

Board of Education Meeting Procedure

2:220-E1 Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

Actor	Action
<i>Before any Board meeting:</i> Superintendent or designee	Arranges to have an audio recording device with adequate storage capacity and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
<i>Before a closed meeting:</i> Board President or presiding officer (#3 and #4 may be delegated to the Board Secretary or Recording Secretary)	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) ensures that the minutes record the vote of each member present 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 (5 ILCS 120/2a), and (5) adjourns the open meeting.
<i>Before a closed meeting:</i> Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.
<i>During a closed meeting:</i> Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ___ date, at ___ o'clock, at ___ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. (Note: This script is an example.)

Limits discussion to the topics that were included in the motion to go into a closed meeting.

The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure.

Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.

After a closed meeting:

Superintendent,
Recording Secretary, or
Board Secretary

For Verbatim Recordings:

Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed.

Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings.

As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings.

Upon request of a Board member:

1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations;
2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:
 - a. The Recording Secretary,
 - b. The Superintendent or designated administrator, or
 - c. Any elected Board member; and

3. Logs the access to the recordings in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*.

For Closed Meeting Minutes:

~~Prepares~~ The Board Attorney prepares written closed meeting minutes that include:

- The date, time, and place of the closed meeting
- The Board members present and absent
- A summary of discussion on all matters proposed or discussed
- The time the closed meeting was adjourned

Upon request of a Board member:

1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations;
2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District:
 - a. The Recording Secretary,
 - b. The Superintendent or designated administrator, or
 - c. Any elected Board member; and
3. Logs the access in 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*.

After a closed meeting:

Board of Education
In preparation for the semi-annual review:

Superintendent or designee

Approves the previous closed meeting minutes at the next open meeting.

Every six months, prepares a recommendation concerning the continued need for confidential treatment of all of the Board's closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.

This step is in preparation of the Board's meeting to decide whether the need for

	<p>confidential treatment of specific closed meeting minutes continues to exist.</p> <p>If the Board wants to discuss closed meeting minutes in closed session, places "review of unreleased closed meeting minutes" on a closed meeting agenda.</p> <p>Places "result of Board's review of unreleased closed meeting minutes" as an item on a subsequent open meeting agenda.</p>
<p><i>In preparation for the semi-annual review:</i></p> <p>Individual Board members</p>	<p>Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.</p> <p>Individual Board members should consider: (1) the Superintendent's recommendation, (2) the recommendation of the Board Attorney, (3) other Board members' opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.</p>
<p><i>During the semi-annual review:</i></p> <p>Board of Education</p>	<p>The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</p> <p>The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.</p>
<p><i>After the semi-annual review:</i></p> <p>Superintendent or designee</p>	<p>Re-labels and re-files closed meeting minutes as appropriate.</p>
<p><i>Monthly:</i></p> <p>Board President</p>	<p>Adds "destruction of closed meeting audio recording" as an agenda item to an upcoming open meeting.</p>
<p><i>Monthly:</i></p> <p>Board of Education</p>	<p>Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.</p>

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

DATED: August 5, 2024

Springfield School District 186

BOARD OF EDUCATION

4:172 Law Enforcement Officers

It is the policy of the District that School Resource Officers, local off-duty law enforcement officers, retired law enforcement officers and the Coordinator of Safety and Security, hereafter collectively referred to as Law Enforcement Officers, use only the force reasonably necessary to effectively bring incidents under control and protect the lives and safety of visitors, staff and/or students. Law Enforcement Officers will attempt to de-escalate all situations before employing the use of force and/or restrictive measures. A Law Enforcement Officer will only use the physical force and/or restrictive measures necessary to control or resolve a conflict or to protect the safety of visitors, staff and/or students.

Law Enforcement Officers may enact the use of force policy.

Goals of Use of Force:

1. To assert control of a situation that threatens the security of District facilities;
2. To protect those in the immediate area from danger, including visitors, staff and students; and
3. To detain a subject for arrest by the appropriate local law enforcement agency in accordance with the law.

The Law Enforcement Officer shall limit the use of force and/or restrictive measures to those instances when he/she reasonably believes the use of force and/or restrictive measures is the appropriate method of control to secure the environment and ensure the safety and welfare of the Law Enforcement Officers and others.

