



DECATUR PUBLIC SCHOOL DISTRICT #61
BOARD OF EDUCATION
AGENDA

Regular Meeting
Keil Administration Building
3rd Floor Conference Room
1st Floor Board of Education Room

December 05, 2017
4:30 PM Open Session
Closed Session Immediately Following
6:30 PM Open Session Continuing

Legend: AI = Action Item DI = Discussion Item IO = Information Only

Board of Education Mission Statement:

“As elected representatives of the Decatur community, the Board of Education aspires to make our schools high performing and visionary. We seek to collaborate with and inspire all our stake-holders to promote a student-centered, inclusive, value-driven environment in all our schools. The school board recognizes its fiduciary responsibilities and board members strive to be engaged and promote a culture conducive to learning.”

The Board of Education Core Values:

Engaged ~ Collaborate ~ Inclusive ~ Excellence ~ Citizenship ~ Innovation

IO 1.0 CALL TO ORDER
Roll Call

IO 2.0 CALL FOR EXECUTIVE SESSION
The Board of Education will meet in Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, and discussion of collective negotiating matters between the Board and representatives of its employees.

IO 3.0 PLEDGE OF ALLEGIANCE

AI 4.0 APPROVAL OF AGENDA, DECEMBER 05, 2017

IO 5.0 SPECIAL PRESENTATIONS AND DISTRICT HIGHLIGHTS

IO 6.0 PUBLIC PARTICIPATION

AI 7.0 CONSENT ITEMS

- A. Minutes: Regular/Closed Meeting November 14, 2017 and Closed Meeting November 28, 2017
- B. Dental Insurance Renewal
- C. Job Descriptions:
 - English Learner Teacher
 - Research, Development, Evaluation and Assessment Analyst

- D. Webster Cantrell After School Program Agreement with Global Educational Systems, Inc. (Sylvan)

AI 8.0 ROLL CALL ACTION ITEMS

- A. Personnel Action Items
B. Resolution: The Amounts Necessary to be Levied for the Year 2017, but Paid in 2018
C. Resolutions – 2017 Property Tax Abatement
- Series 2011A Bonds
 - Series 2011B Bonds
- D. Resolution Abating the Working Cash Fund of Decatur School District Number 61
E. Decatur Public School District 61 Calendar for 2018-2019 School Year

IO 9.0 SUPERINTENDENT’S REPORT

- A. Updates on Board of Education Policies – First Reading: Dr. Todd Covault, Chief Operational Officer:
- Policies: Section 02 – School Board
 - Policies: Section 04 – Operational Services
 - Policies: Section 05 – Personnel
 - Policies: Section 06 – Instruction
 - Policies: Section 07 – Students
- B. Graduation and College Readiness Report: Michael Dugan, Assistant Superintendent-Secondary

DI 10.0 BOARD DISCUSSION ITEMS

- A. Board Committee Updates and other Discussion

IO 11.0 ANNOUNCEMENTS

The Board of Education sends condolences to the families of:

David Richard Kidd, who passed away Friday, November 24, 2017. Mr. Kidd was a retired Educator/Administrator from Decatur Public Schools.

O’Shea Jelks-Lewis, who passed away Monday, November 27, 2017. O’Shea was a student at MacArthur High School.

Jeffery A. Moery, who passed away Tuesday, November 28, 2017. Mr. Moery was the father of Alycia Moery, 2nd Grade Teacher at Parsons Elementary School.

IO 12.0 IMPORTANT DATES

- December** 20 High School Exams
20 End of 2nd Quarter and End of 1st Semester
21 – 31 **No School for Students, Holiday and Winter Break**
22 and 25 **Christmas Holidays Observed and All District Offices are Closed**
– District Offices will Re-open on December 26, 2017

- January** 01 **New Year's Holiday Observed**
- **No School and All District Offices are Closed**
 - District Offices will Re-open on January 02, 2017
- 03 **Teacher Work Day and No School for All Students**
- 04 **Full Day of School for All Students, 2nd Semester and 3rd Quarter Begins!**
- 05 Report Card Distribution for ALL Schools

NEXT MEETING

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, December 12, 2017 in the 1st Floor Board Room at the Keil Administration Building.

13.0 ADJOURNMENT

**DECATUR DISTRICT 61 BOARD OF EDUCATION
REGULAR MEETING MINUTES**

DATE/TIME: November 14, 2017

4:30 PM

LOCATION: Keil Administration Building
3rd Floor Conference Room and
1st Floor Board Room

PRESENT: Dan Oakes, President
Kendall Briscoe
Beth Creighton
Sherri Perkins

Beth Nolan, Vice President
Courtney Carson
Brian Hodges

STAFF: Superintendent Dr. Paul Fregeau, Board Secretary Melissa Bradford, Attorney Brian Braun and others

President Oakes called the meeting to order at 4:30 PM.

TOPIC	DISCUSSION	ACTION
Call for Closed Executive Session	<p>President Oakes called the meeting to order and moved into Closed Executive Session to conduct a student discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, imminent and/or pending litigation and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mrs. Perkins.</p> <p>Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Creighton, Briscoe, Oakes, Nolan, Carson, Hodges, Perkins Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Board moved to Closed Executive Session at 4:30 PM.</p>
Return to Open Session	<p>President Oakes moved to return to Open Session to take action on the student discipline hearing, seconded by Mrs. Perkins. All were in favor.</p>	<p>Board returned to Open Session at 5:20 PM.</p>
Student Discipline Hearing	<p>Superintendent Fregeau recommended that the Board of Education “authorize the issuance of a decision in the expulsion case for Student #1718-0001 consistent with the findings from the Hearing Officer’s Report, and that Student #1718-0001 be expelled from the Decatur Public School District, all events, property and activities of the District for the remainder of the 2017-2018 school year and first semester of the 2018-2019 school year, with a stay for alternative education.</p> <p>Mr. Hodges moved to approve the recommendation, seconded by Mrs. Perkins. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Perkins, Nolan, Carson, Creighton, Briscoe, Oakes, Hodges Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. Student #1718-0001 was expelled from DPS 61 for the remainder of the 2017-2018 school year and 1st semester of the 2018-2019 school year as presented.</p>

TOPIC	DISCUSSION	ACTION
Return to Closed Executive Session	<p>President Oakes called the meeting to order and moved to return into Closed Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, imminent and/or pending litigation and discussion of collective negotiating matters between the Board and representatives of its employees, seconded by Mrs. Perkins.</p> <p>Hearing no questions, President Oakes called for a Roll Call Vote: Aye: Oakes, Perkins, Creighton, Briscoe, Carson, Hodges, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Board returned to Closed Session at 5:23 PM.</p>
Return to Open Session	<p>President Oakes motioned to return to Open Session, seconded by Mrs. Perkins. All were in favor.</p>	<p>Board returned to Open Session at 6:27 PM.</p>
Call for Public Hearing – Modification of School Code 105 ILCS 5/24-2 Holidays	<p>President Oakes opened the Public Hearing at 6:30 PM and noted for the Board and public that this hearing, per state regulation, was to give an opportunity to the public and Board Members to present any written or oral testimony and/or comments on the subject to Modify School Code 105 ILCS 5/24-2 Holidays:</p> <ul style="list-style-type: none"> • Abraham Lincoln, Casimir Pulaski and Veterans Days would be granted as Commemorative Holiday status to allow student attendance for the 2018-2019 school year. <p>Please note that all legal notices were previously sent, as appropriate, for this Hearing.</p> <p>President Oakes asked if any written comments had been received or if anyone wanted to present written comments on this subject. None had been received and none were presented.</p> <p>President Oakes asked if anyone had signed in to speak on the subject. No one had signed in to speak.</p> <p>President Oakes asked if there was anyone present who did not sign in, but would like to speak on this subject. No one requested to speak, including Board members.</p> <p>President Oakes noted he had given an opportunity for public participation, oral and written testimony, and then declared the public hearing closed at 6:33 PM.</p>	<p>Public Hearing was held from 6:30 – 6:33 PM.</p>
Open Session Continued	<p>President Oakes noted that the Board of Education had been in Closed Executive Session to conduct a student discipline hearing and to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, imminent and/or pending litigation and discussion of collective negotiating matters between the Board and representatives of its employees. No action was taken during Closed Executive Session.</p>	
Pledge of Allegiance	<p>President Oakes led the Pledge of Allegiance.</p>	

TOPIC	DISCUSSION	ACTION
Approval of Agenda, November 14, 2017	<p>Superintendent Fregeau recommended the Board approve the November 14, 2017 Open Session Board Meeting agenda as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mr. Carson. All were in favor.</p>	<p>Agenda was approved as presented.</p>
Special Presentations and District Highlights	<p>Superintendent Fregeau read a proclamation regarding a School Board Member's roles, duties and responsibilities as a member of a governing body and thanked the Board of Education for their hard work as we prepare to celebrate School Board Member's Day on November 15, 2017.</p> <p>Maria Robertson, Director of Community Engagement, noted that the school spotlight was Garfield Montessori School. Mary Anderson, Principal at Garfield Montessori School, shared information as follows:</p> <ul style="list-style-type: none"> • Demographics (student population, low mobility rate, attendance) • Discipline Data <ul style="list-style-type: none"> ○ Trauma informed ○ Behavior infractions • SWOT Analysis (strengths, areas of concerns (weaknesses), opportunities, challenges (threats)) • Would like to return to the standard-based grading system • Montessori teachers must receive the appropriate training in order to be effective. <p>Principal Anderson noted the following ideal visions:</p> <ul style="list-style-type: none"> • One Montessori campus to house 700 – 800 students • Farm school concept (Erdkinder) • Physical expansion of Enterprise building • FFA high school program housed at Montessori • Creation of Montessori Teacher Training Center <p>Principal Anderson would also like to have more space so that any and all children can be offered public Montessori and that teachers receive the appropriate training as needed. School of choice has filters and families must put in the effort as they go through the orientation process. Tuition, transportation and instructional time can be an issue for Pre-kindergarten students.</p> <p>Mel Roustio, Turkey Tournament Coordinator, presented an update on the 48th Annual Turkey Tournament, which will take place November 21-22 and 24-25, 2017 at Stephen Decatur Middle School. Mr. Roustio asked for a mentoring/tutoring program for athletes who struggle academically at the high school level.</p>	<p>Information only.</p>
Public Participation	<p>None at this time.</p>	<p>Information only.</p>
Consent Items	<p>Superintendent Fregeau recommended the Board approve the Consent Items as presented, which included:</p>	<p>Motion carried.</p>

