



Tuesday, May 5, 2026

Regular Board of Education Meeting, 6:00 p.m. Open Session

Location: District Administrative Center, 515 W. Main Street, Barrington, IL 60010, and live view at bit.ly/220schoolboardlive.

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1. MAY 5, 2026 REGULAR BOARD OF EDUCATION MEETING - AGENDA

1.01 Call to Order

- 2. 5:30 p.m. - CLOSED SESSION - For the purpose of discussing: Employment matters, performance of a specific employee, collective negotiating matters, self-evaluation, litigation matters, security procedures, student disciplinary matters, the placement of individual students in special education programs, and other matters relating to individual students, and the purchase, lease, or sale price of real property.**

3. 6:00 p.m. - OPEN SESSION

3.01 Roll Call

3.02 Pledge of Allegiance

3.03 Recognition: Infinetec Award

3.04 Student Report - Barrington High School

3.05 Report: President, Board of Education - Sandra Bradford

3.06 Public Comment

3.07 Report: Superintendent of Schools - Dr. Craig Winkelman

3.08 Informational Reports

[5 5 26 FOIA Report.pdf](#)

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3.09 Board Committee Reports: Finance Committee, Facilities Committee, Policy Committee, Legislative Committee, Equity Committee, Health Insurance Committee, Referendum Construction Steering Committee, Safety & Security Committee

4. CONSENT AGENDA








4.01 Revised Personnel Report

[Revised Personnel Report 5-5-2026.pdf](#)

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4.02 Minutes

5. ACTION ITEMS

- 5.01 Consideration to Approve Paper Contract
- 5.02 Consideration to Approve Second Reading of Board Policy 10
 - 2:220 School Board Meeting Procedure
 - 2:250 Access to District Public Records
 - 5:35 Compliance with the Fair Labor Standards Act
 - 5:50 Drug-and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition
 - 5:250 Leaves of Absence
 - 6:65 Student Social and Emotional Development
 - 6:170 Title I Programs
 - [Second Reading Policy-2220.pdf](#) 
 - [Second Reading Policy 2250.pdf](#) 
 - [Second Reading Policy 535.pdf](#) 
 - [Second Reading Policy 550.pdf](#) 
 - [Second Reading Policy 5250.pdf](#) 
 - [Second Reading Policy 665.pdf](#) 
 - [Second Reading Policy 6170.pdf](#) 
- 5.03 Consideration to Approve the Reciprocal Reporting Agreement with the Sheriff of Lake County

6. DISCUSSION ITEMS

- 6.01 Social Media Awareness and Digital Citizenship Update

7. Adjourn

- 7.01 Adjourn Meeting

FREEDOM OF INFORMATION ACT REQUESTS
May 5, 2026

| Date Received: | Request: | Status: | Requested By: |
|----------------|---|--------------------------------|------------------------------------|
| 3/26/26 | <p><i>I am requesting records related to the Assistant Superintendent of Instruction and Student Performance position, as well as district expenditures and staffing related to curriculum, instruction, and student performance. Please provide the following for the period January 1, 2024 through present:</i></p> <p>1. HIRING PROCESS – ASSISTANT SUPERINTENDENT POSITION</p> <p><i>All records related to the hiring process for the Assistant Superintendent of Instruction and Student Performance, including:</i></p> <ul style="list-style-type: none"> ● Complete list of applicants ● Resumes/CVs of finalists and selected candidate ● Interview schedules and interview panel members ● Interview questions and scoring rubrics ● Candidate evaluation sheets or scoring documents ● Internal communications regarding candidate selection ● Any documentation regarding the creation or justification of this position <p>2. POSITION CREATION & APPROVAL</p> <p><i>All records related to the creation of this position, including:</i></p> <ul style="list-style-type: none"> ● Board presentations or memos proposing the position ● Internal communications discussing the need for the role ● Budget impact analysis or cost justification <p>3. CENTRAL OFFICE STAFF – INSTRUCTION / TEACHING & LEARNING</p> <p><i>A complete list of all central office administrative staff whose responsibilities include curriculum, instruction, assessment, student performance, professional development, or school improvement, including:</i></p> <ul style="list-style-type: none"> ● Name ● Job title ● Department ● Base salary ● Total compensation (if available) <p>4. TOTAL VENDOR SPEND – SAME FUNCTIONAL AREAS</p> <p><i>All contracts, invoices, and payments (2024–present) for external vendors, consultants, or organizations providing services related to:</i></p> <ul style="list-style-type: none"> ● Curriculum development ● Instructional coaching ● Professional development ● Assessment systems ● Student performance analytics ● Equity / inclusion initiatives ● School improvement or strategic planning <p><i>For each vendor, include:</i></p> <ul style="list-style-type: none"> ● Vendor name ● Scope of work ● Total amount paid (annual and total) <p>5. PROFESSIONAL DEVELOPMENT & CONSULTING SPEND</p> <p><i>Total annual expenditures (2024–present) on:</i></p> <ul style="list-style-type: none"> ● Professional development services ● Instructional consulting ● Coaching services ● Conferences and training for administrators related to instruction or school improvement <p>6. DATA SYSTEMS & ASSESSMENT TOOLS</p> <p><i>Contracts and total annual cost for any platforms used for:</i></p> <ul style="list-style-type: none"> ● Student performance tracking | Response completed: 4/23/26 | Mike Pope Disagree Learning |

