of involvement include: healthy school environment; health education and health promotion programs for faculty and other staff; student health education; physical education programs; school health services; psychological and social services; and counseling, psychological and social services.

*Members:* Members are appointed at the discretion of the Superintendent, but typically include the District nurse.

*Meetings:* At the discretion of the Superintendent.

**3. Niles Township District for Special Education – District 807**

Niles Township District for Special Education – District 807 ("NTDSE") is an educational cooperative of all public elementary schools in Niles Township, including school districts in Morton Grove, Niles, Skokie, and Lincolnwood. NTDSE provides educational services to children with special education needs, and is based at Molloy School in Morton Grove.

NTDSE is governed by a nine member Governing Board that acts as its school board. Each school district in the cooperative appoints one of its board members to NTDSE's Governing Board. The Governing Board typically meets on the second Thursday of each month, at 7:00 p.m., at Molloy School.

The School Board will annually appoint one of its members to serve on the NTDSE Governing Board. The appointed representative is expected to regularly attend meetings of the Governing Board. If no member is formally appointed, the Board Vice President shall automatically serve as the appointee to NTDSE's Governing Board.

The School Board may also appoint one of its members as an alternate member of the Governing Board.

Although the NTDSE appointments are to be made annually, the School Board should endeavor to have its NTDSE representative serve a minimum of two consecutive years, to allow the representative to develop experience and expertise in special education and to help provide consistency in leadership on the NTDSE Governing Board. In further support of those goals, the School Board should endeavor to appoint its outgoing NTDSE representative as its incoming NTDSE alternate representative.

**4. Classrooms First Consolidation Steering Committee (District 219, et al.)**

The Consolidation Steering Committee is established pursuant to the "Classrooms First" intergovernmental agreement between District 67 and Niles Township High School District 219, and similar agreements between other Niles Township elementary school districts and District 219.

Goals of the Classrooms First initiative include focusing on literacy and STEM (science, technology, engineering and mathematics) as a cogent and distinct part of elementary and secondary curricula, aligning curricula between the elementary and high school district, creating operational efficiencies, providing increased access to educational infrastructure to the elementary school district, establishing a uniform system of system of curricular targets and accountability, and increasing high school and college readiness.

The Consolidation Steering Committee reviews overall Classrooms First program effectiveness, including but not limited to reviewing District 67's physical plant needs and the program curriculum and assessment model.

***Membership:***

- Two Board members
- The School Board may also appoint one of its members as an alternate member of the Committee.

***Meetings:*** Three times annually during the term of the intergovernmental agreement, with additional meetings as needed.

**5. Illinois Association of School Boards**

The Illinois Association of School Boards ("IASB") is a voluntary organization of local boards of education dedicated to strengthening the public schools through local citizen control. Although not a part of state government, IASB is organized by member school boards as a not-for-profit corporation under authority granted by the Illinois School Code.

The IASB constitution provides that major policies be established by an annual Delegate Assembly, although governance is placed in the hands of an elected board of directors. The Delegate Assembly is held one date a year at the IASB's Annual Conference, usually in downtown Chicago. The School Board will annually designate a voting delegate to participate in the IASB Delegate Assembly. If no delegate is formally appointed, the Board President shall automatically serve as the Board's representative on the IASB Delegate Assembly.

The School Board will annually designate one of its members to be a representative to the Illinois School Board Association ("IASB") to facilitate two-way communication between the Board and the IASB's North Cook Division Governing Board. If no delegate is formally appointed, the Board Secretary shall automatically serve as the delegate.

Appointments of representatives to both the IASB Delegate Assembly and the local division of the IASB are prerequisites to recognition of the Board by the IASB's School Board Governance Recognition program.

**6. School District 67 Parent Teacher Association**

The School Board will annually appoint one of its members to serve as a liaison to the School District 67 Parent Teacher Association ("PTA"). The liaison will be expected to regularly attend meetings of the PTA, and help convey information between the School Board and the PTA.

The School Board may also appoint one of its members as an alternate liaison to the PTA.

**7. Golf School District 67 Foundation**

The Golf School District 67 Foundation is a not-for-profit corporation with a mission to assist students in realizing their full potential by providing resources to enrich their educational experiences.

In the event a Board Member is invited to serve on the Board of the Golf School District 67 Foundation ("Foundation"), such participation is encouraged.

If no Board Member is serving on the Foundation Board, the School Board may, at the invitation of the Foundation, annually appoint one of its members to serve as a liaison to the Foundation. The liaison will be expected to regularly attend meetings of the Foundation, and help convey information between the School Board and the Foundation.

**8. ED-RED (Education Research & Development) – "The Voice of Suburban Schools"**

ED-RED is an advocacy organization that monitors and seeks to influence education policy in Illinois government, particularly issues that are priorities for its member school districts, which are generally suburban school districts. District 67 is a member of ED-RED.

