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SCHOOL DISTRICT GOVERNANCE & DESIGNATION

2:10

- 2:10** The District is governed by a School Board consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board may only occur at a duly called and legally conducted meeting at which a quorum is physically present. As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

The official name of the District shall be Township High School District 207, Cook County. The Board has adopted the official corporate seal shown below bearing the name "Township High School District 207." It shall be the only seal used to identify the District.

LEGAL REFERENCE: 5 ILCS 120/1.02.

105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF SCHOOL NAME, LIMITATION

2:15

- 2:15 No school official or school employee shall approve the use of the District name or the name of a school in the District for use by an agency or activity not connected with the District. Organizations using school facilities may use the school name only in designating the location of the activity involved.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:20 The major powers and duties of the School Board include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School, and student performance.
12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, 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.

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REFERENCE: 105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/.
325 ILCS 5/4.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

AUTHORITY OF A MEMBER OF THE BOARD

2:25

- 2:25 Individual members or a group of individual members of the Board have no authority over school affairs. Board members may act to fulfill their duties and responsibilities only as a corporate body at a legally constituted Board meeting, unless acting under a special assignment authorized by Board action in a duly constituted Board meeting.

Adopted: 2/4/85

Revised: 5/2/88

Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

EMPLOYMENT OF PROFESSIONAL AND SUPPORT STAFF EMPLOYEES

2:27

2:27 The Board shall employ qualified professional and support personnel as well as substitute employees as are necessary to keep the public schools open and to discharge its responsibilities effectively. Except for the Superintendent, no person shall be employed by the District unless recommended by the Superintendent and approved by the Board. With the recommendation for hiring a candidate for a position, an employment data sheet shall be presented to the Board.

The Superintendent should not knowingly recommend and the Board shall not knowingly employ a person who has been convicted of any offense that would subject him or her to license certification suspension or revocation pursuant to Section 21B-80 21-23a of the School Code and as amended in Public Act 97-607.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 4/2/12
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SCHOOL BOARD ELECTIONS AND TERMS OF OFFICE

2:30

2:30 School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

The term of office for a School Board member begins immediately after both of the following occur:

- 1) The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years;
- 2) The successful candidate takes the oath of office.

The term ends 4 years later when the successor assumes office.

LEGAL REFERENCE: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.
10 ILCS 5/1-3, 5/2A, 5/10-9, 5/22-17, 5/22-18, and 5/28.
105 ILCS 5/9 and 5/9-1.5.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 6/1/98
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD MEMBER QUALIFICATIONS

2:40

2:40 A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for School Board membership.

LEGAL REFERENCE: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD MEMBER REMOVAL FROM OFFICE

2:60

2:60 If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

Adopted: 3/6/17

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2:70 **Declaration of Vacancy**

Elective office of a School Board member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

Filling a Vacancy

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REFERENCE: 105 ILCS 5/10-10 and 5/10-11.

Adopted: 2/4/85

Revised: 5/2/88

Revised: 3/6/17

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- 2:75 The District strives to hire the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The intent of this policy is to limit any negative effects of nepotism.

The Assistant Superintendent of General Administration shall review all District hires below the level of Building Assistant Principal, including all certified staff, and shall make hiring recommendations to the Superintendent and Board, and shall endeavor to insure compliance with the District's hiring policies, subject to final approval of hiring by the Board. The District generally shall not hire family members of any person employed by the District, unless there are exigent circumstances. Subject to the preceding sentence, two or more members of a family or relatives may be employed by the District in exigent circumstances and in the event of marriage of two District employees. However, good order, efficiency, fairness, and the appearance of fairness must be maintained and all substantive or apparent conflict of interest must be avoided. In order to avoid such conflicts, no person shall be placed or serve in a certificated or support position where a family member or relative has authority to supervise, appoint, terminate, discipline, evaluate or audit the work of such person, or to recommend such actions. For the purposes of this policy, family members are defined as mother, father, son, daughter, brother, sister, step-parent, child or sibling, wife, husband legal guardian, domestic partner and any person residing in the employee's household. Relatives include mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, grandparent, and grandchild.