TOPIC	DISCUSSION	ACTION
	<p>A. Minutes: Regular/Closed Meeting October 24, 2017, Special Closed Meeting October 27, 2017 and Special Open Session Meeting November 06, 2017</p> <p>B. Bills</p> <p>C. Financial Conditions Report</p> <p>D. Treasurer's Report</p> <p>E. Freedom of Information Report</p> <p>F. Eisenhower High School Fundraiser</p> <p>G. Individual Learning Devices (ILD)</p> <p>H. Contract Agreement between Decatur Public School District 61 and The Community Foundation of Macon County</p> <p>I. Resolution: Sale of School Property - Adult Education Equipment</p> <p>J. Resolution: Disposal of Surplus Preschool Items</p>	<p>The Consent Items were approved as presented.</p>
	<p>Mr. Hodges moved to approve the recommendation, seconded by Mrs. Briscoe. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Carson, Perkins, Briscoe, Creighton, Oakes, Hodges, Nolan Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	
Roll Call Personnel Action Items	<p>Superintendent Fregeau recommended the Board approve the Personnel Action Items listed in the Memo from Deanne Hillman, Director of Human Resources, as presented.</p> <p>Mrs. Creighton moved to approve the recommendation, seconded by Mr. Carson. Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Hodges, Nolan, Perkins, Carson, Briscoe, Creighton, Oakes Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	<p>Motion carried. The Personnel Action Items were approved as presented.</p>
DPS 61 FY17 Annual Audit	<p>Superintendent Fregeau recommended the Board approve the Decatur Public School District 61 Fiscal Year 2017 Annual Audit as presented.</p> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mr. Carson.</p> <p>Heather Powell, CPA, Managing Director for BKD, presented the following results on the Decatur Public School District 61 and the Macon-Piatt Special Education District Fiscal Year 2017 Annual Audits (each audit will be voted on separately):</p> <ul style="list-style-type: none"> ● Un-modified and/or clean opinions were issued under the modified cash bases of accounting and regulatory bases of accounting (AFR filed with State Board of Education). ● Clean opinions were issued for the federal funds with no federal audit findings. ● DPS 61 fund balances decreased in FY16-17. ● DPS 61 reimbursement for student tuition increased. 	<p>Motion carried. The DPS 61 FY17 Annual Audit was approved as presented.</p>

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • The operating funds (educational, operation/maintenance and transportation) increased in FY15-16. • DPS 61 financial profile score (AFR) was review status (second highest). • No new disclosure with financial statements. • There are three levels of deficiencies (material weaknesses, significant deficiencies or deficiencies). There were deficiencies only in the following categories: <ul style="list-style-type: none"> ○ Segregation of duties, negative activity fund balances, flex plan, purchase approval, signature stamps and lost or damaged computer equipment. 	
	<p>Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Perkins, Creighton, Briscoe, Nolan, Oakes, Hodges, Carson Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	
MPSED FY17 Annual Audit	<p>Superintendent Fregeau recommended the Board approve the Macon-Piatt Special Education District Fiscal Year 2017 Annual Audit as presented.</p> <p>Mrs. Perkins moved to approve the recommendation, seconded by Mrs. Briscoe.</p> <p>Dr. Todd Covault noted that DPS 61 is the administrative agent and has to approve the MPSED FY17 Annual Audit.</p>	<p>Motion carried. The MPSED FY17 Annual Audit was approved as presented.</p>
	<p>Hearing no further discussion, President Oakes called for a Roll Call Vote: Aye: Oakes, Nolan, Perkins, Hodges, Creighton, Carson, Briscoe Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	
Resolution: Issue of Approximately \$2,200,000 General Obligation School Bonds	<p>Superintendent Fregeau recommended the Board adopt/approve the Resolution providing for the issue of approximately \$2,200,000 general obligation school bonds of the District for the purpose of increasing the working cash fund of the District, providing for the levy of taxes sufficient to pay the principal and interest on the bonds, and authorizing the sale of the bonds to the purchaser thereof as presented.</p> <p>Mr. Hodges moved to approve the recommendation, seconded by Mr. Carson.</p> <p>Dr. Todd Covault, Chief Operational Officer, and Ann Noble, Manager Director for Stifel Public Finance, shared information on this item. This recommendation was for facility needs and designed so that there would be no tax rate increase to the community. There will be an abatement resolution recommended in December 2017. Mrs. Noble noted that the two-year bonds were made available to the banks within Decatur for bid. Commerce Bank submitted the lowest bid.</p>	<p>Motion carried. The Resolution to Issue Approximately \$2,200,000 General Obligation School Bonds was adopted as presented.</p>
	<p>Hearing no further discussion, President Oakes called for a Roll Call Vote:</p>	

TOPIC	DISCUSSION	ACTION
	<p>Aye: Creighton, Nolan, Perkins, Briscoe, Oakes, Carson, Hodges Nay: None Roll Call Vote: 7 Aye, 0 Nay, 0 Absent</p>	
<p>Supt.’s Report Curriculum, Instruction, Assessment Update</p>	<p>Charlotte Thompson, Director of Curriculum and Instruction – Elementary and Dr. Josh Peter, Director of Curriculum and Instruction – Secondary presented a Curriculum, Instruction and Assessment update. They covered the following three areas:</p> <ul style="list-style-type: none"> • Where are we now? <ul style="list-style-type: none"> ○ Curriculum is traditionally thought of as the “what” in teaching and what students learn. There are several types of curriculum: <ul style="list-style-type: none"> ▪ Formal – what students need to know ▪ Operational – plan for instruction ▪ Taught – what is delivered ▪ Assessed – what is evaluated through formal measures ▪ Learned – what students understand as a result of their learning experiences • SWOT analysis (strengths, weaknesses, opportunities, threats) • Where do we go from here? <ul style="list-style-type: none"> ○ Provide the tools, skills and resources necessary for enrichment and support. ○ Make DPS 61 the destination District for all. <p>The Administration would like to have the power to build the structure needed for all students.</p>	<p>Information only.</p>
<p>First Read-DPS 61 2018-2019 School Calendar</p>	<p>Bobbi Williams, Assistant Superintendent, presented a draft regarding the Decatur Public School District 61 2018-2019 school calendar. This item will be recommended for approval at the next Board of Education Open Session meeting.</p>	<p>Information only.</p>
<p>Demographer</p>	<p>Superintendent Fregeau noted that the RFP regarding a Demographer will be published in the Herald and Review on November 15, 2017 and has been uploaded to the District’s website. This will assist with staffing projections and facility needs.</p>	<p>Information only.</p>
<p>Board Discussion Items</p>	<p><u>Board Committee Updates</u> Mrs. Creighton noted that she attended the Discipline Action Committee meeting last Thursday and the focus was to begin revamping the current Code of Conduct book.</p> <p>Vice President Nolan noted that the Finance Committee meeting was last week. They discussed the bond issuance and the levy rate; more information will be shared in December 2017.</p> <p>President Oakes noted that he and Superintendent Fregeau attended the DPS Foundation Luncheon Committee meeting and the Legacy of Learning Banquet.</p>	<p>Information only.</p>

TOPIC	DISCUSSION	ACTION
<u>Board Discussion</u> None at this time.		Information only.
Announcements	<p>The Board of Education sends condolences to the families of:</p> <p>Mark Baldwin, who passed away Tuesday, October 24, 2017. Mr. Baldwin was the husband of Julie Baldwin, retired Special Education Teacher at Baum Elementary School and brother-in-law of Joni Knierim, retired Secretary at Johns Hill Magnet School and Bob Knierim, Maintenance Employee in the Buildings and Grounds Department.</p> <p>Derimus Lamar Golden, who passed away Tuesday, October 24, 2017. Mr. Golden was the father of a Muffley Elementary Student.</p> <p>Carl Robert Hillman, who passed away Thursday, November 02, 2017. Mr. Hillman was the father of Harl Hillman, Special Education Teacher at Dennis Lab School and the father-in-law of Deanne Hillman, Director of Human Resources.</p> <p>Nikki Nicholas, who passed away Thursday, November 02, 2017. Mrs. Nicholas was the wife of Everett Nicholas and mother of Susan Nicholas, former District Attorneys for Decatur Public School District.</p> <p>Thomas Dean “Tom” Durbin, who passed away Friday, November 03, 2017. Mr. Durbin was a retired English Teacher from MacArthur High School.</p> <p>Bailey Huddleston, who passed away Monday, November 06, 2017. Miss Bailey was the granddaughter of Nancy Huddleston, Kindergarten Teaching Assistant at South Shores Elementary School.</p>	Information only.
Important Dates	<p><u>November</u> 15 Half Day of School for ALL Students 15 School Board Members’ Day in Illinois 13 – 17 American Education Week 17 Midterm Distribution 22 Veteran’s Day Holiday Observed in DPS 61 – No School and District Offices are Closed 21-22 and 24-25 Annual Turkey Tournament at Stephen Decatur Middle School 23 – 24 Thanksgiving Holidays – No School and District Offices are Closed 28 Regular Open/Closed Meeting-NO Open Session Meeting Agenda</p> <p><u>December</u> 05 Upcoming Special Open/Closed Session Meetings – 5:00 PM Closed Executive Session, 6:30 PM Open Session Meeting, 1st Floor Board Room, Keil Administration Building, 101 W. Cerro Gordo Street, Decatur IL, 62523</p>	Information only.

____ TOPIC _____ DISCUSSION _____ ACTION _____

NEXT MEETING

The public portion of the next regular meeting (special) of the Board of Education will be at 6:30 PM, Tuesday, December 05, 2017 in the 1st Floor Board Room at the Keil Administration Building.

Adjournment

President Oakes asked for a motion to adjourn. Mr. Carson moved to adjourn, seconded by Mrs. Briscoe. All were in favor.

Board adjourned at 8:46 PM.

Dan Oakes, President

Melissa Bradford, Board Secretary



**Board of Education
Decatur Public School District #61**

Date: December 5, 2017	Subject: Dental Insurance Renewal – Delta Dental
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: <ul style="list-style-type: none"> • Delta Dental Preferred and Preventative Plan Contracts
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The District offers voluntary dental insurance to eligible employees. There are currently 778 employees enrolled in the dental plans. 207 employees are on the preventative plan; 571 employees are on the preferred plan. There are 436 employees who are on single coverage while 342 employees have chosen family coverage.

The District is currently under a 24 month contract with Delta Dental which expires on December 31, 2017. Prior to this contract, the District was with Humana Dental for thirteen (13) years. The insurance committee recommended moving to Delta Dental effective January 1, 2016 due to cost savings the Delta Dental plan provided to the employees.

CURRENT CONSIDERATIONS:

The renewal was reviewed by the District’s insurance committee on November 29, 2017. As recommended by the insurance committee, Administration recommends that the Board accept the attached contract from Delta Dental for the preferred and preventative dental plans.

FINANCIAL CONSIDERATIONS:

The dental insurance afforded employees is completely voluntary. As such, there is no financial impact to District funds. The zero increase provides employees with the same dental coverage at no increased costs for the next two years.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve this Two-year Renewal from Delta Dental as the District’s Dental Insurance provider effective January 1, 2018 as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____



Proposed Renewal - High Plan

	Current Enrollment	Current Rates	24 Month Renewal Rate	% Increase
Employee	305	\$29.10	\$29.10	0.0%
EE + SP	61	\$59.97	\$59.97	0.0%
EE+CH(ren)	96	\$69.41	\$69.41	0.0%
Family	109	\$110.27	\$110.27	0.0%
Annual Expense:		\$374,597.52	\$374,597.52	0.0%

Proposed Renewal - Low Plan

	Current Enrollment	Current Rates	24 Month Renewal Rate	% Increase
Employee	131	\$15.40	\$15.40	0.0%
EE + SP	19	\$31.45	\$31.45	0.0%
EE+CH(ren)	26	\$41.38	\$41.38	0.0%
Family	31	\$63.60	\$63.60	0.0%
Annual Expense:		\$67,949.16	\$67,949.16	0.0%

Underwriting Considerations

Census Data

Total Current Enrollment Counts

Single	436
Family	342
Total	778

During the current experience period, DECATUR PUBLIC SCHOOL DISTRICT 61 averaged 748 enrollees.