ED-RED meetings provide information on developments in Illinois education law, ED-RED's advocacy efforts, and initiatives of member districts. ED-RED member meetings typically take place monthly, frequently at Maine East High School and often on Fridays at 1:30 p.m.

The School Board will annually appoint one of its members as its representative to ED-RED. Because ED-RED's meetings frequently take place in the afternoon, the Board should endeavor to appoint a representative who is available to attend afternoon meetings, but it is acknowledged that a representative may have limited ability to attend meetings. The Board's ED-RED representative is encouraged to attend meetings to the extent possible, monitor ED-RED's internet site, and convey relevant information to the School Board.

The School Board may also appoint one of its members as an alternate representative to ED-RED.

## **9. Recapitulation – Board Member Appointments**

In summary, the School Board will typically make the following appointments annually:

### **Board Committees**

#### **Finance and Facilities Committee**

- Two Board Members as Committee members
- One Board Member as an Alternate

#### **Policy Committee**

- Two Board Members as Committee members
- One Board Member as an Alternate

#### **Negotiations Committee**

- Two Board Members as Committee members
- One Board Member as an Alternate
- During collective bargaining, administrative staff as needed

#### **Parent-Teacher Advisory Committee**

(Includes two Board members serving on the Policy Committee)

- Additional members in the discretion of the Board.

### **Superintendent Committees**

#### **Community Engagement Committee**

- Typically one Board Member as a Committee member (appointed by the Superintendent)

#### **Insurance Committee**

- One Board Member as a Committee member (appointed by the Superintendent)

### **Miscellaneous**

#### **Niles Township District for Special Education – District 807**

- One Board Members as a Governing Board Member
- One Board Members as an Alternate

#### **Classrooms First Steering Committee (District 219, et al.)**

- Two Board Members as Committee members
- One Board Members as an Alternate

#### **Illinois Association of School Boards**

- One Board Member as a Voting Delegate to the IASB Delegate Assembly
- One Board Member as a Representative to the IASB's North Cook Division Governing Board

**School District 67 Parent Teacher Association**

- One Board Member as a Liaison
- One Board Member as an Alternate Liaison

**ED-RED**

- One Board Member as a Representative
- One Board Member as an Alternate Representative

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

**LEGAL REF.:** Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.  
Elementary and Secondary Education Act of 1965, as reauthorized by P.L. 103-382.  
Educational Consolidation and Improvement Act, Chapter I, 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 5/10-20.14 and 10/1 *et seq.*  
23 Ill. Admin. Code § 226.115 and § 226.350 *et seq.*

**CROSS REF.:** 2.240, 5.40, 6.170, 7.190, 7.230, 7.280

**ADOPTED:** November 18, 1999

**REVISED:** May 1, 2003; February 5, 2004; March 20, 2014; October 8, 2015; December 11, 2015

## SCHOOL BOARD

### Types of School Board Meetings

#### General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2.220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. ~~Items not specifically on the agenda may still be considered during the meeting.~~

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

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 School Board member present, and the reason for the closed meeting, will 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 when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### 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 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.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

~~No matters will be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purpose of the meeting.~~

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: December 5, 2006

REVIEWED: January 19, 2012

REVISED: December 11, 2015

## Operational Services

### Safety

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. ~~A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.~~

#### School Safety Drill Plan

During each academic year, each school building that houses school children ~~must~~ shall conduct at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

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

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved carbon monoxide alarms or carbon monoxide detectors,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

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

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergencies that threatens the safety of students, staff members, or school property.

Annual Review

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.:	105 ILCS 5/10-20.28, 5/10-21.3a, 5/10-21.9, and 128/ 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act
CROSS REF.:	4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:100 (Relations with Other Organizations and Agencies)
ADMIN. PROC.:	4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities), 5:30-AP2 (Investigations)
ADOPTED:	November 13, 2008
REVIEWED:	June 26, 2012
REVISED:	August 13, 2009; July 24, 2014, December 11, 2015

### General Personnel

#### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. ~~All District employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.~~

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

#### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the ~~Regional Superintendent~~ in writing when he or she has reasonable cause to believe that a ~~certificate license~~ holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The

Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate-license holder.

~~The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.~~

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq.

20 ILCS 2435/.

325 ILCS 5/

720 ILCS 5/12C-50.1.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: December 5, 2006

REVIEWED: August 16, 2012

REVISED: August 13, 2009; May 20, 2010; December 7, 2010; March 20, 2014;  
December 11, 2015

## General Personnel

### Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated-licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated-licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, Suicide and Depression Awareness and Prevention.

