

Donovan CUSD #3

School Board Policy Manual

Index

Property of Donovan CUSD#3

Donovan, Illinois

Iroquois County

School Board Policy Manual Maintained by:

Cheryl Grant	August 2005	June 2012
Jewel Legan (Digital Copy Created)		July 2012
Julia Shortsleeve	July 2012	September 2014
Cheyenne Lanoue	October 2014	January 2018
Jewel Legan (Updated Digital & Website Copies)		April 2019
Mandy Wolfe	February 2018	Current

Foreword

The purpose of this policy is to outline the organization and administration of the District as well as to provide information for all employees and interested patrons concerning policies currently in effect.

Knowledge of the organizational and administrative functions of our system and a clear understanding of the conditions of the appointment and service are essential. It is hoped that this policy manual will provide a ready aid to this knowledge and understanding.

This policy manual cannot be complete in all details, but it does not, by omission, restrict legislative or administrative authority. It is understood, whether expressed or not, that all policies contained in this manual are subject to state laws and regulations. The staff of the School District and interested citizens are encouraged to suggest additions or refinements.

Index

100	<u>School District Organization</u>
1:10	School District Legal Status (11/2017)
1:20	District Organization, Operations, and Cooperative Agreements (11/2017)
1:25	A History of the Unit (11/2017)
1:26	Mission Statement (11/2017)
1:28	Statement of Objectives (11/2017)
1:30	School District Philosophy and Organizational Chart (11/2017)
200	<u>School Board</u>
2:04	Publishing of Board Minutes (6/2018)
2:10	School District Governance (7/2016)
2:20	Powers and Duties of the School Board; Indemnification (12/2019)
2:20-E	Exhibit- Waiver and Modification Request Resource Guide (12/2019)
2:30	School Board Elections (4/2017)
2:40	Board Member Qualifications (10/2019)
2:50	Board Member Term of Office (10/2019)
2:60	Board Member Removal from Office (10/2019)
2:70	Vacancies on the School Board- Filling Vacancies (12/2019)
2:70-E	Exhibit- Checklist or Filling Board Vacancies by Appointment (12/2019)
2:80	Board Member Oath and Conduct (10/2019)
2:80-E	Exhibit- Board Member Code of Conduct (10/2019)
2:90	Board Self-Evaluation (12/2005)
2:100	Board Member Conflicts Of Interest (12/2019)
2:105	Ethics and Gift Ban (12/2019)
2:110	Qualifications, Term, and Duties of Board Officers (12/2019)
2:120	Board Member Developments (10/2019)
2:120-E1	Exhibit-Guidelines for Serving as a Mentor to a New School Board Member (10/2016)
2:120-E2	Exhibit- Website Listing of Development & Training Completed by Board Members (10/2016)
2:125	Board Member Compensation Expenses (4/2017)
2:125-E1	Exhibit-Board Member Expense Reimbursement Form (4/2017)
2:125-E2	Exhibit-Board Member Estimated Expense Approval Form (4/2017)
2:125-E3	Exhibit-Resolution to Regular Expense Reimbursements (4/2017)
2:130	Board-Superintendent Relationship (12/2006)
2:140	Communications To and From the Board (10/2019)
2:140-E	Exhibit- Guidance for Board Member Communications, Including Email Use (10/2019)
2:150	Committees (10/2019)
2:160	Board Attorney (10/2015)
2:160-E	Exhibit-Checklist for Selecting a Board Attorney (10/2015)
2:170	Procurement of Architectural, Engineering, and Land Surveying Services (10/2019)
2:200	Types of School Board Meetings (12/2019)
2:210	Organizational School Board Meeting (7/2017)
2:220	School Board Meeting Procedures (12/2019)
2:220-E1	Exhibit- Board Treatment of Closed Mtg. Verbatim Records & Minutes (4/2017)
2:220-E2	Exhibit- Motion to Adjourn to Closed Meeting (12/2019)
2:220-E3	Exhibit- Closed Meeting Minutes (4/2017)
2:220-E4	Exhibit- Open Meeting Minutes (4/2017)
2:220-E5	Exhibit- Semi-Annual Review of Closed Meeting Minutes (4/2017)
2:220-E6	Exhibit- Log of Closed Meeting Minutes (12/2019)
2:220-E7	Exhibit- Access to Closed Meeting Minutes and Verbatim Recordings (4/2017)
2:220-E8	Exhibit- School Board Records Maintenance Requirements and FAQs (4/2017)
2:230	Public Participation at School Board Meetings and Petitions to the Board (10/2019)
2:240	Board Policy Development (10/2019)
2:240-E1	Exhibit- PRESS Issue Updates (10/2016)