Guarantee Terms

Policies and Claim Settlement Practices

All Delta Dental of Illinois standard processing policies, limitations and exclusions apply.

Delta Dental of Illinois reserves the right to recalculate rates in the event of any of the following:

- Change in effective date.
- The number of eligible and/or enrolled employees changes by more than 10% from that identified in this quote.
- The number of enrolled employees falls below the required 40 to maintain individually underwritten status.
- New or changes to legislation or regulations that affect the benefits payable, eligibility or contractual provisions.

Broker Compensation

Proposed rates include the following broker commissions:

Fully Insured PPO	7.0%
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Acceptance of Renewal

Please acknowledge your acceptance of these terms by signing below and returning this page to your Account Manager.

Deb Ulmer

Delta Dental of Illinois
111 Shuman Boulevard
Naperville, IL 60563
630-718-4936 630-983-4536

If we do not receive notification from you at least **30 days prior to your renewal date**, we will assume you agree to the proposed rates and renew your current dental benefit plan with the above noted 12 month renewal rates.

AGREED AND ACCEPTED (Current Plan) :

DECATUR PUBLIC SCHOOL DISTRICT 61 DDIL #11429 - ALL

Signed: _____ Date: _____

Name (Print): _____ Title: _____

Please help keep our records current by providing your current contribution levels: _____% Employee _____% Dependent

UW/SOC
GM/21.7



Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: Job Descriptions
Initiated By: Joshua Peters and Charlotte Thompson, Directors of Curriculum and Instruction	Attachments: Job Descriptions: English Learner Teacher; Research, Development, Evaluation and Assessment Analyst
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Human Resources staff and administrators are conducting an ongoing review of job descriptions for compliance with state and federal laws, district policies and agreements; and the alignment of the descriptions with the essential duties and expectations of the position.

CURRENT CONSIDERATIONS:

For each position, the job description was created to align the responsibilities and duties with the expectations of the position. The following job descriptions were reviewed and updated as indicated:

Position Title	Changes/Updates
English Learner Teacher	Updated title and experience/skill requirements/qualifications
Research, Development, Evaluation and Assessment Analyst	Updated title, purpose, qualifications, maintains liaison with, duties and responsibilities, and level.

FINANCIAL CONSIDERATIONS:

These positions are within budget.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve these Job Descriptions as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

TITLE: English Learner Teacher

EXPERIENCE/SKILL REQUIREMENTS/QUALIFICATIONS:

- Valid Professional Educator License registered with ISBE
- Endorsement for English Learner or English as a New Language for grades 6-12
- Fluency in spoken and written Spanish, Arabic or other languages preferred

KNOWLEDGE, SKILLS AND ABILITIES:

The qualifications listed below are representative of the knowledge, skill and/or ability that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to apply knowledge of current research and theory to instructional program
- Ability to plan and implement lessons based on best practices and the needs and abilities of students
- Ability to align and plan instruction associated with the Common Core Standards
- Ability to establish and maintain effective relationships with students, peers and parents
- Skills in oral and written communication
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Promotion and development of appropriate classroom management skills
- Understanding and implications of English Language Learning and Bilingual Education

REPORTS TO: The Building Principal

SUPERVISES:

(Instructs and evaluates the school work of designated):

Students

Student Teachers

Volunteers

Assists the Principal with the evaluation of Teaching Assistants

MAINTAINS LIAISON WITH:

Parents. Communicates with parents as the teacher deems necessary, or when requested by parents or administrators.

JOB GOAL:

The English Learner Teacher has knowledge about teaching in a school bilingual/English Learner program; is knowledgeable about data and reports required; exhibits superior organizational and communication skills; is compassionate; can provide effective collaborative and open-minded leadership; and is knowledgeable about recent research in pedagogy in the field of second language acquisition and English Learner/bilingual education for the purpose/s of developing the students' ability to effectively perform courses of study in the English language.

RESPONSIBILITIES:

(The following are the essential functions and include but are not limited to the following job duties.)

- Coordinate and administer tests and language assessments for the purpose of evaluating student's placement/progress in meeting academic learning targets and progress in language acquisition. Maintains complete and accurate records of student's progress and evidence of growth and progress.
- Plans, organizes, and provides instruction based on the Core Curriculum Content Standards and Illinois English Language Proficiency Standards (IELPS). Instruction must be consistent and coordinated with the district's instructional program so that students meet and exceed learning targets and the requirements outlined in the state and federal law.
- Coordinate the administration of required language proficiency and academic achievement tests for placement and ongoing monitoring of student progress and determining when student is to be exited from program.
- Develops and delivers lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets, and allow English learners to meaningfully access the district's instructional program.
- Compile and maintain a profile summary (record of achievement and progress) for each student.
- Gather and report data for annual ISBE and other required reports (census, application, grant, annual report, etc.).
- Provides a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate challenging instructional strategies.
- Promote research-based pedagogical practices among program staff.
- Coordinate communication among bilingual/English Learner teachers about issues and needs relating to English Learner students.
- Serve as liaison between students in the program and/or their parents with staff and community services.
- Design and conduct academic support programs for students as they transition to the mainstream
- Facilitate workshops for parents.
- Articulate with District 61 administration and staff on behalf of English Learner students.
- Supervise and assign duties to the teacher aides.
- Performs such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, principal, or established by the School Code.

TERMS OF EMPLOYMENT:

Salary is based upon the Collective Bargaining Agreement for teachers.

EVALUATION:

Each employee in contractual continuing service shall be evaluated at least once every two (2) years.

Each employee not in continuing contractual service shall be evaluated once every year.

PHYSICAL DEMANDS:

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

MENTAL DEMANDS:

Caring for children can be stressful. The Preschool Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Preschool Teacher must be prepared to handle accidents and emergencies at any time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Teacher will have to supervise all students at all times.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.

TITLE: Research, Development, Evaluation and Assessment Analyst

PURPOSE: To conduct and manage programs of planning, research, development and evaluation for Title I schools. To conduct and manage programs of planning, research, development and evaluation for Assessments.

QUALIFICATIONS:

- Two years of college with major course work in research, statistics and assessment, or a related field. Additional related experience may substitute for education.
- Strong customer service both in person and on the telephone.
- Working knowledge of software used in research and evaluation for a school system.
- Ability to use technology to efficiently utilize assessment analysis, collection, development, and implementation.
- Ability to learn new procedural information and to disseminate both verbally and in writing to end-users. Excellent written and presentation skills, including the ability to make data reports, data software and technology understandable to end-users.
- Demonstrated skills in problem solving, ability to exercise good judgment, discretion, maintains confidentiality, and work with independence, initiative and professionalism.
- An understanding of relevant legislation, policies and procedures especially as they pertain to Title I, NCLB, and student assessment systems.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Research, Development, and Evaluation Senior Analyst

MAINTAINS LIAISON WITH:

Central Administration
Building Principals
School Staff
Professional Development Institute Personnel

DUTIES & RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Provide day-to-day support to Title I schools for planning, research, development and evaluation purposes.
- Assists with developing state and federal reporting for Title I school data.
- Develops processes, procedures, and protocols to ensure effective and efficient methods of providing support to Title I schools.
- Develops processes, procedures, and protocols to ensure effective and efficient methods of providing support for assessments.
- Provide project management for new or upgrades to student databases, reporting and data systems.
- Provide project management for new or upgrades to assessments.

- Write documentation on solved problems, procedures, and frequently asked questions for Title I administration and programs.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Salary is based upon salary schedule established by the Board.
261 days per year.

LEVEL: 8E

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.



Board of Education Decatur Public School District #61

Date: December 05, 2017

Subject: Webster Cantrell After School Program Agreement with Global Educational Systems, Inc. (Sylvan)

Initiated By: Rhonda Thornton, Grants Administrator and Todd Covault, Chief Operational Officer

Attachments: Contract Agreement

Reviewed By: Dr. Paul Fregeau, Superintendent

BACKGROUND INFORMATION:

School districts in proximity to facilities for students categorized under the federal definition of "neglect" are eligible for an additional allocation under Title I Part A—the "neglect set-aside." Students who are resident in locally-run facilities of this type generate additional dollars for the LEA's in which they are located, since resident students attend school in the Decatur Public Schools on a temporary or ongoing basis. Students between ages 5 and 17 are eligible for this program when they reside in a State or private (local) institution for neglected or delinquent youth, specifically Webster Cantrell students. In prior years, the grant has paid for direct reading instruction during the day in the students' assigned school and also provided additional supports after the normal school hours at the Webster Cantrell location.

CURRENT CONSIDERATIONS:

The Title I Part A Neglected grant currently pays for a district reading teacher to provide additional instruction and support to the Webster students at EHS, MHS, TJMS, and SEAP. In an effort to build upon services students receive during the day, Global Educational Systems Inc. (Sylvan) would provide an after school tutoring program focused on reading.

The Sylvan program provides a technology-intensive approach creating a highly personalized learning experience for targeted Webster students. Sylvan teachers utilize iPads for assessments, instruction, and as the primary delivery means of the curriculum. The Sylvan after school program would take place at Webster Cantrell Hall Tuesdays, Wednesdays, and Thursdays from 4:00-5:00 PM from December 2017-May 2018 with each student receiving 60 hours of tutoring.

FINANCIAL CONSIDERATIONS:

The District receives \$137,197 from Title I Part A Neglected. The contract amount, \$27,665, covers all costs for the after-school program for Webster students and would be paid from this federal grant.

STAFF RECOMMENDATION:

The Administration respectfully request the Board of Education approve the Webster Cantrell After School Program Agreement with Global Educational Systems, Inc. (Sylvan) as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

Decatur Public School District #61 Webster Cantrell SylvanSync Contract

Program

Model	Instruction	Staff	Technology
Sylvan Teachers & Sylvan iPads	<ul style="list-style-type: none"> Sylvan would serve 10 Middle School/High School students (identified based on academic criteria set by district) Students would receive personalized interventions in Reading Instructional hours would take place between December 2017 - May 2018 with each student completing 60 hours of tutoring throughout the school year. 	Sylvan would deploy a team of trained teachers to Webster Cantrell and would be subject to ongoing Sylvan Quality Assurance and Observations	Sylvan would provide dedicated iPads solely for the use of SylvanSync instruction during this tutoring contract.