| | | | |
|---------|--|---|---------------------------------------|
| | <ul style="list-style-type: none"> • <i>Assessment systems</i> • <i>Data analytics dashboards</i> <p>(unduly burdensome)</p> | | |
| 4/6/26 | I am writing per FOIA to make a request for the fall 2025 yearbook bid documents and responses, and the notice of award. | Response in progress (commercial) | Jenn Weith Walsworth Yearbooks |
| 4/7/26 | <p>On behalf of genesisONE, I would like to formally request the following documents related to print services for Barrington Community Unit School District 220:</p> <ul style="list-style-type: none"> • Multi-function printers & copiers • Single-function printers • Production printing presses and units • Print management software • Toner/ink currently in use • Service, labor, and maintenance agreements for print <p>(responsive records sent)</p> | Response completed: 4/9/26 (commercial) | Ellis Erickson genesisOne |
| 4/13/26 | <p>Please provide copies of the following records:</p> <p>Item 1: Administrative Overhead (515 W. Main St)</p> <ol style="list-style-type: none"> 1. A Detailed Expenditure Report for Fiscal Year 2025 and Fiscal Year 2026 (year-to-date), filtered by the Location Code assigned to the Administrative Center (515 W. Main St). 2. A Payroll Register or Position Funding Report for all employees whose primary work location is designated as 515 W. Main St, including job titles and total annual remuneration (salary and benefits). Please redact individual names and private information as required by 5 ILCS 140/7(1)(b). 3. The current Organizational Chart for District Administration operating out of 515 W. Main St. 4. All Maintenance Contracts and Utility Bills (Electric, Gas, Water) specifically assigned to the building at 515 W. Main St for the last 24 months. <p>Item 2: Tax Levy and Revenue Recapture</p> <ol style="list-style-type: none"> 1. The Certificate of Tax Levy (ISBE Form 50-02) and the Limiting Rate Calculation Sheet provided by the Lake and Cook County Clerks for the 2023, 2024, and 2025 Levy Years. 2. The Revenue Recapture Certification or any ISBE Form 50-60 filings that specify the exact dollar amount of "Revenue Recapture" included in the 2023, 2024, and 2025 tax levies. 3. The Written Minutes (not video recordings) for any Board of Education meeting or "Committee of the Whole" meeting since January 2021 where "Revenue Recapture," "Bond Issuance," or "PTELL Cap" were listed as agenda items or discussed. <p>Item 3: Financial Reserves and Performance</p> <ol style="list-style-type: none"> 1. The Monthly Treasurer's Reports and Investment Reports for the months of January, February, and March 2026. 2. The Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2025. 3. A record of Investment Interest and Gains for all district funds/affiliates for the last three fiscal years, as recorded in the district's General Ledger. <p>(responsive records & public links sent)</p> | Response completed: 4/20/26 | Gerard Fox |
| 4/17/26 | <p>We seek the following records for the time period of January 1, 2026 through the present:</p> <ol style="list-style-type: none"> 1. Policies and Guidance | Response completed: 4/23/26 | Owen Wang Lake County Gazette |