2:240-E2 Exhibit- Developing Local Policy (10/2016)
2:250 Access to District's Public Records (12/2019)
2:250-E1 Exhibit-Written Request for District Public Records (10/2019)
2:250-E2 Exhibit- Imminently Available District Public Records and Web-Posted Records(12/2019)
2:260 Uniform Grievance Procedure (12/2019)

300

General School Administration

3:10 Goals and Objections (10/2019)
3:15 Building Rental Fees (12/1999)
3:30 Chain of Command (8/2011)
3:40 Superintendent- Duties and Authority (10/2019)
3:40-E Checklist for the Superintendent Employment Contract Negotiation Process (12/2019)
3:50 Administrative Personal- Qualifications/Duties/Evaluation Other Than the Superintendent (12/2019)
3:60 Administrative Responsibilities of the Building Principal (10/2019)
3:60-E Exhibit- Reporting Requirements for Building Principals Concerning School Safety & Security (10/2019)
3:70 Succession of Authority (9/2017)

400

Operational Services

4:05 Activity Bus (Date: N/A)
4:10 Fiscal and Business Management (4/2017)
4:15 Identity Protection (12/2019)
4:15-E1 Exhibit- Letter to Employees Regarding the Privacy of Social Security Numbers (4/2011)
4:15-E2 Exhibit- Statement of Purpose for Collecting Social Security Numbers (7/2016)
4:15-E3 Exhibit- Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers (7/2016)
4:20 Fund Balances (10/2019)
4:30 Revenue and Investments (12/2019)
4:40 Incurring Debt (12/2019)
4:45 Insufficient Fund Checks and Debt Recovery (10/2019)
4:45-E1 Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller (IOC) (10/2019)
4:45-E2 Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge (10/2019)
4:50 Payment Procedures (10/2015)
4:50-E Exhibit-School District Payment Order (10/2019)
4:55 Use of Credit and Procurement Cards (4/2017)
4:55-E Exhibit- Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Card's (10/2019)
4:60 Credit and/or Procurement Cards (12/2019)
4:60-AP4, E1 Exhibit - Internal Procedures for Procurement Transactions (3/2017)
4:60-E Exhibit- Notice to Contractors (10/2019)
4:70 Resource Conservation (12/2008)
4:80 Accounting and Audits (12/2019)
4:90 Activity Funds (10/2019)
4:100 Insurance Management (10/2019)
4:110 Transportation (12/2019)
4:110-E Exhibit-Emergency Medical Information for Students Having Special Needs or medical Conditions Who Ride School Buses (10/2019)
4:120 Food Services (2/2015)
4:130 Free and Reduced Priced Food Services (10/2019)
4:130-E Exhibit-Letter Free and Reduced Priced Food Services; Meal Charge Notifications (10/2019)
4:140 Waiver of Student Fees (12/2019)
4:140-E1 Exhibit- Application for Fee Waiver (7/2016)
4:140-E2 Exhibit- Response to Application for Fee Waiver, Appeal, and Response to Appeal (7/2016)
4:140-E3 Exhibit- Resolution to Increase Driver Education Fees (12/2011)
4:150 Facility Management and Expansion Programs (12/2019)
4:160 Environmental Quality of Building and Grounds (10/2019)

4:170 Safety (12/2019)
4:175 Convicted Child Sex Offender; Criminal Background Check (12/2019)
4:180 Paramedic Procedures (9/2017)
4:190 Targeted School Violence Prevention Program (1/2020)