Equipment

The District does not authorize the Law Enforcement Officers to carry anything other than her/his firearm, (e.g. tasers, etc.), on their person, unless otherwise approved. Law Enforcement Officers may carry firearms and other equipment issued or authorized by their respective police departments. Retired law enforcement officers and the Coordinator of Safety and Security will successfully complete training for firearms, other equipment and qualifications prescribed by their parent law enforcement agency or IROCC, the Illinois Retired Officers Concealed Carry Agency. School Resource Officers and local off-duty officers will maintain certification in Crisis Prevention Institute training (CPI) or comparable training through their respective agency, first aid, CPR and AED certification.

An addendum to include the make, model, and serial number of the Law Enforcement Officer's authorized weapon, as well as any dated qualification records and copies of identification cards, will be on file with the District and/or their respective agency.

Public Safety Officers: Off-duty officers or other law enforcement officers contracted by the District as security personnel will carry firearms and other equipment issued or authorized by their respective police departments, if they hold the proper training and/or certification.

Procedures

Use of force continuum

When confronted with an incident that may require the use of force and/or restrictive measures, the Law Enforcement Officer will assess the situation and determine which of the following alternatives and options will most effectively control the incident with the least amount of injury. The alternatives listed below are ranked from the least to most severe. A Law Enforcement Officer will not use a greater level of force and/or restrictive measure than necessary and will attempt to exhaust less severe alternatives or options unless the Law Enforcement Officer reasonably believes that any lesser degree of force and/or restrictive measure would be ineffective.

1. LEVEL ONE – Presence

Presence is defined as a psychological force established by the Law Enforcement Officer's arrival in the area and the symbols of authority present in the Law Enforcement Officer's attire or an officer's uniform. The Law Enforcement Officer's positioning, stance and reaction times can influence and may control confrontations facilitating a resolution and the safety of all involved.

2. LEVEL TWO - Verbal Direction and Control

Verbal direction and control are the most desirable uses of force options. Conversation, advice, commands or instructions by the Law Enforcement Officer to de-escalate an incident and if needed, control, or confrontation describes this level of force option.

- a. Verbal compliance: Upon obtaining verbal compliance, the Law Enforcement Officer may escort the individual(s) to the administrative office, security office for interview and/or law enforcement detention, or off campus at the direction of building administrators.
- b. Calling for assistance: The prompt appearance of additional help frequently brings situations and incidents under control. Additional assistance may include Hall Monitors, school staff, administration, or law enforcement. Exigent circumstances may require the Law Enforcement Officer to intervene prior to the arrival of assistance.

3. LEVEL THREE - Physical Control

Law Enforcement Officers will use physical contact only when they reasonably believe it necessary to control an individual's movement for the safety of students, visitors, staff, and/or the Law Enforcement Officer. The use of physical contact includes touching, assisting, and/or grabbing an individual. Law Enforcement Officers shall have the right to protect themselves, staff members, visitors and students from physical assaults or injury by using approved trained strategies. Law Enforcement Officers will limit the use of force and/or restrictive measures against individuals to the defensive techniques taught in the CPI Non-Violent Crisis Intervention Course.

4. LEVEL FOUR - Firearm

The use of a firearm by a Law Enforcement Officer trained and authorized to carry a weapon under federal and state law will only be utilized if the risk of serious bodily injury or death to themselves and/or others is imminent AND all viable options have been exhausted to stop the threat, so long as time allows for the use of other options.

Use of force notification and documentation, e-mailed reports: Law Enforcement Officers will immediately notify the Coordinator of Security and Safety or Director of School Support whenever they or any public safety officer uses any level of force beyond level two and an arrest is made. All use of force reports will be prepared and forwarded to their respective supervisors and the District Superintendent.

ADOPTED:

Springfield School District 186

BOARD OF EDUCATION

5:12 Minority Employment

In compliance with applicable federal, state and local laws the school district will actively recruit and hire qualified minority personnel, both certificated and non-certificated, in all areas of employment. In particular, the Springfield Board of Education is committed to the recruitment and retention of African-Americans educators.

The Board of Education recognizes the importance of the relationship between the academic success of students and the quality of educators and others working in positions of responsibility. Due to this relationship, it is important that the employees of District 186 reflect, in as much as the labor pool allows, the racial and ethnic diversity of the District 186 community.