Schedule

<p>Webster Cantrell After School Tutoring Program Location: Webster Cantrell 1942 E Cantrell Decatur IL 62521</p> <p>Tutoring will take place on campus on Tuesdays, Wednesdays and Thursdays from 4:00-5:00 pm Reading instruction will be the focus of the program, however incentives are offered bi-monthly that include STEM programming. All program equipment will be supplied by Sylvan Learning Centers</p>

Costs

Models	Cost Break Down	
Webster Cantrell Students	<ul style="list-style-type: none"> Individual Diagnostic Assessment (\$99 X 10 Students) = \$990.00 Sylvan Site Management (6 months) \$3,000 Sylvan Teacher Labor (65 hours @ \$25/hour) = \$1625 * 3 teachers = \$4875 Technology Fee = \$1,850 Sylvan Corp. Support Fee (\$200 X 6 months) = \$1,200 SylvanSync Session Fees = \$1,575/student = \$15,750.00 	Total Cost for 10 students obtaining 60 hours of instruction with all materials and labor included: \$27,665.00
Sylvan Teachers & Sylvan iPads		

CONFIDENTIAL & PROPRIETARY

We note that this section of our proposal is confidential and proprietary, containing business sensitive information, and is therefore not subject to requests under the Open Records Act

Payment Schedule

The total cost of the contract will be \$27,665.00. This will be made in two installments on January 1st, 2018 and April 1, 2018 in the amounts of \$13,832.50. Sylvan will invoice the district.

Audra L Berg
Sylvan Learning Center
Franchisee

Todd Covault
Decatur Public Schools
Chief Operational Officer

CONFIDENTIAL & PROPRIETARY

We note that this section of our proposal is confidential and proprietary, containing business sensitive information, and is therefore not subject to requests under the Open Records Act



Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: Personnel Action
Initiated By: Deanne Hillman, Director of Human Resources and the Human Resources Department	Attachments: 7 Pages of Personnel Action
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Per Board Policy 5:30 Hiring Process and Criteria – The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School board policy on equal employment opportunities and minority recruitment.

CURRENT CONSIDERATIONS:

All offers of employment are contingent upon the approval of the Board of Education. Accordingly, anyone who is offered and begins employment prior to the approval of the Board of Education understands that they will do so as a substitute. If the approval of the Board of Education is obtained, these substitutes will then be made whole retroactive to their first day of employment.

FINANCIAL CONSIDERATIONS:

These positions are in the budget.

STAFF RECOMMENDATION:

The Administration respectfully requests the Board of Education approve all Personnel Action Items as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

To: Board of Education
Fr: Deanne Hillman
Human Resources Director
Date: November 29, 2017
Board Date: December 5, 2017
Re: Personnel Action

EMPLOYMENT RECOMMENDATIONS

ELEMENTARY DISCRETIONARY FUNDS

Teacher	Activity	Location	Total Payment Not to Exceed:
Katie Hill	Student Council	Baum	\$1,500.00
Jacob Maple	Safety Patrol	Baum	\$1,500.00
Traci Hayward	Game Changers Club	Dennis	\$500.00
Cassie Mann	Game Changers Club	Dennis	\$500.00
Sue Phillips	Student Senate	Dennis	\$500.00
Jennifer Parks	Student Senate	Dennis	\$500.00
Deborah Rapson	Student Newspaper	Dennis	\$1,000.00
Stacy Witts	Table Top Game Club	Durfee	\$190.00
Kelsea Hirsch	Table Top Game Club	Durfee	\$190.00
Christine Seaver	Table Top Game Club	Durfee	\$190.00
Brooke Taylor	Table Top Game Club	Durfee	\$190.00
Timothy Shelley	Young Men's Club	Durfee	\$196.00
Karen Walker	Poms	Durfee	\$154.00

Heather Herron	Poms	Durfee	\$154.00
Karen Walker	Black History	Durfee	\$126.00
Heather Herron	Black History	Durfee	\$126.00
Karen Walker	Talent Show	Durfee	\$238.00
Heather Herron	Talent Show	Durfee	\$238.00
Karen Walker	Cheerleading	Durfee	\$392.00
Heather Herron	Cheerleading	Durfee	\$392.00
Juanita Williams	Skill, Strategy and Game Club	Enterprise	\$100.00
Kayla Preci	Skill, Strategy and Game Club	Enterprise	\$100.00
Tonya Kates	Garden Club	Enterprise	\$750.00
Ashley Kitson	Garden Club	Enterprise	\$750.00
Jennifer Fultz	Student Council	Franklin	\$600.00
Sally Myers	Student Council	Franklin	\$600.00
Merijha Branson	Cheerleading	French Academy	\$1376.00
Tarika Mootrey	Science Explorers	French Academy	\$275.20
Aimee Moss	Book Club	French Academy	\$522.88
Tara Russell	Honor Choir	French Academy	\$495.36
Tara Russell	Fine Arts Club	French Academy	\$330.24
Kevin Jones	Video Production	Garfield	\$500.00

Ben Steele	Chess Club	Garfield	\$500.00
Angie Cason	Munch-N-Bunch Club	Harris	\$800.00
Angie Cason	Compassion	Harris	\$800.00
Holly Kitson	Garden Club	Harris	\$1,400.00
Lyndsay Lemanczyk	Elementary Student Council	Hope Academy	\$800.00
Michelle Brown	Contig	Hope Academy	\$500.00
Michelle Brown	Fourth Grade Tutoring	Hope Academy	\$1,700.00
Billie Hall	Chess Club	Johns Hill	\$800.00
Kristine Boomer	Johns Hill After School	Johns Hill	\$800.00
Kristine Boomer	Hispanic Culture Club	Johns Hill	\$800.00
Susan Barnes	Safety Patrol	Muffley	\$1,500.00
Jill Keller	Exploring Our World	Muffley	\$350.00
Diane Orr	Exploring Our World	Muffley	\$350.00
Nicole Cook	Student Council	Oak Grove	\$600.00
Kathryn Rodgers	Random Acts of Kindness	Oak Grove	\$600.00
Kelli Murray	Safety Patrol	Oak Grove	\$1,200.00
Rhonda Ganley	First Grade Reading & Math	Parsons	\$862.50
Jennifer Douglas	First Grade Reading & Math	Parsons	\$862.50
Lacy Wood	Student Council	South Shores	\$400.00

Lacy Wood	Talent Show	South Shores	\$250.00
Stephen Wood	Talent Show	South Shores	\$250.00
Deb Harper	Safety Patrol	South Shores	\$1,250.00
Deb Harper	Yearbook	South Shores	\$150.00
Joshua Fazekas	Chess Club	South Shores	\$700.00
Vicki Elliott	Contig Math Team	Stevenson	\$400.00
Tessa Meinders	Game Night	Stevenson	\$400.00
Leslie Woolsey	Student Council	Stevenson	\$400.00
Tessa Meinders	Talent Show	Stevenson	\$350.00
Leslie Woosley	Talent Show	Stevenson	\$350.00

TEACHERS:

Name	Position	Effective Date
Christina Angle	Music, French Academy (<i>Pending Licensure</i>)	January 3, 2018
Colleen Beavers	.6 FTE Speech and Language Pathologist, Pershing	January 3, 2018
Margaret Bookie	Essential Skills, Harris	January 3, 2018

Pending Licensure- will begin as a Substitute Teacher in the position until Illinois Teacher Licensure is received.

TEACHING ASSISTANTS:

Name	Position	Effective Date
Dianna Bell	Special Education Teaching Assistant, Stevenson, 6 hours per day	November 27, 2017

Robin Williams	Alternative Education Teaching Assistant, Phoenix Academy, 6.25 hours per day	November 21, 2017
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MAINTENANCE:

Name	Position	Effective Date
Paul Stiner	Maintenance Worker, Buildings & Grounds	December 4, 2017

SCHEDULE B:

Name	Position	Effective Date
Phillis Jackson	Middle School Girls Volleyball Coach, Stephen Decatur	November 9, 2017
Michelle Mitchell	Elementary Girls Basketball Coach, Muffley	October 9, 2017
Zach Senger	Middle School Scholastic Bowl, Stephen Decatur	November 14, 2017
Amy Winchester	.5 FTE Cheerleading Coach, Johns Hill	October 1, 2017
Morgan Wolter	.5 FTE Cheerleading Coach, Johns Hill	October 1, 2017

TRANSFERS

ADMINISTRATIVE SUPPORT:

Name	Position	Effective Date
Camesha Halliburton	From Human Resources Classified Secretary, Human Resources to Human Resources Assistant, Human Resources	November 27, 2017

OFFICE PERSONNEL:

Name	Position	Effective Date
Darla Wilkerson	From Claims and Statistical Information Supervisor, Business Office to Human Resources Classified Secretary, Human Resources	January 2, 2018

- The following staff members should be compensated **\$200.00** for participating in Parent Orientations during August-December, 2017 at Pershing:

Jaclyn Wiseman	Brittany Munos
Kim Bart	Amber Butler
Molli Boles	Sarah Camp
Abigail Christensen	Courtney Kaufman
Meredith Crook	Tammy Schoemperlen
Stephanie Whitacre	Alexandra Nichols
Hannah Krueger	Kristy Young
Amanda Kunzeman	Kate Whicker
Ashley Major	Megan Noel
Karen McFadin	

- The following staff members should be compensated for participating in TEAMS Fall PLC during August-October, 2017 at PDI:

Pamela Blades	\$264.00	Jessica Niebrugge	\$264.00
Merijha Branson	\$264.00	Allison Brinkoetter	\$264.00
Melissa Cripe	\$264.00	Diane Orr	\$264.00
Lindsey Fuller	\$264.00	Ben Steele	\$231.00
Cathalyn Jones	\$264.00	JoBeth Sweeney	\$264.00
Carolynn Keizer	\$264.00	Colleen Veitengruber	\$264.00
Sara Kennedy	\$132.00	Phillip Winecke	\$264.00
Alycia Moery	\$264.00	Stacy Witts	\$264.00
Tisha Neeley	\$264.00	Sarah Andrews	\$1,500.00

- The following staff members should be compensated **\$50.00** for participating in Point System Training (PD) on November 7, 2017 at Alternative Education/Phoenix Academy:

Michelle Houchins	JoBeth Page
Kim Scheuermann	

- The following staff members should be compensated **\$50.00** for participating in Point System Training (PD) on November 8, 2017 at Alternative Education/Phoenix Academy:

Sara Davis	JoBeth Page
Tamra Neal	

- The following staff members should be compensated **\$50.00** for participating in CPR/AED Training for Nurses on November 15, 2017 at School Health Services:

Mary Peck

- The following staff members should be compensated for participating in the 2017 Turkey Tournament from November 21-25, 2017 at Stephen Decatur:

Mel Rustio	\$2,500.00	Kim Hulva	\$600.00
Angela Bowman	\$1,400.00	Jason Crutcher	\$500.00
Sevie Jarrett	\$600.00		

- The following staff members should be compensated **\$20.00** for participating in 6 Traits Writing Pilot on November 13, 2017 at PDI:

Cassandra Mann

Karen Mercer

Cathalyn Jones

Lyndsay Lemanczyk

Ashley Minton

Hollie Peckert

- The following staff member should be compensated **\$2,000.00** for the X-Step for her years of service to Decatur Public Schools:

Priscilla Harper



Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: 2017 Tax Levy
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: <ul style="list-style-type: none">• 2017 Tax Levy with Comparison• ISBE Levy Form• Truth in Taxation Resolution and Certificate
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Each fall the Board of Education approves a tentative tax levy not less than 20 days prior to adopting the levy in December. The final levy must be filed with Macon County before the end of December. The Board approved the tentative estimated levy on October 24, 2017.

The levy rates are contingent upon the District’s final Equalized Assessed Value (EAV). Overall, the District anticipates the 2017 operational levy rate to remain the same as the 2016 operational levy rate. In addition, the District anticipates the 2017 debt service levy rate to remain the same as the 2016 debt service levy rate.