LEGAL REF.:	105 ILCS 5/2-3.6 <del>29</del> , 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, and-25/1.15 and 110/3. 325 ILCS 5/4, Abused and Neglected Child Reporting Act. 745 ILCS 49/, Good Samaritan Act. <u>7 C.F.R. Part 210.</u> <u>23 Ill.Admin.Code Part 525.</u>
CROSS REF.:	3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English <del>Language</del> Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention-Program), 7:305 (Student Athlete Concussions and Head Injuries)
ADMIN PROC.:	4:60-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)
ADOPTED:	November 13, 2008
REVISED:	August 13, 2009; May 20, 2010; August 16, 2012; March 20, 2014; December 11, 2015

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The School Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State statute law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement a No Child Left Behind Act (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.
- ~~3. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.~~
4. If applicable, develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. ~~If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation.~~
- ~~5.3. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.~~
- ~~6.4. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.~~

~~The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.~~

### School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring and Supplemental Education Services

~~This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law. These students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be~~

~~identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.~~

~~When this section of the policy is effective, students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring.~~

This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.

LEGAL REF.: No Child Left Behind Act, §1116, 20 U.S.C. §6316.  
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.  
105 ILCS 5/2-3.25d, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.  
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: March 16, 2005

REVISED: October 18, 2012; August 20, 2015; December 11, 2015

## INSTRUCTION

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education include the following:

- Schools will support and promote good sound nutrition for students.
- Schools will foster the positive relationship between good sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available ~~in Schools~~ During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* ~~and Food Guidance System~~ published jointly by the U.S. Departments of Health and Human Services and ~~the Department of~~ Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall ~~control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of competitive foods of minimal nutritional value as defined by the U.S. Department of Agriculture (USDA) in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education. ISBE rules.~~

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall annually provide ~~periodic~~ implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community.

LEGAL REF.:	Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204. Child Nutrition Act of 1966, 42 U.S.C. §1771 <u>et seq.</u> National School Lunch Act, 42 U.S.C. §1758. Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296. 42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11. 105 ILCS 5/2-3.139. 23 Ill.Admin.Code Part 305, Food Program. ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.
CROSS REF.:	4:120 (Food Services), <u>5:100 (Staff Development Program)</u> , <u>6:60 (Curriculum Content)</u>
ADOPTED:	December 5, 2006
REVISED:	October 18, 2012; November 13, 2014; December 11, 2015

InstructionCurriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In ~~grades 4~~ kindergarten through 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate ~~instruction for Internet safety must be taught. Beginning with the 2009-2010 school year, the curriculum in grades 3 or above shall contain a unit on Internet safety,~~ the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. In addition, in all grades, bullying prevention and gang resistance education and training must be taught.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and *Course Substitution*, and 7:260, *Exemption from Physical Activity*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
12. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

**LEGAL REF.:** 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
47 C.F.R. §54.520.

**CROSS REF.:** 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:235 (Access to Electronic Networks), 6:70 (Teaching About Religions), 7:180 (Prevention of and Response to Bullying and School Violence), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

**ADOPTED:** November 13, 2008

**REVISED:** August 13, 2009; October 18, 2012; March 20, 2014; February 19, 2015; December 11, 2015

InstructionEnglish Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program or Transitional Program of Instruction, whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) specific exit requirements of the program, (f) how the program will meet their child's individualized education program, if applicable, and (g) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

LEGAL REF.: 20 U.S.C. §§6312-6319 and 6801.  
34 C.F.R. Part 200.  
105 ILCS 5/14C-1 et seq.  
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: November 18, 1999

REVISED: August 13, 2009; October 18, 2012; December 11, 2015

**INSTRUCTIONAL RESOURCES**  
**INTERNET- WEBSITE**  
**EMPLOYEE ACCEPTABLE USE**

**Access to Electronic Networks**

In order to promote educational excellence by facilitating resource sharing, innovation, and communication, Electronic networks, including the Internet, may be used as the District's instructional program. Each building principal shall develop an implementation plan for this policy and appoint a system administrator.

The school district is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

**Curriculum**

The use of the District's electronic network shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

**Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. School computers, networks and Internet access are provided to support the educational mission of the school. They are to be used primarily for school related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy or the Student Acceptable Use Policy, and must not damage the school's hardware, software or computer communications systems.

**Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system

administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and disseminations of personal identification information.

#### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### **Website**

The District 67 Website is a closed forum. It shall be used for District purposes to transmit information to the public.

#### **Copyright**

The policy should contain a rule against illegal publication or copying of copyrighted material, and a statement that employees will be held personally liable for any of their own actions that violate copyright laws.

#### **Harassment**

School policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.

#### **Misuse of networks, hardware or software**

Damage caused by intentional misuse of equipment will be charged to the user.

#### **Safeguard account and passwords**

Employees are responsible for safeguarding their own passwords, and they will be held accountable for the consequences of intentional or negligent disclosure of this information.