Therefore, the school board of District 186 believes the following strategies are necessary to produce a diversified workforce:

1. The Superintendent shall assign at least one district staff member to serve as a recruiter who is empowered to recruit and hire educators at regional colleges and universities and who is committed to the goal of hiring a diverse staff.
2. The Superintendent, with Board approval, may contract with qualified individuals to serve as a recruiter who is empowered to recruit and hire educators at regional colleges and universities and who is committed to the goal of hiring a diverse staff.
3. The Board of Education is committed to placing African-American educators at each school including administrative teams at the middle and high school levels.
4. The Board of Education expects the Superintendent to encourage African-American educators and other educators of color to participate in leadership development opportunities and to serve on leadership teams.
5. When district officials recruit educators at regional colleges and universities, the Board of Education directs the Superintendent to enlist the assistance of community members in the recruitment effort and to promote Springfield.
6. The Board of Education directs the Superintendent to encourage minority staff to obtain the credentials necessary to advance to teaching or administrative positions.
7. The Board of Education directs the Superintendent to inform and enable potential minority teaching candidates to pursue a degree in education and seek opportunities to grow our own staff and students into the profession.

CROSS REF: (5:10 Equal Employment Opportunity and Minority Recruitment)

ADOPTED:

Springfield School District 186

General Personnel

5:30 Hiring Process and Criteria

The District hires 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 Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#).

All applicants must complete a District application in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

~~The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites:~~

The District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been

delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[42 U.S.C. §12112](#), Americans with Disabilities Act; [29 C.F.R. Part 1630](#).

[15 U.S.C. §1681](#) *et seq.*, Fair Credit Reporting Act.

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/10-22.34](#), [5/10-22.34b](#), [5/21B-10](#), [5/21B-80](#), [5/21B-85](#), [5/22-6.5](#), [5/22-94](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

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

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 112/](#), Equal Pay Act of 2003.

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(III. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: August 5, 2024

Springfield School District 186

General Personnel

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

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

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, 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.

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. Administrators may call the police if anyone is suspected of being under the influence on District property. 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 means a substance 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.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means 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. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-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.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. 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, and
 - c. 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 school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in [105 ILCS 5/10-20.5b](#).

Cannabis has 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.

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: August 5, 2024

Springfield School District 186

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (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. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, Request for Professional Leave Form to support any requests for expense payments, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee 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, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements are not guaranteed without prior written approval. To obtain prior written approval, employees must complete and submit the Request for Professional Leave Form at least 20 days prior to the conference travel. To obtain reimbursement, expense forms must be submitted within 30 days of completion of travel.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved 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.

Registration

When possible, registration fees may be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense/reimbursement form.
2. 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.
3. 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 with receipts.
4. Taxis, airport shuttles, ride sharing services, or other local transportation costs.

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

Meals

Employees will be reimbursed for meal costs ~~and tips~~ up to the approved daily reimbursement rate consistent with the maximum reimbursement amount(s) set by the Board. Tips are included with meal charges. Expense forms must list the days for reimbursement. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official travel status for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

[2 C.F.R. §200.474.](#)

[30 ILCS 708/130](#), Grant Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32.](#)

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED: August 5, 2024

Springfield School District 186

Expenses

5:60-E1 Exhibit - Request for Professional Leave

Name _____ Email _____ Date _____

School/Location _____ Position _____

Conference/Meeting Name _____

Conference/Meeting Location _____

Conference/Meeting Date(s) _____

Mark days away from building

	S	M	T	W	Th	F	S
a.m.							
p.m.							

Sub Required: Yes ___ No ___ ___ days @ 112 per day

Fund/Grant Paying for Sub _____

Projected Expenses (review instructions on other side and Board Policies 2:125 and 5:60)

- 1. Registration \$ _____
- 2. Transportation \$ _____
- Sharing travel with _____ \$ _____
- Car _____ miles @ \$0.67 per mile OR Air / Bus / Train
- 3. Hotel _____ nights @ \$ _____ per night \$ _____
- 4. Meals _____ days @ \$40-70 per day (minus conference meals) \$ _____
- 5. Miscellaneous (Parking, Taxi, Luggage) \$ _____
- Total Projected Expenses** \$ _____

If the school/group will be presenting, please provide a summary of the presentation and include any handouts given to participants with final reimbursement form:

Fund/Grant Paying Expenses _____

Employee's Signature* _____ Date _____

*By signing this form, staff accepts these provisions and understands that reimbursement forfeiture is possible for unallowable expenses. Initial box on reverse side must be completed.