The District is required to hold a public hearing if the levy rate is anticipated to increase by 5% or more. Since the operational levy rate increase is anticipated to increase by 0%, no public hearing is required.

CURRENT CONSIDERATIONS:

The attached spreadsheet provides comparison data for the 2017 levy request and the estimated tax rate as compared to the actual tax extension and tax rate for 2016. The final extension and extension tax rate will be set based upon the final District’s Equalized Assessed Value (EAV).

The estimated EAV used in creating the levy for 2017 is \$699.5 million, modestly less than the actual EAV for 2016 (\$699,573,967).

FINANCIAL CONSIDERATIONS:

The annual levy provides one of the primary sources of revenues to the District. For operational funds, the District anticipates that the tax revenues will be just shy of \$31 million.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the attached Tax Levy Resolution as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

**Final Levy Request
2017 Taxes Paid in 2018**

	Estimated 2017 EAV	699,500,000	2016 EAV	699,573,967		
Fund	2,017	2017 Rate (est)	2016 Extension	2016 Rate	Difference 2016 vs 2017 (Dollars)	Different 2016 vs 2017 (Rate)
Education	17,977,150	2.5700	17,979,050.71	2.57000	(1,900.71)	-
Operations & Maintenance	3,497,500	0.5000	3,497,869.79	0.50000	(369.79)	-
Transportation	1,399,000	0.2000	1,399,147.92	0.20000	(147.92)	-
Working Cash	349,750	0.0500	349,786.98	0.05000	(36.98)	-
IMRF	2,562,500	0.3663	2,389,045.06	0.34150	173,454.94	0.0248
FICA/Medicare	1,418,898	0.2028	1,593,069.82	0.22772	(174,171.82)	(0.0249)
Life Safety	349,750	0.0500	349,786.98	0.05000	(36.98)	-
Tort Liability	2,800,045	0.4003	2,800,044.76	0.40025	0.24	0.0000
Special Education	279,800	0.0400	279,829.58	0.04000	(29.58)	-
Leasing	349,750	0.0500	349,786.98	0.05000	(36.98)	-
Operational Total	30,984,143	4.4295	30,987,418.58	4.42947	(3,275.58)	0.0000
Debt Service Payment	3,012,283	0.4306	3,043,426.54	0.43504	(31,143.79)	(0.0044)
Total	33,996,426	4.8601	34,030,845.12	4.86451	(34,419.37)	(0.0044)

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division
217/785-8779

Original:
Amended:

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Decatur Public School District #61	District Number 39-055-0610-25	County Macon
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Amount of Levy

Educational	\$ 17,977,150	Fire Prevention & Safety *	\$ 349,750
Operations & Maintenance	\$ 3,497,500	Tort Immunity	\$ 2,800,045
Transportation	\$ 1,399,000	Special Education	\$ 279,800
Working Cash	\$ 349,750	Leasing	\$ 349,750
Municipal Retirement	\$ 2,562,500	Other	\$
Social Security	\$ 1,418,898	Other	\$
		Total Levy	\$ 30,984,143

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 17,977,150 dollars to be levied as a special tax for educational purposes; and
 the sum of 3,497,500 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 1,399,000 dollars to be levied as a special tax for transportation purposes; and
 the sum of 349,750 dollars to be levied as a special tax for a working cash fund; and
 the sum of 2,562,500 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 1,418,898 dollars to be levied as a special tax for social security purposes; and
 the sum of 349,750 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 2,800,045 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 279,800 dollars to be levied as a special tax for special education purposes; and
 the sum of 349,750 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year _____.

Signed this 5th day of December 20 17 . _____
(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 6 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. _____, _____ County, Illinois, on the equalized assessed value of all taxable property of said school district for the year _____, was filed in the office of the County Clerk of this County on _____.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year _____, is \$ _____.

(Signature of County Clerk)

(Date)

(County)

EXPLANATION

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for educational purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for operations and maintenance purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for transportation purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax known as a Working Cash Fund Tax upon all the taxable property of the district, annually (Section 20-3 of the School Code).

The school board of any school district may levy a tax for municipal retirement purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other school taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/7-171).

The school board of any school district may levy a tax for social security (includes Medicare only) purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/21-110, 21-110.1).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax upon all the taxable property of the district at the value as equalized or assessed by the Department of Revenue for the purposes of professional surveys, alterations, and reconstruction for fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes upon meeting certain statutory conditions (Section 17-2.11 of the School Code).

The school board of any school district may levy a tax upon all the taxable property within the district for tort immunity purposes in a sum sufficient to pay the costs of purchasing such insurance or sufficient to pay any tort judgment, settlement, or insurance imposed upon it under the Local Government and Governmental Employees Tort Immunity Act including liabilities under the Workers' Compensation Act, Occupational Diseases Act, or the Unemployment Insurance Act 745 ILCS 10/9-107 and Section 17-2.5 of the School Code).

The school board of any school district may levy, with voter approval, a tax upon the full, fair cash value as equalized or assessed by the Department of Revenue within the district for capital improvement purposes (which levy is in addition to that for building purposes) and such funds are to be levied, accumulated, and spent only in accordance with Section 17-2.3 of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, by proper resolution, may levy an annual tax upon the full, fair cash value as equalized or assessed by the Department of Revenue for special education purposes including the purposes authorized by Section 10-22.31b and Section 17-2.2a of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, with voter approval, may levy a tax annually, for summer school purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2.1 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may, by proper resolution, levy an annual tax upon the value as equalized or assessed by the Department of Revenue for a period of not more than five years for area vocational education building purposes including the purposes authorized by Section 10-22.31b of the School Code, upon the condition that there are not sufficient funds available in the operations and maintenance fund of the district to pay the cost thereof. Such tax shall not be levied without the prior approval of the State Superintendent of Education and prior approval by a majority of the electors voting upon the proposition at a general or special election (Section 17-2.4 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy an annual tax not to exceed 0.05% upon the taxable property, as equalized or assessed by the Department of Revenue, for the purposes of leasing educational facilities or computer technology or both, and for temporary relocation expense (Section 17-2.2c of the School Code).

The school board of any school district, upon determining that a surplus of funds is available, shall adopt a resolution or ordinance reducing the tax levy of such district for the year for which the resolution or ordinance is adopted. The district shall certify the action to the county clerk who shall abate the levy in accordance with the provision of the ordinance (35 ILCS 200/18-20).

The Truth in Taxation Law affects all units of local government, school districts, and community colleges, including home rule units, who are authorized to levy property taxes. For the requirements of the law, refer to 35 ILCS 200/18-55 et seq.

RESOLUTION REGARDING ANNUAL TAX LEVY

WHEREAS, the total amount of the corporate and special purpose tax levy (“aggregate levy”) extended by the County Clerk of Macon County, Illinois on behalf of Decatur School District No. 61, Macon County, Illinois (the “School District”) for Tax Year 2016, plus any amount abated by the School District before extension, was \$30,987,418.58; and

WHEREAS, the total corporate and special purpose taxes to be levied by the School District for Tax Year 2017 are \$30,984,143; and

WHEREAS, the amount to be levied for Tax Year 2016 is not in excess of one hundred five percent (105%) of the previous year’s extension; and

WHEREAS, because the amount to be levied is not in excess of one hundred five percent (105%) of the previous year’s extension, no hearing is required to be held pursuant to the Truth in Taxation Law; and

WHEREAS, a certification has been completed by the Secretary of the Board of Education certifying that the Board has fully complied with the Truth in Taxation Law; and

WHEREAS, the Board hereby finds and determines that the levy for Tax Year 2017 fully complies with the Truth in Taxation Law.

NOW, THEREFORE, be it and it is hereby resolved by the Board of Education of the School District as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

Section 2. The Chief Operational Officer is hereby authorized and directed to file the School District’s annual tax levy, together with the certification of compliance signed by the

President of the Board, with the County Clerk of Macon County, Illinois.

Section 3. This Resolution shall be effective forthwith upon its adoption.

ADOPTED this 5th day of December, 2017, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Education

ATTEST:

Secretary

CERTIFICATION

I, Melissa Bradford, Secretary of the Board of Education of Decatur School District No. 61, Macon County, Illinois do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Board of Education on December 5, 2017, by the following roll-call vote:

AYES: _____

NAYS: _____

ABSENT: _____

and that the motion was duly declared carried by the President of the Board.

Dated this ___ day of December, 2017.

Secretary, Board of Education

TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the Board of Education of Decatur School District No. 61, Macon County, Illinois, and as such presiding officer I certify that the 2017 tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation Law."

Check One of the Choices Below:

- 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the "Truth in Taxation Law."
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the "Truth in Taxation Law."
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the "Truth in Taxation Law."

Date _____

Presiding Officer _____



**Board of Education
Decatur Public School District #61**

Date: December 5, 2017	Subject: 2017 Property Tax Abatement <ul style="list-style-type: none"> • Series 2011A • Series 2011B
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: <ul style="list-style-type: none"> • Abatement Resolutions • Certificates • County Filing Documents
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The District issued series 2011A Alternate Revenue Bonds in the amount of \$70,920,000 and series 2011B Qualified Zone Academy Bonds in the amount of \$4,675,000. The Board intended to repay these bonds through revenues collected from the \$0.01 County Sales Tax.

CURRENT CONSIDERATIONS:

Macon County has an obligation to levy taxes for the Alternate Revenue Bonds. In order to ensure that taxes are not levied, the Board of Education must file a resolution with Macon County to “abate” these taxes. This resolution notifies the County that adequate sales tax revenues have been collected to make the debt service payments. Over the past fiscal year, the District collected 99.98% of revenues for necessary debt service payments.

This resolution must be approved by the Board and filed with Macon County annually. Upon approval of this resolution, the Secretary of the Board will sign the Certificate of Resolution; the Resolution will be filed with Macon County along with the Filing Certificate.