500

Personnel

5:10 Equal Employment Opportunity & Minority Recruitment (12/2019)
5:20 Sexual Harassment (12/2019)
5:20-E1 Exhibit-Resolution to Prohibit Sexual Harassment (12/2019)
5:20-E2 Exhibit- Sexual Harassment Complaint Form (7/2010)
5:30 Hiring Process and Criteria (12/2019)
5:35 Compliance with the Fair Labor Standards Act (FLSA) (10/2019)
5:35-E Exhibit- Volunteer Agreement Executed by a Non- Exempt Employee (10/2019)
5:40 Communicable and Chronic Infectious Disease (10/2019)
5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition (12/2019)
5:56 Public Complaints about Personnel (Date: N/A)
5:60 Expenses (Excluding Workshops/Conferences) (10/2019)
5:60-E1 Exhibit-Employee Expenses Reimbursement Form (4/2017)
5:60-E2 Exhibit-Employee Estimated Expense Approval Form (4/2017)
5:62 Teacher Workshops/Conferences Expense Policy (10/2016)
5:64 Expenses for State Tournaments (Athletic or Academic) (8/2013)
5:65 Custodians Working on Snow Days (1/1982)
5:70 Religious Holidays (9/2017)
5:80 Court Duty (9/2017)
5:90 Abused and Neglected Child reporting (12/2019)
5:100 Staff Development Program (12/2019)
5:110 Recognition of Service (9/2017)
5:120 Employee Ethics and Conduct and Conflict of Interest (12/2019)
5:120-E Exhibit- Code of Ethics for Illinois educators (10/2019)
5:125 Personal Technology and Social Media; Usage and Conduct (12/2019)
5:125-E Exhibit- Employee Receipt of Board Policy Technology and Social Media (8/2011)
5:130 Responsibilities Concerning Internal Information (10/2019)
5:140 Solicitations By and From Staff- School Grounds (9/2017)
5:150 Personnel Records (12/2019)
5:160 Release of Credit Information (3/1997)
5:170 Copyright (1/2018)
5:170-E Exhibit- Request to Reprint or Adapt Material (8/2011)
5:180 Temporary Illness or Temporary Incapacity (10/2019)
5:185 Family and Medical Leave (4/2017)
5:190 Teacher Qualifications (12/2019)
5:190-E1 Exhibit- Notice to Parents of Their Right to Request Their Child's Classroom Teachers Qualifications (4/2017)
5:190-E2 Exhibit- Notice to Parents When Their A Child Is Assigned To or Has Been Taught by a Teacher Who Is Not "Highly Qualified" (4/2017)
5:190-E3 Exhibit- Letter to Teacher Who Is not *Highly Qualified* (4/2017)
5:200 Terms and Conditions of Employment and Dismissal (12/2019)
5:210 Resignations (9/2017)
5:220 Substitute Teachers (12/2019)
5:220-E Exhibit- Unsatisfactory Performance Report for Substitute Teacher (3/2017)
5:230 Maintaining Student Discipline (10/2019)
5:240 Suspension (10/2017)
5:250 Professional Personnel- Leave of Absence (12/2019)
5:260 Student Teachers (12/2019)
5:270 Employment At- Will, Compensation and Assignment (7/2015)
5:270-E Notice of Employment (9/2017)

5:280 Duties and Qualifications (4/2017)
5:285 Drugs and Alcohol Testing for School Bus and Commercial Vehicle Drivers (12/2019)
5:290 Employment Termination and Suspension (12/2019)
5:300 Schedules and Employment Year (10/2019)
5:310 Compensatory Time- Off (10/2019)
5:310-E Exhibit- Agreement to Receive Compensatory Time- Off (10/2019)
5:320 Educational Support Personnel- Evaluation (9/2017)
5:330 Educational Support Personnel- Sick Days, Vacation, Holidays, and Leaves (12/2019)