Supervisor's Signature** _____ Date _____

**Principal/Supervisor has discussed and approves travel. Building Secretary's Initials _____

Grant Coordinator: _____ Date _____

Approve/Disapprove

Director: _____ Date _____ Approve/Disapprove

Superintendent: _____ Date _____ Approve/Disapprove

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR PROFESSIONAL LEAVE FORM

Complete the request to attend a professional meeting form and attach one copy of the conference program or tentative schedule as well as a completed copy of the registration form. These forms must be submitted to your building principal or supervisor for pre-approval. Each staff member attending must complete this process. Forms will not be accepted when combined with other staff members. Request forms must be turned in to the correct program office **20 days prior** to conference travel if the staff member is paying their own registration, *but if staff is requesting District paid registration—see below*. Modifications to Professional Leave or the reimbursement rates can be made by program coordinators or Business Director (as necessary and reasonable). **Staff will receive an Expense Claim form for approval of professional leave via email or an email with leave denial. If staff does not receive an email at least 5 days before the trip, it is the staff member's responsibility to contact Program Travel. Expense form must be completed within 30 days of travel.**

If request is more than ~~\$3,000~~**\$4,000**, the Board of Education must approve prior to registration or any expenses paid (see Board policies 2:125 and 5:60).

Advance registration fees - Title I Only

Staff requesting that Title I pay advance registration fees must submit completed forms to the Title I Office no less than 4 weeks prior to the professional travel or early bird registration, whichever occurs first. If request is received after this deadline, then pre-paid registration will no longer be an option. Registration fees under \$50 are not eligible for prepayment.

Other programs (District, Title II, Special Education) may pay advance registration for specific conferences, but advance approval is required.

Projected Expenses

Registration costs: Actual registration fees are reimbursed at the lowest member rate, unless a combined member fee is offered, and no late registration fees are allowed unless circumstances dictated registration was not allowable during early bird rates.

Transportation: Staff members are required to use the most reasonable and necessary method of travel. IF driving by car, multiple participants are required to pool together and the driving participant will be reimbursed the current mileage rate (Parking reimbursement must be pre-approved and necessary). IF train is most reasonable, then actual fare costs based on availability of route will be reimbursed. IF airfare is most reasonable, then the most direct route in standard airfare and one checked bag with receipt will be reimbursed.

To/From lodging: Standard taxi, shuttle, subway, or metro line (with receipts - tips not allowable) will be reimbursed for participants to and from their arrival point to hotel. Transportation to/from dinner is not reimbursable.

Hotels: It is the responsibility of the employee to arrange hotel accommodations and pay the advance deposit. Reimbursement will come through regular expense claim after professional travel. ONLY conference approved hotel rates will be paid. No additional hotel charges are reimbursable including room service, in-room Internet, health club, etc. If the overnight conference does not have a special conference rate, then the federal reimbursement rate guidelines will be allowed and followed. These rates can be found at http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts.

Meals: A per diem rate of ~~\$40~~**\$70** total per day will be reimbursed per staff member. Receipts are not needed. A full day consists of leaving before 7:30 am and returning after 5:30 pm—partial day determined by program travel. Conference meals that are provided must be deducted at a rate of ~~\$10~~**\$20**.00 for breakfast, ~~\$10~~**\$20** for lunch, and ~~\$20~~**\$30** for dinner. IF all meals are provided by conference, then no meal reimbursement will be paid.

Any use of a *district credit card* must include itemized receipts for any expense including restaurants and hotel charges.

Staff must initial this box. By initialing this box, staff accepts and understands request to attend provisions set forth in this policy.

Springfield School District 186

Expenses

5:60-E2 Exhibit - Springfield Public School District 186 Travel or Meeting Expense Claim

<Name> has been approved to attend <Conf Name> with a reimbursement not to exceed <amount>.

Once your travel is completed, follow the directions below to complete and return the claim form to at for reimbursement processing.

Please follow the instructions clearly for completing this form:

Upon return from the conference, use this form to summarize all travel expenses. The completed form must be signed by your supervisor and then sent to the program/department designated above no more than 30 days after the travel has been completed.