#### **Illegal uses**

Illegal use shall not be permitted.

**Advertising**

Advertising and solicitation by employees for personal business is prohibited on school computers. Employees are also prohibited from sending personal messages from a home or other outside computer to school district e-mail users.

**Fundraising, non-profit or charitable solicitation**

Charitable solicitation and/or advertising for not-for-profit agencies is prohibited unless the event is school/district sponsored.

**Representing personal views as those of the school district**

Any e-mail sent from the school computer is likely to contain a return address identifying the school district. Thus, sending an e-mail from the school is analogous to an employee using school letterhead. Accordingly, employees should be careful not to have their own statements mistakenly attributed to the district.

**Downloading or loading software or applications without permission from the administrator**

There is an enormous quantity and variety of free software available on the Internet. In addition to viruses that could infect the school's systems, the cumulative effect of widespread downloading on the school's computers, in terms of degradation of performance and additional maintenance, can be significant. Use or downloading of outside software requires pre-approval from the technology coordinator or system administrator.

The Federal Family Educational Rights and Privacy Act restricts disclosure of personally identifiable information from a student's "educational records." An e-mail message itself may well constitute an "education record" which should be protected under the law. When a staff member communicates with another staff member concerning a student for legitimate educational purposes, that kind of information-sharing is not prohibited by FERPA. Disclosures about students to staff members who have no need for the information or especially to outside persons, could violate FERPA and is therefore prohibited.

It shall be the responsibility of the director of technology to maintain a filtering system which is current and effective.

ADOPTED: September 16, 1999

REVISED: August 16, 2001; April 1, 2003

REVIEWED: November 15, 2012; December 11, 2015

INSTRUCTIONGuidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee will direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each professional staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b  
23 Ill. Admin. Code § 1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

ADOPTED: November 18, 1999

REVIEWED: July 5, 2001; April 2, 2003

REVISED November 15, 2012; December 11, 2015

## **Instruction**

### **Grading and Promotion**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: September 20, 1984

REVIEWED: April 2, 2003; November 15, 2012

REVISED: June 16, 1988; February 15, 1994; November 18, 1999,  
February 19, 2015; December 11, 2015

## **Instruction**

### **High School Credit for Students in Grade 7 or 8**

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-22.10.  
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency)

ADOPTED: December 11, 2015

## Students

### School Admissions and Student Transfers To and From Non-District Schools

#### Age

To be eligible for admission in Kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately ~~certified-licensed~~ teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

**LEGAL REF.:** McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.  
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.  
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.  
Rehabilitation Act, Section 504, 29 U.S.C. §794.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,  
5/27-8.1, 10/8.1, 45/, and 70/.  
325 ILCS 50/ and 55/.  
410 ILCS 315/2e.  
20 Ill. Admin.Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill.Admin.Code Part 375, Student Records

**CROSS REF.:** 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of  
Academic Failure and/or Dropping out of School and Graduation Incentives  
Program), 6:140 (Education of Homeless Children), 6:300 (Graduation  
Requirements), 6:310 (High School Credit for Non-District Experiences; Course  
Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and  
Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and  
Exclusion of Students), 7:340 (Student Records)

**ADOPTED:** November 18, 1999

**REVISED:** August 13, 2009; January 20, 2011; March 21, 2013; February 19, 2015;  
December 11, 2015

**COMMENTS:** Partial PRESS adoption and excluded the optional section related to students  
transferring of active U.S. Armed Forces.

## **Students**

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of ~~6-months~~one and ~~6-seven~~ years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. ~~When a signed statement explaining the objection, Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected~~ ~~a signed statement explaining the objection;~~
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690  
77 Ill.Admin.Code Part 695.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180  
(Extended Instructional Programs), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic  
Infectious Disease)

ADOPTED: December 5, 2006

REVISED: August 13, 2009; May 20, 2010; May 2, 2013; February 19, 2015;  
December 11, 2015

## STUDENTS

### Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### School Property and equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the suspected infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

~~State law requires the District to~~ The Superintendent or designee shall notify students and their parents/guardians ~~that of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/.~~

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. ~~This request may be made only if there is reasonable cause to believe that~~

~~the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.~~

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination

LEGAL REF.: 1051LCS 5110-20.14, 5110-22.6, and 5110-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/  
Cornfield v. Consolidated High School Dist. No.230, 991 F.2d 1316 (Th Cir. 1993).  
People v. Dilworth, 661 N.E.2d 310 (111.1996), cerl. denied, 116 S. Ct 1692 (1996).  
People v. Pruitt, 662 N.E.2d 540 (1st Dist. Ill. 1996), app. Denied, 667 N.E.2d 1061 (111. App. 1<sup>st</sup> Dist. 1996).  
T.L.O.v.New Jersey, 105 S.Ct. 733 (1985).  
Veronia School District 47J v. Acton. 115 S.Ct.2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7.130 (Student Rights and Responsibilities), 7.150 (Agency and Police Interviews), and 7.190 (Student Discipline).