600

Instruction

6:10 Educational Philosophy and Objectives (10/2019)
6:15 School Accountability (12/2019)
6:20 School Year Calendar and Day (12/2019)
6:30 Organization of Instruction (10/2019)
6:40 Curriculum Development (10/2019)
6:50 School Wellness (10/2019)
6:60 Curriculum Content (12/2019)
6:60-AP,E1 Exhibit- Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes (10/2019)
6:65 Student Social and Emotional Development (12/2019)
6:70 Teaching About Religions (9/3017)
6:80 Teaching About Controversial Issues (7/2012)
6:100 Using Animals in the Educational Program (10/2016)
6:100-E1 Exhibit-Guidelines and Applications for Using Animals in School Facilities for Educational Purposes (10/2016)
6:100-E2 Exhibit- Student Permission for Exposure to Animal(s) (10/2016)
6:110 Programs for Students at Risk of Dropping Out of School and Graduation Incentives Programs (10/2019)
6:120 Education of Children With Disabilities (10/2019)
6:130 Programs for Gifted (10/2019)
6:135 Accelerated Placement Program (10/2019)
6:140 Education of Homeless Children (4/2017)
6:145 Migrant Students (4/2017)
6:150 Home Hospital Instructions (12/2019)
6:160 English Language Learners (4/2017)
6:170 Title 1 Programs (4/2017)
6:170-AP,E1 Exhibit-District Level Parental Involvement Compact (4/2017)
6:170-AP1,E2 Exhibit-School level Parental Involvement Compact (4/2017)
6:170-AP2,E1 Exhibit-District Annual Report Card required by Every Student Succeeds Act (ESSA) (4/2017)
6:180 Extended Instructional Programs (12/2019)
6:185 Remote Educational Programs (10/2019)
6:190 Extracurricular Activities (11/2019)
6:210 Instructional Materials (12/2019)
6:230 Library Media Programs (10/2019)
6:235 Access To Electronic Networks (10/2017)
6:235-AP1, E1 Exhibit-Student Authorization for Electronic Network Access (10/2016)
6:235-AP1, E2 Exhibit - Staff Authorization for Electronic Network Access (10/2016)
6:235-E3 Exhibit- Online Privacy Statement (7/2013)
6:235-E4 Exhibit- Keeping Yourself and Your Kids Safe on Social Networks (10/2016)
6:235-E5 Exhibit- Children's Online Privacy Protection Act (7/2013)
6:240 Field Trips (11/2017)
6:250 Community Resource Persons and Volunteers (10/2019)
6:250-E Exhibit- Resource Person and Volunteer Information Form and Waiver of Liability (2/2014)
6:255 Assemblies and Ceremonies (4/2011)
6:260 Complaints About Curriculum, Instruction Materials, and Programs (7/2012)
6:260-E Exhibit- Curriculum Objection (7/2012)
6:270 Guidance and Counseling Program (12/2019)
6:280 Grading and Promotion (3/2016)

6:290	Homework (7/2012)
6:300	Graduation Requirements (12/2019)
6:300-E1	Exhibit - Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict (12/2019)
6:300-E2	Exhibit- State Law Graduation Requirements (12/2019)
6:300-E3	Exhibit – Form for Exemption from Financial Aid Application Completion (12/2019)
6:310	Credit for Alternative Courses/Programs and Course Substitutions (12/2019)
6:315	High School Credit for Students in Grade 7 or 8 (3/2016)
6:320	High School Credit for Proficiency (12/2019)
6:340	Student Testing and Assessment Program (10/2019)

700

Students

7:10	Equal Educational Opportunities (10/2016)
7:10-E	Exhibit-Equal Educational Opportunities Within the School Community (10/2016)
7:15	Students and Family Privacy Rights (4/2017)
7:15-E	Exhibit – Notification to Parents of Family Privacy Rights (10/2019)
7:20	Harassment of Students Prohibited (12/2019)
7:30	Student Assignment and Intra-District Transfer (4/2017)
7:40	Nonpublic School Students, Including Parochial and Home-Schooled Students (10/2015)
7:50	School Admissions and Student Transfers To and From Non-District Schools (12/2019)
7:60	Residence (4/2017)
7:60-AP2, E1	Exhibit-Letter of Residence from Landlord in Lieu of Lease (7/2009)
7:60-AP2, E2	Exhibit-Letters of Residence to be used when person seeking to Enroll in Living with a District Residence (4/2017)
7:60-AP2, E3	Exhibit-Evidence of Non-Parent’s Custody, Control, and Responsibility of a Student (4/2017)
7:70	Attendance and Truancy (10/2019)
7:75	Parent- Student Handbook (Date: N/A)
7:80	Release Time for Religious Instruction/Observance (7/2012)
7:90	Release During School Hours (10/2010)
7:95	Minimum Student Enrollment in Athletics (11/2017)
7:100	Health, Eye, and Dental Exams; Immunization and Exclusions of Student (10/2019)
7:130	Student Rights and Responsibilities (3/2016)
7:140	Search and Seizure (3/2016)
7:140-E	Exhibit- Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act (3/2016)
7:150	Agency and Police Interviews of Students (12/2019)
7:160	Student Appearance (7/2012)
7:170	Vandalism (10/2019)
7:180	Preventing Bullying, Intimidation, and Harassment (12/2019)
7:185	Teen Dating Violence Prohibited (10/2019)
7:185-E	Exhibit- Memo to Parent/Guardians Regarding Teen Dating Violence (10/2019)
7:190	Student Behavior (12/2019)
7:190-E1	Exhibit- Aggressive Behavior Reporting Letter and Form (11/2010)
7:190-E2	Exhibit- Student Handbook Checklist (10/2019)
7:190-E3	Exhibit-Memorandum of Understanding (12/2019)
7:190-E4	Exhibit-Acknowledgment of Receiving Student Behavior Policy and Student Conduct Code (5/2016)
7:200	Suspension Procedures (12/2019)
7:200-E1	Exhibit-Short Term Out-Of-School (1-3 Day) Reporting Form (5/2016)
7:200-E2	Exhibit-Long Term Out-Of-School (4-10 Day) Reporting Form (5/2016)
7:210	Expulsion Procedures (5/2016)
7:220	Bus Conduct (5/2016)
7:225	School Sponsored Trips (7/2010)
7:230	Misconduct by students with Disabilities (5/2016)
7:240	Misconduct Code for Participants in Extracurricular Activities (5/2016)
7:250	Student Support Services (10/2019)
7:260	Exemptions from Physical Activity (10/2019)
7:270	Administering Medicines to Students (12/2019)