This form must be completed in such a manner that is very clear to administrators and auditors where, when, and how money was spent. If you have any questions, please contact the person listed above.

1. TRANSPORTATION EXPENSES

- Complete each line that is applicable to your claim only.
- Mileage will be pre-approved for one driver.
- The current IRS reimbursement rate for mileage will be followed.
- Air/train/bus will be reimbursed after travel and paid at a pre-approved rate; one checked bag with receipt only.

2. HOTEL EXPENSES

- SPS reimburses at the conference or federal rate. Hotel expenses are not paid for local area meetings.
- Multiple staff members attending the same conference are encouraged to share the double rate room.
- It is the responsibility of the employee(s) to make all hotel arrangements and pay advance deposit(s).

3. MEAL EXPENSES

- Meal reimbursements are paid on a per diem rate up to ~~\$40-70~~ per day for full day out of town travel, **excluding** any conference meals included with registration. Deductions for included meals are as follows: ~~\$10-20~~ breakfast, ~~\$10-20~~ lunch, ~~\$20-30~~ dinner. A full day consists of leaving before 7:30 a.m. and returning after 5:30 p.m. Receipts are not needed for conference travel.
- Single day events or local conferences/meetings will only include a lunch reimbursement of \$10. No lunch reimbursement if meal is provided.

4. VERIFICATION

- Principals/supervisors/coordinators are **required** to review appropriate expenses and approve the Final Travel and Meeting Expense Claim forms prior to submission to the Department that is paying for travel.

5. **ALL** expenses including those prepaid by the District (registration fees only) are to be included as part of the total expenses shown on this form. Each expense section of claim form must be completely filled out with requested documentation for reimbursement to be processed.

- Failure to complete the form properly will result in the form being returned. All claims must be made within 30 days after travel or participant risks not being reimbursed.

Final Travel Expense Claim Form for

Maximum Reimbursement:

Complete all tables with as much detailed information as possible, so it is clear to staff and auditors for approvable reimbursement.

Registration Expenses		Cost
District prepaid registration total		
Registration owed as reimbursement to participant		
Transportation		Cost
Air/Train/Bus - circle one and attach itemized receipts		
Auto - Total miles x 67 cents per mile (current IRS per mile reimbursable rate)		
Transportation to/from airport, train station and/or hotel and conference only (receipts required)		
Parking, baggage, tolls, etc (itemized receipts required)		
Total Transportation Costs		\$
Hotel	Date of Stay	Cost
Itemized hotel bill required		\$

Meal Expenses - Put an X under each date for a meal purchased that day and leave blank for conference-included meals. Total each date column: \$~~10-20~~ breakfast, \$~~10-20~~ lunch, \$~~20-30~~ dinner.

Date	
Breakfast	
Lunch	
Dinner	
Total	
Total Meal Expenses	\$

Total Reimbursement Requested \$ _____

Total Expenses (include prepaid expenses) \$ _____

 Printed Name Signature Date of request School/Location

 Address City/State Zip

 Supervisor Printed Name Signature Date of request School/Location

By signing this form, the supervisor approves the final expenses listed as appropriate and reimbursable. The form may be returned for incorrect information and staff could forfeit reimbursement for improperly completed form.

 Grant Coordinator Name Signature Date of request School/Location

 Director Name Signature Date of request School/Location

 Superintendent Signature Date of request School/Location

DATED: August 5, 2024

INSTRUCTION

6:100 Using Animals in the Educational Program

~~Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.~~

Live animals may be used to support classroom instruction where appropriate, but no animal shall be allowed to remain in any school overnight without the prior written approval of the principal.

Other than animals trained to guide or assist individuals in need of such service, the District prohibits staff, students, parents, and the public from bringing animals into schools or onto school property when students are present. The principal may provide an exception to this Policy, with prior notice, and when the presence of the animal is being used to support the instructional program. All animals brought into schools with the permission of the principal must be appropriately housed, humanely cared for, and properly managed by someone trained and professionally certified at handling that animal. Students will not be exposed to a dangerous or unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

[105 ILCS 5/2-3.122](#), [5/27-14](#), and [112/](#).