ADOPTED: September 20, 1984

REVIEWED: February 5, 2004; May 2, 2013

REVISED: October 17, 1985; May 18, 1995; April 2, 2003; March 20, 2014

## Students

### Adolescent Suicide and Depression Awareness and Prevention Programs

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. The Superintendent, or designee, is directed to develop and implement a comprehensive and continuing adolescent suicide awareness and prevention program. The Superintendent will attempt to develop a liaison among the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency to implement the goals and objectives of the Illinois Suicide Prevention Strategic Plan.

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

- c. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
- 4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.
- 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
- 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, Board Policy Development.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

**LEGAL REF.:** 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
745 ILCS 10/.

**CROSS REF.:** 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

**ADOPTED:** November 18, 1999

**REVIEWED:** May 2, 2013

**REVISED:** August 13, 2009; December 11, 2015

## Students

### Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in ~~the~~ School Board policy 6.190, Extracurricular and Co-Curricular Activities, ~~on school-sponsored extracurricular activities.~~
2. ~~The A~~ parent(s)/guardian(s) of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. ~~who assures that the student's health status allows for active athletic participation.~~
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, Student Athlete Concussions and Head Injuries.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, Equal Educational Opportunities, and (2) shall maintain the necessary records to ensure student compliance with this policy.

~~The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.~~

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:240 (Conduct Code for Participants in Extracurricular Activities), ~~7:330 (Student Use of Buildings—Equal Access)~~ 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: November 18, 1999

REVIEWED: August 13, 2009

REVISED: February 5, 2004; May 2, 2013; March 20, 2014; December 11, 2015

## **STUDENTS**

### **Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require all student athletes to view the Illinois High School Association's video about concussions.

~~1-4.~~ Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

~~2-5.~~ Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

~~3-6.~~ Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/10-20.53.  
105 ILCS 5/22-80 added by P.A. 99-245; if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: December 6, 2011

REVIEWED: June 4, 2013

REVISED: December 11, 2015

## STUDENTS

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent(s)/guardian(s) shall have the right to object to the release of information regarding their his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).  
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.  
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq., and 10/.  
50 ILCS 205/7.  
750 ILCS 5/602.11  
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

**ADMIN PROC.:** 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

**ADOPTED:** November 18, 2008

**REVISED:** May 2, 2013; November 14, 2013; December 11, 2015

### Community Relations

#### 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 School Board meeting, school athletic event, or other school-sponsored event.

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

All visitors to school property are required to report to the Building Principal's 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. On those occasions when large groups of parents and friends are invited onto school property, 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 by telephone or email 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 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:

1. Strike, injure, threaten, harass, or intimidate a staff member, a 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 under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;~~
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. 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;
13. Use a cell phone or other wireless device while operating motor vehicle in a school speed zone (or on school property) except for emergency purposes.
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; or
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, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

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

#### Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

#### 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 Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 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., 730 N.E.2d 96 (Ill.App.4, 2000).  
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.  
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
430 ILCS 66/, Firearm Concealed Carry Act.  
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: December 5, 2006

REVISED: June 4, 2013; March 20, 2014; December 11, 2015

**Golf School District 67**  
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**January 21, 2016**

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**11. ITEMS FOR INFORMATION**

11.1 Freedom of Information Act (FOIA) Requests

One FOIA request was received this month and has been responded to within five business days.

**Golf School District 67**  
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**11. ITEMS FOR INFORMATION**

11.2 Student Enrollment



**GOLF SCHOOL DISCTRICT 67**  
**ENROLLMENT: 2015-2016 SCHOOL YEAR**  
**HYNES ELEMENTARY SCHOOL**

REGULAR EDUCATION	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Pre-K 3 PM	8	9	9	8	8						
Pre-K 4 AM	8	8	8	8	8						
Kindergarten AM/PM	51	51	52	51	51						
1st Grade	62	62	62	62	61						
2nd Grade	69	69	70	70	69						
3rd Grade	76	76	77	77	77						
4th Grade	68	68	67	67	67						
<b>TOTAL REGULAR ED</b>	<b>342</b>	<b>343</b>	<b>345</b>	<b>343</b>	<b>341</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