This policy shall not apply to substitute assignments or assignments to volunteer, committees, task forces, or other assignments not directly related to the employee's regular work. This will not apply to the right of an employee's family or relatives to become a duly elected Board member, to the extent state law permits.

The Board has sole discretion to determine if exigent circumstances exist and retains right to make exceptions and waive this policy in particular situations.

Adopted: 3/4/13
Revised: 10/3/16

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD MEMBER OATH & CONDUCT

2:80

2:80 Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, *(name)*, do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors, as the case may be) of *(name of School District)*, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

LEGAL REF.: 105 ILCS 5/3-15.5.

Adopted: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CONFLICT OF INTEREST AND STATEMENT OF ECONOMIC INTEREST

2:100

2:100 No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State law.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

LEGAL REFERENCE: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.
50 ILCS 105/3.
105 ILCS 5/10-9.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:105 This policy has been adopted pursuant to the requirements of the State Officials and Employees Ethics Act. All terms contained within this Policy shall be interpreted consistent with the Act. Section I addresses prohibited political activity. Section II sets forth restrictions on the acceptance of gifts by members and employees of the Board of Education. Section III addresses the implementation of this Policy.

I. Prohibited Political Activities

- (a) Employees shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any District property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.
- (b) At no time shall any member or employee intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity (i) as part of that employee's duties, (ii) as a condition of employment, or (iii) during any time off that is compensated by the Board (such as vacation, personal, or compensatory time off).
- (c) An employee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.
- (d) An employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.
- (e) Nothing in this section prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.
- (f) No person in a position that is subject to recognized merit principles of public employment shall be denied or deprived of Board employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

For the purposes of this policy, “**Prohibited political activity**” means:

- (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (f) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.

- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election.

II. Gift Ban

A. Prohibition

Except as otherwise provided in this Policy, no member or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the member or employee. No prohibited source shall intentionally offer or make a gift that violates this Policy.

For the purposes of this policy, “**prohibited source**” means any person or entity who:

- (1) Is seeking official action (i) by the member or (ii) in the case of an employee, by the employee or by the member or other employee directing the employee;
- (2) Does business or seeks to do business (i) with the member or (ii) in the case of an employee, with the employee or with a member or other employee directing the employee;
- (3) Conducts activities regulated (i) by the member or (ii) in the case of an employee, by the employee or by a member or other employee directing the employee;
- (4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the member or employee; or
- (5) Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members.

B. Exceptions

The restrictions set forth in the “Gift Ban” section of this Policy do not apply to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

- (2) Anything for which the member or employee pays the market value.
- (3) Any (i) contribution that is lawfully made under the Election Code, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss Board business that is not otherwise covered or reimbursed by the Board, when attendance at the meeting is approved by the Board or the Superintendent.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship, unless the member or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member or employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the member or employee shall consider the circumstances under which the gift was offered, including:
 - (i) the history of the relation/ship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) whether to the actual knowledge of the member or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) whether to the actual knowledge of the member or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members or employees.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are:
 - (i) consumed on the premises from which they were purchased or prepared, or
 - (ii) catered.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the member or employee as an office holder or employee) of the member or employee, or the spouse of the member or employee, if the benefits have not been offered or enhanced because of the official position or employment of the member or employee, and are customarily provided to others in similar circumstances.

(10) Any gift given to a member or employee of the Board by another member or employee of the Board, and any gift given to a member or employee of the Board by a member, officer, or employee of another State agency, federal agency or governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each exception listed in this Section is mutually exclusive and independent of any other.

C. Disposition of Gift

A member or employee does not violate this Policy if the member or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to a charitable organization that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

III. Implementation

A. Procedures and Guidelines

- (1) The Superintendent, consistent with the terms and provisions of the Act and this Policy, shall prepare rules, procedures and guidelines for implementation of this Policy.
- (2) The Superintendent shall be responsible for disseminating this Policy and any implementing rules, procedures, and guidelines and making them available to all employees within ten (10) business days after its adoption. The Superintendent is also responsible for making all new employees and board members aware of this Policy and its implementing rules, procedures and guidelines on or at the time of the assumption of their positions.
- (3) No Board members, District employees, relatives of District employees or students shall make any purchases from or sales to District employees or to students on school time or on school premises, unless approved by the Board.