FINANCIAL CONSIDERATIONS:

The approval and filing of these resolutions will instruct the County to suppress the collection of 2017 property taxes for the 2011A and 2011B debt service payments.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Resolution to Abate 2017 Taxes for the 2011A and 2011B Bond Series as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on General Obligation School Bonds (Alternate Revenue Source), Series 2011A, of Decatur School District Number 61, Macon County, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Decatur School District Number 61, Macon County, Illinois (the “*District*”), by resolution adopted on the 27th day of September, 2011 (as supplemented by a Notification of Sale, the “*Bond Resolution*”), did provide for the issue of \$70,920,000 General Obligation School Bonds (Alternate Revenue Source), Series 2011A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that lawfully available funds of the District are available in the Bond Fund (as defined in the Bond Resolution) in the amount of \$2,062,298 to pay debt service due on the Bonds on July 1, 2018, and on January 1, 2019 (the “*Funds on Hand*”); and

WHEREAS, the Board has further determined and does hereby determine that the Pledged Revenues (as defined in the Bond Resolution) provide an amount not less than 1.25 times principal of and interest on all outstanding Bonds due on July 1, 2018, and on January 1, 2019, and all outstanding Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds), due on June 15, 2018, and on December 15, 2018, net of the Funds on Hand; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2017 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Education of Decatur School District Number 61, Macon County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2017 in the Bond Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Macon County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the “*Board*”) of Decatur School District Number 61, Macon County, Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 5th day of December, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on General Obligation School Bonds (Alternate Revenue Source), Series 2011A, of Decatur School District Number 61, Macon County, Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois and at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 20__.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Macon, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on General Obligation School Bonds (Alternate Revenue Source), Series 2011A, of Decatur School District Number 61, Macon County, Illinois.

duly adopted by the Board of Education of the Decatur School District Number 61, Macon County, Illinois, on the 5th day of December, 2017, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2017 for the payment of General Obligation School Bonds (Alternate Revenue Source), Series 2011A, as described in said resolution be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

County Clerk of The County of Macon,
Illinois

(SEAL)

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds), of Decatur School District Number 61, Macon County, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Decatur School District Number 61, Macon County, Illinois (the “*District*”), by resolution adopted on the 11th day of October, 2011 (the “*Bond Resolution*”), did provide for the issue of \$4,675,000 Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds) (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Board has determined and does hereby determine that lawfully available funds of the District are available in the Bond Fund (as defined in the Bond Resolution) in the amount of \$48,944 to pay debt service due on the Bonds on June 15, 2018, and on December 15, 2018 (the “*Funds on Hand*”); and

WHEREAS, the Board has determined and does hereby determine that the Pledged Revenues (as defined in the Bond Resolution) provide an amount not less than 1.25 times principal of and interest on all outstanding Bonds on June 15, 2018, and on December 15, 2018, and all outstanding General Obligation School Bonds (Alternate Revenue Source), Series 2011A, due on July 1, 2018, and on January 1 2019, net of the Funds on Hand; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2017 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Education of Decatur School District Number 61, Macon County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2017 in the Bond Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Macon County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the “*Board*”) of Decatur School District Number 61, Macon County, Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 5th day of December, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds), of Decatur School District Number 61, Macon County, Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois and at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 20__.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Macon, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2017 to pay debt service on Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds), of Decatur School District Number 61, Macon County, Illinois.

duly adopted by the Board of Education of the Decatur School District Number 61, Macon County, Illinois, on the 5th day of December, 2017, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2017 for the payment of Taxable General Obligation School Bonds (Alternate Revenue Source), Series 2011B (Qualified Zone Academy Bonds), as described in said resolution be abated in its entirety as provided in said resolution.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

County Clerk of The County of Macon,
Illinois

(SEAL)



Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: Resolution Abating the Working Cash Fund of Decatur School District Number 61
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: Resolution Abating the Working Cash Fund of Decatur School District Number 61
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Board issued bonds for the purpose of facility renovations, specifically air conditioning projects. The Bonds closed on December 1, 2017 providing \$2,178,200 to the Working Cash Fund. In order to allow the District to expend the funds, they must be moved from Working Cash to Capital Projects, a fund created by the Illinois State Board of Education (ISBE).

In addition to the bond issuance, the Board adopted a budget with the intention of abating additional existing funds from Working Cash in a total amount of \$2.7 million, including the bond issuance.

CURRENT CONSIDERATIONS:

The Capital Projects Fund does not exist statutorily, but only through the creation of ISBE. That is, Capital Projects is legally a sub fund of Operations and Maintenance. In order to abate Working Cash to Capital Projects, the resolution has the abatement first moving to Operations and Maintenance, then to Capital Projects.

FINANCIAL CONSIDERATIONS:

Upon the abatement, the Capital Projects Fund will increase by \$2.7 million. The District will begin planning, with the assistance of associated engineering of record, for improvements. The bond issuance requires a reasonable expectation that 5% of the proceeds be “under contract”, but not necessarily spent, within six months. The engineering efforts should satisfy this requirement.

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the attached Resolution Abating \$2.7 million from the Working Cash Fund to the Operations and Maintenance Fund then transferred to the Capital Projects Fund as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

RESOLUTION abating the working cash fund of Decatur School District Number 61, Macon County, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Decatur School District Number 61, Macon County, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Decatur School District Number 61, Macon County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Amount of Abatement. The Fund shall be abated as of the date hereof by the amount of \$2,700,000 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The School Treasurer of the District is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the operations and maintenance fund of the District (the “*O&M Fund*”), the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that (a) the Abatement Amount, when added to the O&M Fund of the District and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in the O&M Fund of the District, and (b) following said abatement, the balance to the credit of the Fund,

including the amount of any taxes heretofore levied by the District for the Fund pursuant to Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 4. Outstanding Loans. If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the O&M Fund of the District, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

Section 5. Transfer to Capital Projects Fund. In accordance with the rules and regulations of the Illinois State Board of Education and specifically Section 100.50(d)(2) of Title 23 of the Illinois Administrative Code, the Abatement Amount shall be transferred from the O&M Fund to the District's Capital Projects Fund to be used as provided in said rules and regulations.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Decatur School District Number 61, Macon County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the ____ day of _____, 20__, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the working cash fund of Decatur School District Number 61, Macon County, Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 20__.

Secretary, Board of Education



Board of Education Decatur Public School District #61

Date: December 05, 2017	Subject: 2018-2019 Public School District Calendar
Initiated By: Executive Cabinet, District Leadership Team and Union Representatives	Attachments: 2018-2019 Public School District Calendar
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The school calendar was created with input from union leadership and the District Leadership Team. The draft 18-19 calendar was presented to the Board of Education on Tuesday, November 14, 2017. Upon approval, the calendar will be forwarded to the Regional Office of Education for approval and the Illinois State Board of Education.

CURRENT CONSIDERATIONS:

In accordance to the DEA contract, the calendar consists of 185 days which includes five emergency days and one midyear employee work day. All students will observe President's Day in place of Lincoln's Birthday, Casimir Pulaski Day will be observed April 22, and Veterans Day will be observed November 21. All schools will participate in Veterans Day activities.

Dates of interest include:

August 13 & 14	Building Meetings A.M., Teacher Work Day P.M.
August 15	Students' First Day
September 3	Labor Day
October 8	Columbus Day
November 21-23	Thanksgiving Holiday
December 20-January 1	Winter Break
January 2	Teacher Work Day
January 3	Students Return
January 21	MLKing, Jr. Holiday
February 18	President's Day
March 25-28	Spring Break
April 19, 22	No School
May 22	Last Attendance Day
May 23-24, 28-30	Emergency Days
October 26, March 29	Parent/Teacher Conferences
October 29, April 23	Full PLC Days
Sept 12, 26, Nov 14, Feb 6, 20, May 8	Half PLC Days

FINANCIAL CONSIDERATIONS:

n/a

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education approve the Decatur Public School District 61 Calendar for the 2018-2019 School Year as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

2018-2019 Proposed Public School Calendar for Decatur SD 61, Draft, as of 10/30/2017

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 Regular Day: 7:40AM - 2:00PM Instruct. Day Lgth: 5 Hrs. 50 Mins.

July 2018							August 2018							September 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	31	1	2
2	3	4 HOL	5	6	7	8	6	7	8	9	10	11	12	3 HOL	4 X	5 X	6 X	7 X	8	9
9	10	11	12	13	14	15	13 TI	14 TI	15 X	16 X	17 X	18	19	10 X	11 X	12 XHS	13 X	14 X	15	16
16	17	18	19	20	21	22	20 X	21 X	22 X	23 X	24 X	25	26	17 X	18 X	19 X	20 X	21 X	22	23
23	24	25	26	27	28	29	27 X	28 X	29 X	30 X	31 X	1	2	24 X	25 X	26 XHS	27 X	28 X	29	30
30	31	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

July Atnd: 0 Accum: 0 Aug Atnd: 13 Accum: 13 Sept Atnd: 19 Accum: 32

October 2018							November 2018							December 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1 X	2 X	3	4	26	27	28	29	30	1	2
1 X	2 X	3 X	4 X	5 X	6	7	5 X	6 X	7 X	8 X	9 X	10	11 HOL	3 X	4 X	5 X	6 X	7 X	8	9
8 HOL	9 X	10 X	11 X	12 X	13	14	12 X	13 X	14 XHS	15 X	16 X	17	18	10 X	11 X	12 X	13 X	14 X	15	16
15 X	16 X	17 X	18 X	19 X	20	21	19 X	20 X	21 NIA	22 HOL	23 NIA	24	25	17 X	18 X	19 X	20 NIA	21 NIA	22	23
22 X	23 X	24 X	25 X	26 FPT	27	28	26 X	27 X	28 X	29 X	30 X	1	2	24 NIA	25 HOL	26 NIA	27 NIA	28 NIA	29	30
29 WFS	30 X	31 X	1	2	3	4	3	4	5	6	7	8	9	31 NIA	1	2	3	4	5	6

Oct Atnd: 20 Accum: 52 Nov Atnd: 19 Accum: 71 Dec Atnd: 13 Accum: 84

January 2019							February 2019							March 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 HOL	2 TI	3 X	4 X	5	6	28	29	30	31	1 X	2	3	25	26	27	28	1 X	2	3
7 X	8 X	9 X	10 X	11 X	12	13	4 X	5 X	6 XHS	7 X	8 X	9	10	4 HOL	5 X	6 X	7 X	8 X	9	10
14 X	15 X	16 X	17 X	18 X	19	20	11 X	12 X	13 X	14 X	15 X	16	17	11 X	12 X	13 X	14 X	15 X	16	17
21 HOL	22 X	23 X	24 X	25 X	26	27	18 NIA	19 X	20 XHS	21 X	22 X	23	24	18 X	19 X	20 X	21 X	22 X	23	24
28 X	29 X	30 X	31 X	1	2	3	25 X	26 X	27 X	28 X	1	2	3	25 NIA	26 NIA	27 NIA	28 NIA	29 FPT	30	31
4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Jan Atnd: 20 Accum: 104 Feb Atnd: 19 Accum: 123 Mar Atnd: 15 Accum: 138

April 2019							May 2019							June 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	1 X	2 X	3 X	4	5	27	28	29	30	31	1	2
1 X	2 X	3 X	4 X	5 X	6	7	6 X	7 X	8 XHS	9 X	10 X	11	12	3	4	5	6	7	8	9
8 X	9 X	10 X	11 X	12 X	13	14	13 X	14 X	15 X	16 X	17 X	18	19	10	11	12	13	14	15	16
15 X	16 X	17 X	18 X	19 NIA	20	21	20 X	21 X	22 X	23 XED	24 XED	25	26	17	18	19	20	21	22	23
22 NIA	23 WFS	24 X	25 X	26 X	27	28	27 HOL	28 XED	29 XED	30 XED	31	1	2	24	25	26	27	28	29	30
29 X	30 X	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

Apr Atnd: 19 Accum: 157 May Atnd: 21 Accum: 178 June Atnd: 0 Accum: 178

2018-2019 Decatur SD 61 as of 10/30/2017**Calendar Legend - Totals for the Year**

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	167	
XHS	Half-Day School Improvement Program	6	
XED	Emergency Day-Proposed	5	
			Total Attendance Days: 178
FPT	Full-Day Parent/Teacher Conference	2	
TI	Teacher Institute/Workshop	3	
WFS	Full-Day School Improvement Program Waiver	2	
			Total Calendar Days: 185
HOL	Holiday	10	
NIA	Not in Attendance	16	

PT /In-Service/School Improv./Act of God/Interrupted Days/Delayed Start-Explanations

School Begin Date: 08/13/2018 School End Date: 05/30/2019

Regular Day: 7:40AM - 2:00PM Instruct. Day Lgth: 5 Hrs. 50 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
09/12/2018	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff Members will analyze data and discuss strategies and interventions to promote student growth and eliminate gaps.
09/26/2018	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff members will review current assessment data and discuss strategies to enhance student growth.
10/26/2018	FPT	Full-Day Parent/Teacher Conference		7:40AM 2:00PM	Teachers will spend the day meeting with parents. Data will be shared as well as strategies for improvement. Schools have the option to hold conferences the two weeks before in the evenings to accommodate working parents.
11/14/2018	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff will attend curriculum sessions based on assessments results.
02/06/2019	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff will review assessment results and attend PLC meetings to address gaps.
02/20/2019	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff members will review current assessment data and discuss strategies to enhance student growth.
03/29/2019	FPT	Full-Day Parent/Teacher Conference		7:40AM 2:40PM	Teachers spend the day meeting with parents. Schools have the option to hold conferences two weeks before in the evenings to accommodate work schedules.