SPECIAL EDUCATION	AUG.		SEPT.		OCT.		NOV.		DEC.		JAN.		FEB.		MAR.		APR.		MAY		JUNE	
<i>(District/Township)</i>	D	T	D	T	D	T	D	T	D	T	D	T	D	T	D	T	D	T	D	T	D	T
Pre-K 3 PM	2	2	2	3	3	3	3	3	3	2												
Pre-K 4 AM	4	1	4	1	4	1	4	1	4	1												
Kindergarten AM/PM	1	1	1	1	1	1	1	1	1	1												
1st Grade	3	3	3	3	3	3	3	3	3	3												
2nd Grade	3	1	3	1	3	1	3	1	3	1												
3rd Grade	5	1	5	1	5	1	5	1	5	1												
4th Grade	8	0	8	0	8	0	8	0	8	0												
<b>TOTAL SPECIAL ED.</b>	<b>35</b>		<b>36</b>		<b>37</b>		<b>37</b>		<b>36</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	

0

ALL STUDENTS	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE
Pre-K 3 PM	12	14	15	14	13						
Pre-K 4 AM	13	13	13	13	13						
Kindergarten AM/PM	53	53	54	53	53						
1st Grade	68	68	68	68	67						
2nd Grade	73	73	74	74	73						
3rd Grade	82	82	83	83	83						
4th Grade	76	76	75	75	75						
IN (Mobility)		6	4	0	0						
OUT (Mobility)		4	1	2	3						
<b>GRAND TOTAL - ALL</b>	<b>377</b>	<b>379</b>	<b>382</b>	<b>380</b>	<b>377</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**11. ITEMS FOR INFORMATION**

11.3 Parent Teacher Conference Evaluations – November 23, 2015

**Golf School District 67**  
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**PARENT- TEACHER CONFERENCE EVALUATION**  
**GOLF MIDDLE SCHOOL**  
November 23, 2015

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<b>33</b>	Exceptionally Useful
<b>15</b>	Highly Useful
<b>3</b>	Useful
<b>0</b>	Mildly Useful
<b>0</b>	Nearly Useful

**COMMENTS:**

- The teachers are great and very helpful.
- Thank you. It's really useful and informative.
- My child's teacher is a great asset to Golf District 67. She has helped my child in many ways to be a responsible kid.
- The fifth grade teachers are truly concerned and exceptional prepared. I'm grateful that my kids have such wonderful teachers.
- Both teachers were very helpful regarding our son's daily routine and classroom activities.
- The teachers are very helpful and take time to explain things.
- I find the parent teacher conferences exceptionally useful. But I don't like the online schedule process since I cannot schedule for all the teachers.
- Nice to hear how children are doing I like meeting with the whole team.
- Good idea to have group "counseling" instead of one on one.
- Thank You! Truly enjoy the time teachers put in this day!
- Learned some things about my child I didn't know. The teachers were very friendly and informative.
- My child's teacher had lots of specifics about my child.
- Homeschool Connection is extremely important. I appreciate the opportunity to talk with my child's teacher.
- I'm glad to take this time talking with my daughter's teachers. We are all on the same page for the betterment of my daughter's future in school. Thank you very much!
- It was a great help. Thank you.
- The meeting with the teachers was useful and provides an insight on how your kid is performing in class.
- I appreciated the candid feedback.
- It was helpful to be able to get feedback from all of the 7<sup>th</sup> grade teachers. They had useful comments. Thank you!
- Thank you for this opportunity with the teachers!!
- When the teachers are speakers in groups regarding the child it seems that they are redundant in their descriptions.
- There were neither ratings nor evaluation comments.

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**PARENT- TEACHER CONFERENCE EVALUATION**  
**HYNES ELEMENTARY SCHOOL**  
November 23, 2015

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<b>74</b>	Exceptionally Useful
<b>18</b>	Highly Useful
<b>0</b>	Useful
<b>0</b>	Mildly Useful
<b>0</b>	Nearly Useful

**COMMENTS:**

- I really understand the strengths and weaknesses of my son much better now, and I hope I can work on them and help him improve.
- Teacher explained very well about the classroom activities and grades. I think teacher conferences (are) good for to find out the improvement of the kids.
- I enjoyed having the one-on-one time. My daughter's teacher gave feedback and info. Yea Hynes!
- Was very informative regarding weakness and strengths that (my child) exhibits.
- Good conference. Need more time to better communicate all the student academic skills.
- It's a very great opportunity to know about my son's performance and understand in detail about his work. And focus for the better.
- Our two teachers are wonderful. They are caring and supportive.
- Good talk – left with some good ideas to establish good routines.
- Thanks for the information.
- Helped me see where I need to work more with my son.
- It's highly useful because that we know how our kids (are) doing. This is progress which he needs to work on. Get time to talk teacher alone.
- I have never had anything but a positive experience – thank you!
- Excellent feedback from our teacher.
- Additional tools were offered to assist with advancing our child's learning. It is greatly appreciated.
- I really appreciated the detailed report on my child's progress. I truly enjoy attending conferences and getting a pulse on how my son is doing.. Thanks again.
- Great review of grade status and feed back! Very positive.
- Always a pleasure meeting my child's teachers and freely discuss anything regarding our child. High praises to all Hynes teachers, staff and administration!
- Lots of informative feedback regarding our daughters.
- Parent-teacher conference gives the parents an opportunity to meet kids' teachers and get to know how our kid is doing in the class and their work on kid's progress. Thanks
- I really feel that conferences are really useful and it is very important for both the parents and the child.
- Very helpful.
- Always glad to meet with our children's teachers, their input and suggestions are always useful.
- It was great to get such specific/helpful feedback to help ensure teacher and parents are on the same page. Thank you.
- It's a very good tool between parents and teachers to talk about things that will help our kids be better in every way.