| | | | |
|---------|--|--------------------------------|----------------------------------|
| | <ul style="list-style-type: none"> ○ Any and all policies, procedures, guidelines, or administrative directives concerning religious accommodations for students, including but not limited to accommodations related to Ramadan observance. <p>2. Ramadan-Specific Records</p> <ul style="list-style-type: none"> ○ Any and all records, including memoranda, guidance documents, or internal communications, specifically addressing accommodations for students observing Ramadan. <p>3. Prayer Accommodations During School Hours</p> <ul style="list-style-type: none"> ○ Any and all records reflecting policies, practices, or guidance regarding student prayer during the school day, including but not limited to: <ul style="list-style-type: none"> ■ Use of designated spaces for prayer; ■ Permission to leave class for religious observance; ■ Staff instructions or administrative guidance concerning such practices. <p>4. Implementation and Communication</p> <ul style="list-style-type: none"> ○ Any communications, including emails or memoranda, between district administrators, school staff, or external entities concerning the implementation of accommodations for students observing Ramadan. <p>5. Complaints or Requests</p> <ul style="list-style-type: none"> ○ Any records reflecting requests for religious accommodations related to Ramadan, and any records reflecting how such requests were handled, including summaries or reports (excluding personally identifiable student information). <p>(responsive records & public links sent, emails unduly burdensome)</p> | | |
| 4/22/26 | <p>Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for '2021 Pavement Maintenance Program' that was submitted on 03/05/2021. We specifically request the line-item bid tabulation showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A grand total sheet alone is not sufficient to satisfy this request unless it was a lump sum bid.</p> <p>(link to public record sent)</p> | Response completed: 4/23/26 | John Link Gov Records Request |
| 4/23/26 | <p>REQUEST A — Hiring and Position Creation Records</p> <p>For the period January 1, 2023 through March 1, 2024, I request the following records related to the Assistant Superintendent of Instruction and Student Performance position currently held by Sarah Rabe:</p> <ol style="list-style-type: none"> 1. The complete list of applicants for the position, and the resumes/CVs of all finalists and the selected candidate. 2. Interview schedules, the names of interview panel members, interview questions, scoring rubrics, and candidate evaluation or comparison documents — whether maintained electronically or in hard copy, including handwritten notes. 3. Any board presentation, memorandum, budget impact analysis, or cost justification document concerning the creation, proposal, or approval of this position. 4. Internal email communications regarding (a) the creation or justification of this position and (b) the selection of the candidate. <p>To narrow Item 4 and eliminate any burden concern, please limit the search to the following custodians and terms:</p> <p>Custodians: Superintendent Dr. Craig Winkelman; any Assistant or Associate Superintendent serving during the period; the Director of Human Resources serving during the period; any Board member serving on a hiring or</p> | Response completed: 4/30/26 | Mike Pope Disagree Learning |

personnel committee during the period; Sarah Rabe (district account only, from date of hire forward).

Search terms (any of): "Sarah Rabe," "Rabe," "Assistant Superintendent of Instruction," "Assistant Superintendent of Instruction and Student Performance," "position justification," "new position," "instruction and student performance."

(no responsive records for date range provided)

REQUEST B — Instructional Staffing, Vendor Spending, and Assessment Platforms

For the period January 1, 2024 through present, I request:

1. A list of all central office administrative staff whose responsibilities include curriculum, instruction, assessment, student performance, professional development, or school improvement. For each, please provide name, job title, department, base salary, and total compensation if available. Compiled report format (Excel or similar) is acceptable and preferred.

(provided public org charts and public salary reports)

2. A vendor payment report listing all vendors paid from account codes associated with curriculum, instruction, professional development, assessment, student performance analytics, equity/inclusion, or school improvement. For each vendor, please provide vendor name, total amount paid annually, and total paid across the period. A compiled accounting report pulled from the District's financial system is acceptable and preferred; I am not requesting individual invoices at this time.