B. Ethics Advisor

The Board may appoint an Ethics Advisor for the School District. The Ethics Advisor shall provide guidance to members and employees concerning the interpretation of, and compliance with, this Policy. If no Ethics Advisor is appointed, the regularly retained attorney of the School District shall serve as the Ethics Advisor.

C. Filing of Complaints

Complaints regarding the violation of this policy shall be filed with the Superintendent or the Board President pursuant to the rules, procedures and guidelines established by the Superintendent. Properly filed complaints shall be reviewed in accordance with the procedures established by the Superintendent. Such procedures may allow the Board itself to determine whether a violation has occurred or allow for the appointment of a three person Ethics Commission to review complaints.

If it is determined that a violation has occurred, the Board may impose a penalty consistent with State law and this Policy and as deemed appropriate under a totality of the circumstances.

Approved: 6/04/04
Revised: 3/6/2017

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2:110 The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

PRESIDENT

The Board elects a President from its members for a 2-year term. The duties of the President are to:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings;
9. Administer the oath of office to new Board members; and
10. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

VICE PRESIDENT

The Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

SECRETARY

The Board elects a Secretary for a 2-year term. The secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;

4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election authority for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

TREASURER

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer or a District designee shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REFERENCE: 5 ILCS 120/7 and 420/4A-106.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

Adopted: 2/4/85

Revised: 5/2/88

Revised: 3/6/17

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2:115 The Board of Education may make the following appointments:

1. Attorney
2. Auditor.
3. Secretary of the Board.
4. Such other appointees or employees as the Board may deem necessary.

None of the persons appointed in the above section shall be members of the Board, except as allowed under Board Policy 2:210.

The Board shall define the duties and establish the salaries or fees of appointees in accordance with state law.

Legal Reference: 10-9
10-22.2
III. Rev. St. Chap. 122

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:120 The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REFERENCE: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD MEMBERSHIP IN ORGANIZATIONS

2:121

2:121 The Board may hold membership and pay membership fees in such local, state, regional and national school board organizations as regarded by the Board as beneficial.

Legal Reference: 23-2
Ill. Rev. St. Chap. 122

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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- 2:125 School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides. The expenses incurred by a Board member will be reimbursed according to the terms set forth in this policy.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members the actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Intermediate Service Center;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that

allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Official Business for Expense Advancements, Reimbursements, & Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance;
2. Travel. The least expensive and most efficient method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form;
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts;
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed;

- d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form;
 - e. Taxis and airport limousines, with receipts;
 - f. Public transportation (e.g. CTA, RTA) will be reimbursed without receipts, if receipts are generally not available.
3. Meals. Appropriate meal expenses, including tax tip but excluding liquor, incurred by an employee while traveling on school business are reimbursed, not to exceed established guidelines below. Detailed original receipts are required for reimbursement. The maximum Meal Reimbursement (with receipts) will be \$50.00 per day. If meals are included in the registration fee, the daily meal allowance will be reduced by \$10 for each meal that is provided at the conference and included in the registration fee.
 4. Lodging. Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed, unless the room is shared with other District attendees. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The itemized hotel bill must explain the types of expenses incurred.
 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Travel Expense Voucher

The Travel Expense Voucher should be submitted with original receipts for all conference travel and/or overnight meetings requiring lodging, meal reimbursement, and/or mileage. Reimbursements for travel expenses such as conference registration and airfare may be requested prior to departure using the Travel Expense Voucher form. If necessary, a second Travel Expense Voucher form must be completed within 30 days from the last day of District related (and not later than July 15th of the current fiscal year) with itemized original receipts attached for all allowable costs, as defined above. All personal travel costs must be excluded from the Travel Expense Voucher. Any expenses incurred by traveling family/companions or non-District related travel must be deducted from the receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 5/2/11
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD/SUPERINTENDENT RELATIONS

2:130

- 2:130 The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal laws.

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

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REFERENCE: 105 ILCS 5/10-16.7 and 5/10-21.4.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:150 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.