7:270-E1	Exhibit-School Medication Authorization Form (12/2019)
7:270-E2	Exhibit-School Medication Authorization Form-Medical Cannabis (12/2019)
7:280	Communicable and Chronic Infectious Diseases (4/2011)
7:280-E2	Exhibit- Reporting and Exclusion Requirements for Common Communicable Disease (10/2019)
7:280-E3	Exhibit- Prevention of Staphylococcal Infections for Schools (10/2019)
7:285	Food Allergy Management Program (11/2010)
7:290	Adolescent Suicide Awareness and Prevention Programs (12/2019)
	<u>Activities</u>
7:300	Extracurricular Activities (3/2016)
7:300-E1	Exhibit- Agreement to Participate (3/2016)
7:300-E2	Exhibit- Certificate of Physical Fitness for Participation in NON-IESA/IHSA Athletics (10/2019)
7:300-E3	Exhibit- Authorization for Medical Treatment (6/2008)
7:305	Student Athlete Concussions and head Injuries (10/2019)
7:310	Restrictions on Publications: Elementary Schools (4/2017)
7:315	Restrictions on Publications: High Schools (4/2017)
7:325	Student Fundraising Activities (10/2015)
7:325-E	Exhibit-Application and Procedure to Involve Students in Fundraising Activities (10/2015)
7:330	Student Use of Buildings- Equal Access (10/2019)
7:330-E	Exhibit- Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings (10/2019)
	<u>Records</u>
7:340	Student Records (12/2019)
7:340-AP1, E1	Exhibit-Notice to Parents/Guardians & Students of Their Rights Concerning a Student's School Records (4/2017)
7:340-AP1, E2	Exhibit - Using a Photograph or Video Recording of a Student (7/2017)
7:340-AP1, E3	Exhibit-Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information (4/2017)
7:340-AP1, E4	Exhibit- Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information (4/2017)
7:340-AP1, E5	Exhibit - Biometric Information Collection Authorization (7/2017)
7:340-M	Computer System Monitoring Policy (4/2005)
800	<u>Community Relations</u>
8:10	Connection with the Community (10/2015)
8:20	Community Use of School Facilities (2/2015)
8:20-E	Exhibit-Application and Procedures for Use of School Facilities (7/2010)
8:25	Distribution and Display of Community Flyers/Posters (10/2019)
8:30	Visitors to and Conduct on School Property (12/2019)
8:30-E1	Exhibit-Letter to Parent Regarding Visits to School by Child Sex Offenders (2/2015)
8:30-E2	Exhibit-Child Sex Offender's Request for Permission to Visit School Property (2/2015)
8:35	Fund Raising Policy (Date: N/A)
8:60	Exclusive Bargaining Representative Agent (3/1997)
8:70	Accommodating Individuals with Disabilities (4/2017)
8:80	Gifts to the District 10/2015)
8:90	Parent Organizations and Booster Clubs (10/2016)
8:95	Parental Involvement (10/2019)
8:95-E	Exhibit-Letter Notifying Parents/Guardians of School Visitation Rights (12/2019)
8:100	Relations with Other Organizations and Agencies (4/2017)
8:110	Public Suggestions and Concerns (3/2017)
900	<u>Parent and Student Handbooks</u>
1000	<u>Board- Teacher Master Contract</u>