05/08/2019	XHS	Half-Day School Improvement Program	7:40AM 10:40AM	11:40AM 2:40PM	Staff Members will analyze data and discuss strategies and interventions to promote student growth and eliminate gaps.
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Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: Presentation on Updates of Board of Education Policies
Initiated By: Todd Covault, EdD, Chief Operational Officer	Attachments: Updated Policies
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

Administrative staff regularly reviews Board policies to make adjustments based on current practices, needed changes to practices, and updates to reflect changes associated with new laws. The policies are reviewed and the respective administrator is responsible for bringing recommendations to the Superintendent, the District Leadership Team, and the Board of Education.

CURRENT CONSIDERATIONS:

The policies submitted are updates from the October 2017 quarterly release coming out of the Policy References Education Subscription Services (PRESS).

Text highlighted in yellow is District recommended language not found in PRESS. The policies are being submitted for information purposes only and will be brought back at the December 12th Board meeting for approval.

Find below a recap of the recommended policy changes:

- *2:260 – School Board – Uniform Grievance Procedure*
 - Policy and legal references updated in response P.A. 100-29, requiring procedures for complaints regarding breastfeeding accommodations for students
- *4:15 – Operational Services – Identity Protection*
 - Regarding requirements of the Identity Protection Act (governing use of Social Security Numbers) for clarification purposes
- *4:55 – Operational Services – Use of Credit and Procurement Cards*
 - District added language regarding Board President’s review of purchases made by the Superintendent
- *5:90 – General Personnel – Abused and Neglected Child Reporting*
 - Policy includes more hotline numbers and a directive for school employees to immediately call 911 if they believe a student is in immediate danger of harm
- *5:100 – General Personnel – Staff Development Program*
 - Legal References updated

- *5:200 – Professional Personnel – Terms and Conditions of Employment and Dismissal*
 - Subheadings added and Legal References Updated
 - Prohibits school social workers from moonlighting services to students attending the district in which they are employed
- *5:330 – Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves*
 - PRESS Review Update
- *6:60 – Instruction – Curriculum Content*
 - Includes language regarding the case-by-case basis excusals for students participating in interscholastic or extracurricular athletic program
 - Legal References updated
- *6:150 – Instruction – Home and Hospital Instruction*
 - Updated to reflect that a physician, physician assistant, or advanced practice nurse may provide written permission for home or hospital instruction of a student
 - Legal References updated
- *6:300 – Instruction – Graduation Requirements*
 - PRESS Review Update
 - Legal References updated
- *6:310 – Instruction – High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*
 - District added language “**limit 2**” correspondence courses
 - Includes language regarding the case-by-case basis excusals for students participating in interscholastic or extracurricular athletic programs
- *6:340 – Instruction – Student Testing and Assessment Program*
 - Legal References updated
- *7:10 – Students – Equal Educational Opportunities*
 - Legal References and Cross References updated
- *7:15 – Students – Student and Family Privacy Rights*
 - Revised to eliminate the use of the word “**ward**”
 - Language added regarding physical examination/screening
- *7:20 – Students – Harassment of Students Prohibited*
 - Updated in response to amendments requiring that school personnel available for help with a bully or to make a report about bullying be made known to parents/guardians, students, and school personnel
 - Updated Nondiscrimination Coordinator and Legal References
- *7:70 – Students – Attendance and Truancy*
 - Updated to incorporate amendments excusing a student from attendance whose parent/guardian is on active military duty
 - Legal References updated
- *7:180 – Students – Preventing Bullying, Intimidation, and Harassment*
 - Same as 7:20

- 7:250 – *Students – Student Support Services*
 - Clarifies that the student support services which may be provided are from a **school** nurse, **school** psychologist, **school** social worker, or **school** counselor
 - Legal references updated
- 7:260 – *Students – Exemption from Physical Education*
 - Includes language regarding the case-by-case basis excusals for students participating in interscholastic or extracurricular athletic program
- 7:270 – *Students – Administering Medicines to Students*
 - Language updated regarding administering epinephrine auto-injector
- 7:275 – *Students – Orders to Forgo Life-Sustaining Treatment*
 - Eliminated the word “**ward**”
 - Child replaced with “**student**”
 - Legal References Updated
- 7:305 – *Students – Student Athlete Concussions and Head Injuries*
 - Language updated regarding those individuals that must complete concussion training as specified in the Youth Sports Concussion Safety Act
- 7:340 – *Students – Student Records*
 - Requires that a parent or student’s request to inspect and copy records be granted within 10 business days (previously 15 school days)
 - Legal References updated

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education accept the informational report for the updated School Board Policies as presented. The updated Policies will be recommended for approval during the December 12, 2017 Board of Education meeting.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

School Board

Uniform Grievance ~~Policy~~ Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- 6-7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
- 7-8. Bullying, 105 ILCS 5/27-23.7
- 8-9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- 9-10. Curriculum, instructional materials, and/or programs
- 10-11. Victims' Economic Security and Safety Act, 820 ILCS 180/
- 11-12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
- 12-13. Provision of services to homeless students
- 13-14. Illinois Whistleblower Act, 740 ILCS 174/
- 14-15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
- 15-16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

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

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent or designee. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent or designee will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent or designee shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's or designee's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's or designee's decision or direct the Superintendent or designee to gather additional information. Within five school business days of the Board's decision, the Superintendent or designee shall inform the Complainant and the accused of the Board's action.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or designee or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent or designee shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent or designee shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent or designee will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent or designee shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Human Resource Director

Title

101 W. Cerro Gordo St., Decatur, IL 62523

Address

217 362-3031

Telephone

Complaint Managers:

Director of Student Services

Title

300 E. Eldorado St., Decatur, IL 62521

Address

217 362-3061

Telephone

Assistant Superintendents

Title

101 W. Cerro Gordo St., Decatur, IL 62523

Address

217 362-3013 and 362-3015

Telephone

- LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act),
42 U.S.C. §2000e et seq.,
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending) 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56,
Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200- 40.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20
(Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria),
6:120 (Education of Children with Disabilities), 6:140 (Education of
Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About
Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational
Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing
Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals
with Disabilities), 8:110 (Public Suggestions and Concerns)
- ADOPTED: January 28, 1997
- REVISED: June 26, 2001
January 14, 2003
June 22, 2004
April 14, 2009
February 12, 2013
August 26, 2014
October 13, 2015
September 26, 2017

Operational Services

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent or designee is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
- ~~5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information means either:*
 - ~~a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or~~
 - ~~b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.~~~~

- ~~6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.~~
- ~~7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:~~
- ~~a. If the District suffers a breach of more than 250 Illinois residents; or~~
- ~~b. When the District provides notice as required in #5, above.~~
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
- 8.6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
 50 ILCS 205/3, Local Records Act.
 105 ILCS 10/, Illinois School Student Records Act.
~~815 ILCS 530/, Personal Information Protection Act.~~

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records),
 7:340 (Student Records)

ADOPTED: May 2, 2011
 REVISED: August 5, 2014
 May 23, 2017

Operational Services

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board of Education or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision. **The Board President shall review purchases made by the Superintendent.**
8. Cardholders must submit the original, itemized receipt to document all purchases.

9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Activity Funds), 5:60 (Expenses)

ADOPTED: May 26, 2009
REVISED: May 22, 2012
August 26, 2014
December 13, 2016

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall ~~immediately~~: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873) (within Illinois); or 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by ~~(DCFS)~~ concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent, designee, or Building Principal that a report has been made. ~~All District employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.~~ The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber-Tip-line 1-800-THELOST (1-800-843-5678); or online at report.cybertip.org/ or www.cybertipline.com. The Superintendent, ~~or~~ designee, or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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

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

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

All District employees shall:

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

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

Special Superintendent Responsibilities

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

The Superintendent or designee shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent or designee must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

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

LEGAL REF.: 105 ILCS 5/10-21.9.;
20 ILCS 1305/1-1 et seq., Department of Human Services Act.
20 ILCS 2435/, 325 ILCS 5/, Abused and Neglected Child Reporting Act.
 720 ILCS 5/12C-50.1., Criminal Code of 2012.

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

ADOPTED: January 28, 1997

REVISED: March 14, 2006
 April 8, 2008
 March 13, 2012
 October 28, 2014
 January 12, 2016

General Personnel

Staff Development Program

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

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

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

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

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

LEGAL REF.: [Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.](#)

[7 C.F.R. Parts 210 and 235](#)

[105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.60 \(P.A. 100-14, final citation pending\), 5/10-22.6\(c-5\), 5/10-22.39, 5/10-23.12, 5/22-80\(h\) and; 5/10-23.12, —5/24-5, 25/1.15 and 110/3.](#)

[105 ILCS 25/1.15, Interscholastic Athletic Organization Act.](#)

[105 ILCS 110/3, Critical Health Problems and Comprehension Health Education Act.](#)

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

[7 C.F.R. Part 210.](#)

23 Ill.Admin.Code §§ [22.20, 226.800, and](#) Part 525.

[77 Ill.Admin.Code § 527.800](#)

- CROSS REF.:** 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Language Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide Awareness and Prevention Program), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN PROC.:** 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)
- ADOPTED:** June 10, 1997
- REVISED:** November 23, 1999
April 8, 2008
March 13, 2012
October 28, 2014
January 12, 2016
January 10, 2017

Professional Personnel

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent or designee to manage the terms and conditions for the employment of professional personnel. The Superintendent or designee shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent or designee is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Day

Teachers shall work according to the school calendar adopted by the School Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

School Day

Teachers are required to work the school day adopted by the School Board. Teachers employed for at least ~~four~~ hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in the State and federal law.

Salary

Teachers shall be paid according to the salary schedule negotiated between the Board of Education and the Decatur Education Association, but in no case less than the minimum salary provided in ~~the~~ the School Code. Teachers shall be paid at least monthly, on a ~~ten (10)~~ or ~~twelve (12)~~ month basis.