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: August 5, 2024

Springfield School District 186

STUDENTS

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

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 1 for regular calendar schools and September 1 for balanced calendar schools of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. Students may remain in school if proof of a physical examination appointment scheduled before October 15 is provided. Beginning October 15, students without proof of required physical examination and immunizations will be excluded.

New students who register after October 15 of the current school year shall have 10 days following registration to comply with the health examination and immunization regulations.

If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

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

~~Unless an exemption or extension applies, the failure to comply with the above requirements by 10 days after the beginning of the school year of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after 10 days after the beginning of the school year of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by 10 days after the beginning of the school year, the student must present, by 10 days after the beginning of the school year, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.~~

~~A student transferring from out of state who does not have the required proof of immunizations by 10 days after the beginning of the school year may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.~~

Eye Examination

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

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

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

Dental Examination

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

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

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

LEGAL REF.:

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#), Lead Poisoning Prevention Act.

[410 ILCS 315/2e](#), Communicable Disease Prevention Act.

[23 Ill.Admin.Code §1.530](#).

[77 Ill. Admin.Code Part 664](#), Socio-Emotional and Developmental Screening.

[77 Ill.Admin.Code Part 665](#), Child and Student Health Examination and Immunization.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

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

ADOPTED: August 5, 2024

Springfield School District 186

NEW

BOARD OF EDUCATION

7:132 Personal Technology

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein.

An electronic device includes, but is not limited to, the following: cell phone, smartphone, smart watch, video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer or other similar electronic devices. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Cell phones may be brought to District 186 schools by students pursuant to this policy. Phones should remain concealed and be turned off unless in use pursuant to this policy. Such phones and other electronic devices may be used in compliance with the District guidelines for usage at the elementary, middle and high school levels as listed below.

Elementary - Phones and headphones will be turned off when they enter the school and placed in their backpack for the entire school day. Smartwatches should not be used as a cell phone during the day.

Middle School - Phone and headphones will be turned off when they enter the school and placed in their lockers for the entire school day. Smartwatches should not be used as a cell phone during the day.

High School - Cell phones and headphones will be turned off when they enter the school and placed in their lockers, pockets, personal bags or binders. This is in effect in the hallways, during passing periods, in classrooms and immediately after school. Students may utilize their phones during the lunch period in an appropriate manner once they have entered the commons / atrium or cafeteria areas. Smartwatches should not be used as a cell phone during the day.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

Violations of this policy shall result in disciplinary action as outlined in the Student and Family Handbook.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

ADOPTED:

Springfield School District 186

STUDENTS

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists shall strive to:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;

3. Review material to improve sentence structure, grammar, spelling, and punctuation;
 4. Check and verify all facts and verify the accuracy of all quotations;
 5. In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District's ~~s;~~ media literacy curriculum mandate in [105 ILCS 5/27-20.08](#); and
- 5-6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies; or
 - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

[105 ILCS 5/27-20.08](#) and [5/27-23.7](#).

[105 ILCS 80/](#), Speech Rights of Student Journalists Act.

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 393 U.S. 503 (1969).

[Hazelwood v. Kuhlmeier](#), 484 U.S. 260 (1988).

[Morse v. Frederick](#), 551 U.S. 393 (2007).

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

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

ADOPTED: August 5, 2024

Springfield School District 186

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The ~~Communications Director~~Director of Communications and the Superintendent are the spokespersons for District 186. The ~~Communications Director/Dept~~Director of Communications shall plan and implement a District public relations program that will:

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

The public relations program should include:

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

Family & Community Engagement

Family and Community Engagement (F.A.C.E.) is a full partnership and shared responsibility among students, staff, families and the community, providing the necessary resources and supports to ensure that every student is college and career ready.

Family Engagement Principles

1. The District and schools develop a family engagement system that cultivates and empowers adults to jointly support student growth, address any barriers to learning, and ensure college and career readiness.
2. District and school personnel foster a welcoming and supportive environment that is responsive to the needs of all students and families.
3. District and school personnel engage in ongoing and meaningful two-way communication with families, community, and internal staff to support student learning and healthy development.
4. District and school personnel empower parents/guardians in the decision-making process.

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

ADOPTED: August 5, 2024

Springfield School District 186

COMMUNITY RELATIONS

8:100 Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- City, County, and State officials
- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts
- Colleges and universities
- Not-for-profits that serve District 186 families

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

ADOPTED: August 5, 2024

Springfield School District 186