3. A list of contracts currently in effect for platforms used for student performance tracking, assessment systems, or data analytics dashboards, with vendor name and total annual cost.

(no responsive records for these very specific requests- sent all vendor spending report)

This request is limited to compiled financial and staffing reports that the District already maintains in its accounting and HR systems.



Personnel Report

Department of Human Resources + Talent Acquisition || 2025-2026

Chelsea Hedges | Asst. Superintendent of HR + Talent Acquisition

Megan Russell | Director of Human Resources



Licensed Staff

| Name | Building | Position | Calendar | FTE | Lane | Step | Salary | Effective Date |
|-------------------------|------------------------|-----------------------------|----------|-----|------|------|-------------|-------------------|
| EMPLOYMENT | | | | | | | | |
| Allison Fox | Barbara Rose | Extended Resource | 182 | 1.0 | BA | 7 | \$67,365.00 | 8/14/2026 |
| Ana Trejo-Hernandez | Barrington High School | Bilingual Science | 182 | 1.0 | MA | 2 | \$64,257.00 | 8/14/2026 |
| RESIGNATION | | | | | | | | |
| Michi Gerdts | Early Learning Center | Speech Language Pathologist | | | | | | 5/29/2026 |
| Christian Spandiar | Barrington High School | Special Education Teacher | | | | | | 5/29/2026 |
| LEAVE OF ABSENCE | | | | | | | | |
| Jessica Kerrigan | Countryside | 1st Grade | | | | | | 11/10/26-12/22/26 |
| Jessica Powell | North Barrington | 1st Grade | | | | | | 11/12/26-12/22/26 |

Revised Personnel Report 5/5/2026



Personnel Report

Department of Human Resources + Talent Acquisition || 2025-2026

Chelsea Hedges | Asst. Superintendent of HR + Talent Acquisition

Megan Russell | Director of Human Resources



Non-Licensed Staff

| Name | Building | Position | Calendar | FTE | Hours per Day | Lane | Step | Hourly Rate | Effective Date |
|-----------------------|------------------------|--------------------------------|----------|-----|---------------|-------|------|-------------|----------------|
| EMPLOYMENT | | | | | | | | | |
| Lori Morman | Barbara Rose | Kindergarten Assistant | 188 | 0.5 | 4 | T/AAA | 4 | TBD | 8/14/2026 |
| Areli Peralta Delgado | Sunny Hill | Library Technology Assistant | 215 | 1.0 | 7.5 | M/A | 4 | TBD | 7/27/2026 |
| ADJUSTMENT | | | | | | | | | |
| Lil De La Guardia | Station Campus | Bilingual Assistant | 188 | 1.0 | 7 | T/AAA | 4 | \$22.63 | 4/22/2026 |
| Randi Walters | Barrington High School | Science & STEM CTE Coordinator | 204 | 1.0 | 8 | S/B | 4 | TBD | 8/7/2026 |
| RESIGNATION | | | | | | | | | |
| Ryan Rooney | Prairie Campus | Custodian | | | | | | | 5/15/2026 |
| RETIREMENT | | | | | | | | | |
| Jeanne Palmer | Hough | Special Services Assistant | | | | | | | 5/29/2026 |
| Randal Walker | Barrington High School | Campus Security | | | | | | | 8/31/2026 |



Personnel Report

Department of Human Resources + Talent Acquisition II 2025-2026

Chelsea Hedges | Asst. Superintendent of HR + Talent Acquisition

Megan Russell | Director of Human Resources



Non-Licensed Exempt

| Name | Building | Position | Calendar | FTE | Hours per Day | Salary | Effective Date |
|-------------------|------------------------|---------------------------------|----------|-----|---------------|-------------|----------------|
| EMPLOYMENT | | | | | | | |
| Anita Andrade | Barrington High School | Facilities Project Manager | 260 | 1 | 8 | \$95,000.00 | 4/27/2026 |
| ADJUSTMENT | | | | | | | |
| None | | | | | | | |
| RETIREMENT | | | | | | | |
| Kristine Benoit | DAC | Benefits & Time Off Coordinator | | | | | 6/30/2028 |

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board of Education 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 extensive discussion 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. Discussion items suggested by District residents may be added to the agenda or a future agenda with the consensus of those Board members present. 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 2:200, *Types of Board of Education Meetings*.