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.

Standing Board Committees

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

1. Buildings & Grounds Committee. This committee assists in the oversight of the physical plant and makes recommendations for remodeling, maintenance and general upkeep of District facilities, parking lots and green space. It usually consists of three members and an administrative liaison.
2. Education Committee. This committee oversees the implementation of the curricula and selection of instructional materials, including textbooks. It usually consists of three members and an administrative liaison.
3. Finance Committee. This committee reviews the District's financial data including the revenues and expenses the District incurs. It usually consists of three members and an administrative liaison.
4. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure, and provides information and recommendations to the Board. This committee also develops and monitors procedures for using behavioral interventions for students with disabilities. Its members include a minimum of two parents/guardians and two teachers, in addition to one of more administrative liaison. It may also include persons whose expertise or experience is needed.

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.: 5 ILCS 120.
105 ILCS 5/10-20.14 and 5/14-8.05.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 4/7/93
Revised: 3/6/17

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2:160 The School Board may enter into agreements for legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court. The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may authorize a specific member to confer with legal counsel on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REFERENCE: Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES OF THE AUDITOR

2:165

2:165 All of the financial records of the Board, including the Maine Township High School Student Activities Accounts and the Imprest Fund, shall be audited at the end of each fiscal year by an independent firm of auditors selected by the Board.

Legal Reference: 3-7
Ill. Rev. St. Chap. 122

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:200 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.

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 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.

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 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.

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 meeting which shall remain posted until the meeting is concluded.

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

Adopted: 2/4/85

Revised: 5/2/88

Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ORGANIZATIONAL SCHOOL BOARD MEETING

2:210

2:210 During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election maintaining that no employee of the Board shall serve as a Board officer except in the position of Secretary.
4. The Board shall fix a time and date for its regular meetings.

LEGAL REFERENCE: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 7/6/98
Revised: 3/6/17

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2:220 **Agenda**

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 1300.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;

2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.
- 10.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

LEGAL REFERENCE: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:230 At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REFERENCE: 5 ILCS 120/2.06.
105 ILCS 5/10-6 and 5/10-16.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

OFFICIAL SCHOOL SPOKESPERSONS & NEWS MEDIA

2:231

2:231 The official spokespersons of the District shall be the President of the Board, the Superintendent, the Director of Communication, or the Superintendent's authorized designee. Any person speaking in an official capacity shall represent the best interests of the Board, the District and the community.

The news media of the community shall be considered an ally of the District and a valuable source of communication between the schools and the citizens of the District.

Representatives of the local news media including newspapers, radio and television are invited to attend all open meetings of the Board. The Board shall at all times make available meeting announcements, agendas and minutes of meetings to keep the public informed of plans and actions underway.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/2017

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

NEWS MEDIA

2:232

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Representatives of the local news media including newspapers, radio and television are invited to attend all open meetings of the Board. The Board shall at all times make available meeting announcements, agendas and minutes of meetings to keep the public informed of plans and actions underway.

Under Illinois' Freedom of Information Act, FOIA officers are appointed by a public body to receive FOIA requests and to respond in compliance with the FOIA statute. Members of the news media are requested to follow the District's procedures for submitting FOIA requests.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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2:233 Memorials may take the form of recognition of individual achievements in a Wall of Honor established in each high school building.

The Principal, upon receiving a request, will name a committee consisting of representatives of the community, student body, faculty and administration to review the request and to make recommendations. Upon receipt of this communication, the Superintendent will make recommendations to the Board.

Selection of individuals recognized in this Wall of Honor will be based on the following criteria:

1. The individual's achievements went beyond a personal benefit and benefited the Maine Township community.
2. The individual's contributions were of a significant nature for the school, community or society.
3. The individual's contributions were recognized on a community, state-wide or national basis.

A maximum of two candidates from each building may be recommended annually, unless special circumstances support the recommendation of more than two candidates subject to approval by the Superintendent. Recognition will include the placement in the Wall of Honor of an appropriate portrait and plaque describing the individual's achievements.