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- Teacher explains everything my kid was doing at school, what my kid learned and needs to improve. It's very helpful to me to know about my kid.
- Replied with a great suggestion for reading.
- All teachers were very well prepared. I really enjoyed getting the opportunity to meet my child's teachers.
- Very informative and positive! Also very professional.
- Very good teacher. My son loves him. As a teacher very helpful.
- It was very helpful. The teachers explain everything to me and it was helpful to see where my child is.
- She gave us a great point and she is helpful to working for my daughter.
- Teacher was very prepared and organized with all that I needed to be a better advocate for my child. I feel like he is helping my child excel. Thank you!
- Very pleased with our teacher and the energy in the classroom is great.
- We love speaking to the teachers about our children. It helps us understand what's going on in their classes. Thank you!
- Our teacher is so kind and loving and my child and I are so happy with her.
- Our teacher had specific informed suggestions and observations about our student. Both teachers are awesome.
- Teacher was very informative. She was a pleasure talking to.
- Teacher was very informative.
- Very informative conference. She is wonderful and we are pleased with the classroom.
- Very informative.
- Thank you all Hynes teachers for making my daughter feel at home here. Thank you for helping her blossom and grow every year.
- The teachers are absolutely wonderful and exceed our expectations. Our kindergartner loves school!
- It helps us know how to help our kids even more. I love parent teacher conferences.
- Thank you for spending the time with me.
- Thank you for taking the time to discuss our daughter's progress.
- These meeting are extremely useful for us to know the program of our kids. My son's teacher is doing great work.
- Very helpful. I wish the report cards had written comments about the children in addition to a checklist. It is more personal and shows that the teacher really knows the children.
- I really enjoyed the opportunity to speak with all of our children's teachers. This gave me the chance to connect with the teachers without feeling like I was adding to their already busy schedules.
- Lots of good information on what I can do with him – fun learning games. Very helpful.
- We are satisfied with our son's teachers. They are doing a great job.
- All our children's techers are full of great information and feedback. Open discussion and let me know what I need to do.
- Teacher is great and answered our questions. Explained almost everything in a very professional way about the student. I am very pleased to meet our child's teacher and discuss our child.
- I really liked this set up.
- Our teacher is a wonderful teacher and our conference was helpful.
- Our teacher is wonderful.
- Truly appreciated all the information and suggestions.
- Wonderful, informative and is so organized and efficient.
- All our questions answered and useful suggestions made.

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- Great feedback – helps us be better parents and reinforce the skills learned at school at home.
- This was a wonderful experience.
- As always, parent-teacher conferences are very informative of our child's progress. Teachers are very personable and answer all our questions and concerns.
- Very pleased overall with the information provided.
- Thank you for covering all the areas in school that our daughter is learning and doing. Great teacher.
- Thank you for being very helpful in explaining how our child has developed this year. Your skills and methods are working very well.
- Very helpful to see and find out why he had the grades he did in his report card.
- Feedback from teacher helps me what to focus on to help her in the future work.
- Helps to improve the weakness of the student and reinforce their strength.
- This is really a great tool for us to hear their progress.

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**12. FINANCE REPORT**

Christine Hoffman will present the finance report.



**Golf School District 67**  
**9401 Waukegan Road**  
**Morton Grove, Illinois**  
**60053-1353**

**Christine A. Hoffman**  
Business Manager

Business Office  
**847.966.8200 ext. 322**

Bookkeeper  
**847.966.8200 ext. 240**

Director of  
Buildings and Grounds  
**847.966.8200 ext. 245**

Fax  
**847.966.8290**

E-mail  
**choffman@golf67.net**

**Date:** January 6, 2016  
**To:** Dr. Beth Flores and Board of Education  
**From:** Christine A. Hoffman  
**Subject:** Preliminary Statement of Position

Attached is the standard Statement of Position for the month ended December 31, 2015. This Position Statement has been compiled using preliminary data that is subject to adjustments by the Treasurer's Office.