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 shall be rotated.

The Board shall take a roll call vote on all matters requiring its action, including but not limited to, all questions involving the expenditure of money and all questions involving the closing of a meeting to the public.

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 (OMA) 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.

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.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

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, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designee, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location 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 36 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 access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order. 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.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of office in policy 2:80, *Board Member Oath and Conduct*.

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 that requires the Board member to be absent on the day of the Board meeting, (3) a family or other emergency, (4) unexpected childcare obligations, or (5) performance of *active military duty* as a *service member*. If a member wishes to attend a meeting by video or audio means, he or she must notify the Board President or Superintendent at least 24 hours before the meeting unless advance notice is impractical. 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.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of

the disaster declaration. If neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

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 Newly Revised*, 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 REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#), Open Meetings Act.

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: July 1, 2001

REVISED: April 25, 2005; March 13, 2007; May 3, 2011; November 19, 2013; June 6, 2017; January 14, 2020; August 11, 2020; March 1, 2022; April 4, 2023; June 20, 2023, December 5, 2023; March 18, 2025

BOARD OF EDUCATION

2:250 Access to District Public Records

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.

Freedom of Information Officer

The Recording Secretary, Assistant Superintendent, or designee shall serve as the District's Freedom of Information Officers and assume all the duties and powers of that office as provided in FOIA and this policy.

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 material 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. The District's public records do not include *junk mail*.

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. Oral requests may be accepted provided personnel are available to handle them. 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. Email requests must include the entirety of the request within the body of the email and not as an attachment or hyperlink. 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.

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;
3. Complying with the request would be unduly burdensome;
4. The request would require the District to open electronically attached files or hyperlinks to view or access details of a request. In that case, the requester shall be notified within five business days that the entirety of the electronic request must appear within the body of the electronic submission; or

5. The District has a reasonable belief that the request was not submitted by a person, and the requester fails to verify orally or in writing that they are a person within 30 days of the District's request for such verification.

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 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.

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, shall be 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 in 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.

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, the process 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.

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 Board of Education 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.

50 ILCS 205/, Local Records Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11, Personnel Record Review Act.

820 ILCS 130/5, Prevailing Wage Act.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: July 1, 2001

REVISED: June 9, 2003; June 21, 2011; December 13, 2011; December 20, 2016; December 20, 2022

PERSONNEL

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include licensed and non-licensed job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Friday or 12:00 a.m. Tuesday through 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

Please refer to the applicable collective bargaining agreement(s) for more information.

LEGAL REF.:

820 ILCS 105/4a.

29 U.S.C. §201 et seq., Fair Labor Standards Act; 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED: October 1, 2019

REVIEWED: April 16, 2024;

REVISED: July 15, 2025

PERSONNEL

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

The following definitions apply to this policy:

"District Premises" means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, playing fields, and parking areas; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities and other unattached structures. District Premises includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities.

The term "Tobacco" shall include cigarettes, e-cigarettes, cigars, and tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked. *Tobacco* shall have the meaning provided in [105 ILCS 5/10-20.5b](#).

"Cannabis" shall have the meaning provided in the CRTA, [410 ILCS 705/1-10](#).

"E-Cigarette" is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

It is the policy of this district to prohibit the use of drugs, including Cannabis, alcohol, Tobacco and E-cigarettes on District Premises. This prohibition shall apply to students, personnel, and members of the public entering District Premises.

All District Premises are drug- and alcohol-free workplaces.