The Board is proud and appreciative of its students, employees and others who serve the District or community. It may decide to recognize outstanding achievement and long, faithful service appropriately. It shall be the policy of the Board to refrain from naming any building, any part thereof, or grounds in memory of specific persons effective November 11, 1985.

Adopted: 11/12/85
Revised: 8/7/89
Revised: 3/6/17

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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RETIREMENT

2:234

2:234 Appropriate recognition and appreciation shall be made for the service which retiring members of the Board have given to the schools and community. Continuing privileges as may be legally provided them are to be encouraged and may include, but are not limited to, the following:

1. Regular issues of news bulletins of the school system.
2. Annual reports.
3. Selected special reports.
4. Complimentary admission to athletic and other school activities.
5. Personal invitations to special public functions of the Board.

Adopted: 2/4/85

Revised: 5/2/88

Revised: 3/6/17

“The inclusion of legal references (LEGAL REF:) herein is published for informational purposes only and the citation is not to be considered controlling or as part of the adopted or revised Board Policy.”

2:240 The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent. A Special Committee of the Board will consider all policy suggestions and provide information and recommendations to the full Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic. The Board policies are available for public inspection in the District's main office during regular office hours.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REFERENCE: 105 ILCS 5/10-20.5.

Adopted: 2/4/85
Revised: 5/2/88
Revised: 3/6/17

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Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee or ad hoc will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

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The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

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2:250 Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

a) Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

b) Definition

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

c) Requesting Records

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

d) Responding to Requests

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

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

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time

continue

for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

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

e) Fees

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

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

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

f) Provision of Copies and Access to Records

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

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

g) Preserving Public Records

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

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.

105 ILCS 5/10-16.

820 ILCS 130/5.

Approved: 06/08/2010

Revised: 3-6-17

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2:260 The District shall operate in compliance with all federal and state laws, rules, and regulations prohibiting discrimination, including harassment, in the employment of personnel and in the provision of services, programs, and activities. The recruitment, hiring, and promotion of teachers, administrators, and all non-certificated supportive staff shall be based on the personal abilities of the individuals and the needs of the District. Employment and personnel practices and the provision of services, programs, and activities shall be administered without regard to a person's race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment, as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws.

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

The Superintendent shall develop administrative regulations, establish a uniform grievance procedure and designate a complaint manager to implement this policy and meet the requirements of state and federal laws.

Legal Reference: Title IX of the Education Amendments of 1972
Title VI and VII of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
Illinois Constitution Article I, Sections 18 and 19
Illinois Human Rights Act
105 ILCS 5/10-22.5
105 ILCS 5/27-1

Adopted: 2/4/85
Revised: 5/2/88
Revised: 6/1/98
Revised: 11/4/02
Revised: 10/3/11

Uniform Grievance Procedure

A student parent/guardian, employee, or community member should notify any District Complaint Manager, if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
6. 6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
7. Bullying, 105ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities fir educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILSC 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved.

complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

The Superintendent has designated two District Complaint Managers to implement the district’s uniform grievance procedures. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting one of the following Complaint Managers:

Mr. Greg E. Dietz, Assistant Superintendent for General Administration
Complaint Manager
Maine Township High School District 207
1177 S. Dee Road
Park Ridge, IL 60068
1-847-692-8005

Ms. Mary Kalou, Assistant Superintendent for Business
Maine Township High School District 207
1177 S. Dee Road
Park Ridge, IL 60068
1-847-692-8026

Approved: 7/7/03
Revised: 7/8/13
Revised: 3/6/17

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UNIFORM GRIEVANCE FORM

Students, parents/guardians, employees or community members should complete this form in order to file a complaint if they believe the Board of Education, its employees or agents have violated their rights guaranteed by the federal or state constitution, federal or state statute or board policy.

Complainant's Contact Information

Name of Complainant:
Phone Number (day):
Phone Number (eve):
Street Address:
City, State, Zip:

Please indicate if you are a student, parent, guardian, employee or community member.

Nature of Complaint

Date of Incident:
Names and Contact Information of Witnesses:

Please describe the nature of your complaint: _____

Signature of Complainant (or parent/guardian)

Date

Approved: 7/7/03
Revised: 7/8/13