**Overview:**

In reviewing our Operating Fund revenues it appears that we collected slightly more in revenues than last year's receipts at this time. Preliminary Operating Fund's revenue report appears to indicate that we have collected approximately 48.9% of revenues, relative to our budget. Preliminary Operating Fund expenditures through December are at 43.9% versus 40.3% of budget at this point last year.

**Cash Position Statement:**

The attached Cash Position Statement has three sections for each fund: revenues, expenditures, and fund balance including building bond revenues and related expenditures. December 2015 is expected to end with the following positions:

	All Funds	Operating Funds
Revenues to Date	\$5,043,174	\$4,451,344
Expenditures to Date	\$4,917,113	\$3,983,724
Fund Balances	\$6,350,703	\$5,771,388

The Revenues and Expenditures sections of the attached Cash Position Statement each show the current fiscal year 2016 budget, the actual 2016 fiscal year to date numbers through December and the percentage of the budget received or spent so far. Also, for comparison, the fourth column in each section shows the percentage of the prior budget received or spent at this point during the previous fiscal year to date.

The fund balance section shows the beginning balances that are matched to the current audited figures from the Township Treasurer's Reports for ending balances for fiscal year 2015. Next is the calculated current balance to date, the balances that were current at this time last year, and a calculated difference or change in position. Our overall fund balance as of the end of December including the remaining bond proceeds in the Capital Projects Fund is \$6,350,703. Also note that in the Operating Funds, we have collected 48.9% of anticipated revenues, while expenditures were only 43.9% of expended relative to the budget.

Golf School District 67  
Preliminary Statement of Cash Position  
As of December 31, 2015

	REVENUES					EXPENDITURES					FUND BALANCE			
FUND	Final FY 16 BUDGET	FY16 TO DATE	FY16 % of BGT. RECEIVED	PRIOR YR % of BGT. RECEIVED		Final FY 16 BUDGET	FY16 TO DATE	FY16 % of BGT. EXPENDED	PRIOR YR % of BGT. EXPENDED		BEGIN. BAL. FY16 July 1, 2015	FY16 TO DATE	PRIOR YR TO DATE	FY 16 vs. PRIOR YR TO DATE
EDUCATIONAL	7,416,150	3,605,683	48.6%	48.6%		7,408,491	3,191,405	43.1%	40.3%		2,202,788	2,620,511	2,540,059	80,452
O. & M.	943,400	472,934	50.1%	53.2%		962,311	477,076	49.6%	42.4%		1,361,398	1,357,256	1,314,783	42,473
TRANSPORTATION	452,200	254,578	56.3%	44.4%		426,430	190,021	44.6%	37.1%		292,967	357,523	280,960	76,563
I.M.R.F.	270,700	108,243	40.0%	35.4%		268,044	125,222	46.7%	43.6%		33,225	16,245	26,448	-10,203
WORKING CASH	23,450	9,906	42.2%	36.4%		0	0	0.0%	0.0%		1,409,946	1,419,853	1,422,491	-2,638
OPERATING FUNDS	9,105,900	4,451,344	48.9%	48.4%		9,065,276	3,983,724	43.9%	40.3%		5,300,324	5,771,388	5,584,741	186,647
LIFE/ SAFETY	0	0	0.0%	0.0%		0	0	0.0%	0.0%		0	0	0	0
TORT	0	0	0.0%	0.0%		0	0	0.0%	0.0%		0	0	0	0
DEBT SERVICE	1,170,950	590,688	50.4%	49.5%		1,111,841	928,521	83.5%	79.0%		749,037	411,204	375,725	35,479
CAPITAL PROJECTS	0	1,142	0.0%	0.0%		170,000	4,868	0.0%	0.2%		171,837	168,111	293,246	-125,135
NON-OPERATING FUNDS	1,170,950	591,830	50.5%	49.7%		1,281,841	933,389	72.8%	63.3%		920,874	579,315	668,971	-89,656
TOTAL	10,276,850	5,043,174	49.1%	48.5%		10,347,117	4,917,113	47.5%	43.5%		6,221,198	6,350,703	6,253,712	96,991

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**13. BOARD COMMITTEE REPORTS**

- 11.1 Finance and Facilities
  - 11.2 Niles Township District for Special Education (NTDSE)
  - 11.3 Classrooms First
  - 11.4 Policy
- 

**14. PUBLIC COMMENT**

*Please state your name and limit your comments to 3 minutes.*

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**15. CLOSED SESSION**

The Board will now move into Closed Session to discuss litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]

No action will be taken in open session.

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 move into closed session to discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

**ROLL CALL**

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**16. OPEN SESSION**

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 return to open session.

**ROLL CALL**

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**17. ADJOURNMENT**

**POSSIBLE MOTION:** I move that the Board of Education of Golf School District 67 adjourn the meeting.

**VOICE VOTE**

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**NEXT BOARD OF EDUCATION MEETING: February 25, 2016**