An employee is *on call* when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the District or another location previously designated by the District. All employees are prohibited from engaging in any of the following activities while on District Premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of alcohol while on District Premises or while performing work for the District, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of Cannabis; being present on District Premises or while performing work for the District

when impaired by or under the influence of Cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of Cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

4. Smoking or use of tobacco or e-cigarettes on District Premises.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance is one that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of this District policy respecting a drug, alcohol, and tobacco/smoke-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District Premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

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

1. Provide each employee with a copy of the District Drug, Alcohol, and Tobacco/Smoke-Free Workplace policy;
2. Post notice of the District Drug, Alcohol, and Tobacco/Smoke-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation and smoking cessation programs to provide information to District employees;

5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs,
 - c. Smoking cessation programs, and
 - d. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of E-cigarettes, Tobacco, and Cannabis products applies both (1) when an employee is on District Premises, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

District Action Upon Violation of Policy

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

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

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

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

[20 U.S.C. §7101](#) *et seq.*, Safe and Drug-Free School and Communities Act of 1994.

[21 U.S.C. §812](#), Controlled Substances Act; [21 C.F.R. §1308.11-1308.15](#).

[41 U.S.C. §8101](#) *et seq.*, Drug-Free Workplace Act of 1988.

[42 U.S.C. §12114](#), Americans With Disabilities Act.

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[30 ILCS 580/](#), Drug-Free Workplace Act.

[105 ILCS 5/10-20.5b.](#)

[410 ILCS 82/](#), Smoke Free Illinois Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 705/1-1](#) *et seq.*, Cannabis Regulation and Tax Act.

[720 ILCS 675](#), Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

[820 ILCS 55/](#), Right to Privacy in the Workplace Act.

[23 Ill.Admin.Code §22.20.](#)

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: July 1, 2001

REVISED: August 8, 2006; May 20, 2014; December 17, 2019; January 11, 2022

PERSONNEL

5:250 Leaves of Absence

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Association Leave, Parental Leave, Leaves for Service in the Military, and Exchange Teacher Program

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

Administrators will receive sick, personal, bereavement, and vacation time per the administrator benefits package.

Employees not covered by the Barrington Education Association agreement will receive the benefits provided by that agreement.

Sick and Bereavement Leave

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601](#) *et seq.*) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 ([29 U.S.C. §2601](#) *et seq.*)

Leaves to Serve as an Officer, Trustee, or Representative of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#), and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with [105 ILCS 5/24-3.5](#).

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Family Neonatal Intensive Care Leave

An unpaid leave from work is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the requirements of the Family Neonatal Intensive Care Leave Act. If the District employs at least 51 employees, an employee is entitled

to a total of 20 days of unpaid leave while a child of the employee is a patient in a NICU. ^{Q1} The District may require reasonable verification of the employee's child's length of stay in a NICU.

LEGAL REF.:

[105 ILCS 5/10-20.83](#), [5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

[10 ILCS 5/13-2.5](#), Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Family Bereavement Leave Act.

[820 ILCS 156/](#), Child Extended Bereavement Leave Act.

[820 ILCS 157/](#), Family Neonatal Intensive Care Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: July 1, 2001

REVISED: March 4, 2008, February 16, 2010; December 20, 2016; January 15, 2019; June 18, 2019; January 14, 2020; May 3, 2022; March 7, 2023, December 5, 2023

INSTRUCTION

6:65 Student Social and Emotional Development

Social and Emotional Learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards. The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age- and culturally appropriate classroom instruction, and District-wide and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Ongoing staff professional development and support to promote students' SEL development.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

CROSS REF.: 1:30, (Educational Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: August 9, 2004

REVISED: June 1, 2011; December 20, 2016; November 5, 2019; December 20, 2022

INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent/Guardian and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level plans.

District-Level Parent and Family Engagement Plan

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Plan (District Plan) according to Title I requirements. This District Plan shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the District Plan is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Plan

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Plan (School Plan) according to Title I requirements. This School Plan shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the School Plan is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Plan) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Plan)

LEGAL REF.:

20 U.S.C. §§6301-6514, Title I of the Elementary and Secondary Education Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Language Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: July 1, 2001

REVISED: March 8, 2011; February 21, 2017

REVIEWED: September 8, 2021