Assignments and Transfers

The Superintendent or designee is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-109a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent or designee will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

- LEGAL REF.: 105 ILCS 5/10-19, 5/10-20.6 (P.A. 100-356, final citation pending), 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
820 ILCS 260/1 et seq.
23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).
- CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)
- ADOPTED: June 10, 1997
- REVISED: May, 2008
March 13, 2012
October 28, 2014

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement, the administrative and administrative support handbook, or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three (3) days absence for personal illness or 30 days for birth or as the Board, Superintendent, or designee deem necessary in other cases, the Board, Superintendent or designee may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board, Superintendent, or designee requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent or designee may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent or designee will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing the District to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Day	_____ Labor Day
Martin Luther King Jr.'s Birthday	_____ Columbus Day
Abraham Lincoln's Birthday	_____ Veteran's Day
Casimir Pulaski's Birthday	_____ Thanksgiving Day
Spring Break Day (e.g. Friday before Easter)	_____ Day after Thanksgiving
Memorial Day	_____ Christmas Eve Day
Independence Day	_____ Christmas Day

To be eligible for holiday pay, the holiday must occur during the respective employee's work year and the employee must be in pay status the day before and the day after the holiday. A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three (3) days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five (5) days of the school year, unless the Superintendent or designee grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF: 20 ILCS 1805/30.1 et seq.

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

820 ILCS 147 and 180/.

820 ILCS 154/.

School Dist. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No. 127 ½, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel – Leaves of Absence)

ADOPTED: June 10, 1997

REVISED: March 23, 2004
March 13, 2012
May 13, 2014
October 28, 2014
March 24, 2015
April 14, 2015
August 11, 2015
January 10, 2017

Instruction

Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more below their current grade level.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for those students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight ~~8~~ courses during the previous ~~2~~two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate instruction for Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.

7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage ~~daily during the school day~~ in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent or designee, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Reentering-Students and Course Substitution*, and 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians,

Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

~~Public Law 108-447, Section 111 of Division J.~~

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.

625 ILCS 5/6 408.5.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).

47 C.F.R. §54.520.

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

ADOPTED: February 25, 1997

REVISED: October 27, 1998
March 23, 1999
February 27, 2007
December 9, 2008
August 7, 2012
January 27, 2015
January 12, 2016
January 10, 2017

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, ~~and 5/18-8.05~~.
23 Ill.Admin.Code §§ 1.520, 1.610 and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: February 25, 1997

REVISED: June 26, 2012
February 24, 2015

Instruction

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

A minimum of 22 credit hours is required for graduation from Decatur Public High Schools in 2016 and all graduation classes thereafter. One half (0.5) credit is earned upon successful completion of each semester course. Students must earn Decatur Public School District credit in order to earn a Decatur Public School District diploma.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four ~~(4)~~ years of high school, qualifies for a certificate of completion after the student has completed four ~~(4)~~ years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Veterans of World War II, the Korean Conflict or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the United States Armed Forces and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10. and 70/
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code § 1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), and 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: June 24, 1997

REVISED: February 10, 1998
November 23, 1999
February 26, 2002
January 14, 2003
February 22, 2005
January 12, 2010
August 7, 2012
July 16, 2013
January 27, 2015
April 26, 2016

Instruction

High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence **(limit 2)**, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the District.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal or designee approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Substitutions for physical education. A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. ~~Enrollment~~ Ongoing participation in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program ~~(student must be in the 11th or 12th grade);~~
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses (limit 2), life experiences, and other nonformal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the ~~U.S. Commission of Accreditation of Service Experiences~~ American Council on Education

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27
22.3, and 5/27-22.05.
23 Ill.Admin.Code §§1.425(e), 1.440(f), and 1.470(c)

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements),
6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School
Credit for Proficiency), 7:50 (School Admissions and Student Transfers To
and From Non-District Schools) and 7:260 (Exemption from Physical
Education)

ADOPTED: June 24, 1997

REVISED: February 26, 2002
August 7, 2012
February 24, 2015
January 12, 2016
January 10, 2017

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
[Illinois School Student Records Act, 105 ILCS 10/.](#)
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: March 11, 1997

REVISED: June 26, 2001
August 7, 2012
February 24, 2015
March 24, 2015
January 10, 2017

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, gender identity, status of being as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 20 U.S.C. §1681 et seq., ~~34 C.F.R. Part 106~~; Title IX of the Educational Amendments implemented by 34 C.F.R. Part 106.;
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
Good News Club v. Milford Central Sch., 533 U.S. 90 (2001).
Ill. Constitution, Art. I, §18.,
 105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 5/10-~~21.3-20.60~~, (P.A.s 100-29 and 100-163, final citations pending), 5/10 22.5, ~~5/22-19~~; and 5/27-1.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 775 ILCS 35/5, Religious Freedom Restoration Act
 23 Ill.Admin.Code §§1.240, and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), [6:65 \(Student Social and Emotional Development\)](#), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), [7:160 \(Student Appearance\)](#), [7:165 \(Student Uniforms\)](#), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:250 \(Student Support Services\)](#), 7:330 (Student Use of Buildings - Equal Access), [7:340 \(Student Records\)](#), 8:20 (Community Use of School Facilities)

ADOPTED: March 11, 1997

REVISED: March 23, 1999
July 25, 2000
November 12, 2003
December 9, 2008
August 7, 2012
January 27, 2015
October 13, 2015

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request and/or
2. Refuse to allow their child ~~or ward~~ to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et. seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
- ~~3-4.~~ Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments)

and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education--related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child ~~or ward~~ out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h., Protection of Pupil Rights
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

ADOPTED: November 12, 2003

REVISED: November 8, 2005
January 8, 2013
January 27, 2015
December 13, 2016

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct ~~to school staff,~~ the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, ~~or~~ a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students or designee for appropriate action.

The Superintendent or designee shall insert into this policy the titles, names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female and at least one will be male.

Nondiscrimination Coordinator:

Lawrence Trimble, Human Resource Director

Director of Student Services

Title

101 W. Cerro Gordo St 300 E. Eldorado St.,

Decatur, IL 62523

Address

217/362-30361

Telephone

Complaint Managers:

Bobbi Williams, Assistant Superintendent

Title

101 W. Cerro Gordo St. Decatur, IL 62523

Address

217-362-3013

Telephone

Michael Dugan, Assistant Superintendent

Title

101 W. Cerro Gordo St., Decatur, IL 62523

Address

217-362-3015

Telephone

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972;
34 C.F.R. Part 106.~~;~~
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.~~;~~
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.~~;~~
23 Ill.Admin.Code §1.240 and Part 200.~~;~~
Davis v. Monroe County Board of Education, ~~119 S.Ct. 1661~~ 526 U.S. 629
(1999).
Franklin v. Gwinnett Co. Public Schools, ~~112 S.Ct. 1028~~ 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent School District, ~~118 S.Ct. 1989~~ 524 U.S. 274
(1998).~~;~~
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th
Cir., 2000).
- CROSS REF.: 2:260 (Uniform Grievance Policy), 5:20 (Workplace Harassment
Prohibited), 7:10 (Equal Educational Opportunities), 7:180 (Preventing
Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence
Prohibited), 7:190 (Student Discipline), 7:240 (Conduct Code for
Participants in Extracurricular Activities)
- ADOPTED: March 25, 1997
- REVISED: October 27, 1998
November 12, 2003
November 8, 2005
December 9, 2008
January 8, 2013
January 27, 2015

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State Law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
- 3.4. A process to telephone, within two ~~(2)~~ hours after the first class, the parents/guardians of students in grade eight ~~(8)~~ or below who are absent without prior parent/guardian notification.
- 4.5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
- 5.6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the

student's attendance problem.

- ~~6-7.~~ The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
- ~~7-8.~~ A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
- ~~8-9.~~ A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
- ~~9-10.~~ An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
- ~~10-11.~~ The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent or designee believes qualifies.
- ~~11-12.~~ A process for a 17 year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous six (6) months. A request from an individual 19 years of age or older to re enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
- ~~12-13.~~ A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5., [Juvenile Court Act of 1987](#).
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: July 8, 1997

REVISED: February 26, 2002

March, 2007
December 2008
January 8, 2013
January 27, 2015
January 10, 2017

Students

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored-education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication,

including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, ~~District~~ Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials ~~Complaint Manager~~ or any staff member. The

District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Lawrence Trimble, Director of Student Services

300 E. Eldorado St.

ltrimble@dps61.org

217-362-3061

Complaint Manager:

Bobbi Williams, Assistant Superintendent

101 West Cerro Gordo Street

bwilliams@dps61.org

217-362-3013

Complaint Manager:

Michael Dugan, Assistant Superintendent

101 West Cerro Gordo Street

mdugan@dps61.org

217-362-3015

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel ~~;~~ (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation to the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student ~~Discipline~~Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student ~~Discipline~~Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: December 9, 2008

REVISED: February 12, 2013
January 27, 2015

Students

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF: ~~405 ILCS 49/~~, Children's Mental Health Act of 2003, ~~405 ILCS 49/~~,
~~740 ILCS 110/~~, Mental Health and Developmental Disabilities
Confidentiality Act., ~~740 ILCS 110/~~,
105 ILCS 5/10-20.58.

CROSS REF: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: July 8, 1997

REVISED: November 12, 2003
November 8, 2005
January 8, 2013
January 27, 2015
January 10, 2017

Students

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), (f).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

ADOPTED: May 13, 1997

REVISED: January 8, 2013
February 24, 2015
January 10, 2017

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State Law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an **undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.** Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy; Disclaimer

The **School District Supply of Undesignated Epinephrine Auto-Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b and 5/22-30.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Epinephrine Auto-Injectors), 7:270-E (School Medication Authorization Form)

ADOPTED: April 8, 1997

REVISED: March 23, 1999
November 25, 2003
February 12, 2013
February 24, 2015
March 24, 2015
August 11, 2015
September 27, 2016

Students

Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child ~~or ward~~ must be signed by the child's physician and given to the Superintendent or designee. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act. 755 ILCS 40/.

Whenever an order to forgo life-sustaining treatment is received, the Superintendent or designee shall convene a multi-disciplinary team that includes:

1. The ~~child~~student, when appropriate;
2. The ~~child~~student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the child is assigned to attend;
5. The school nurse;
6. Clergy, if requested by the child or his or her parent(s)/guardian(s);
7. Other individuals to provide support to the child or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

The team shall determine guidelines to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).
In re: C.A., a minor, ~~603 N.E.2d 1171~~236 Ill.App.3d 594 (~~Il.App.1, 1st Dist.~~
1992).

ADOPTED: July 8, 1997

REVISED: January 8, 2013
January 27, 2015
September 26, 2017

Students

Student Athlete Concussions and Head Injuries

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

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer review scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team or coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); ~~who serve on the Concussion Oversight Team;~~ athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

- g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 4. Require all student athletes to view the Illinois High School Association's video about concussions.
 5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

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

ADOPTED: February 24, 2015

REVISED: April 26, 2016
January 10, 2017

Students

Student Records

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

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

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

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

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674-332 Ill.App.3d 60(III.App.1,1st Dist.2002).
Owasso I.S.D. No. I-011 v. Falvo, 422 S.Ct. 934-634 U.S. 426 (2002)
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g;
implemented by 34 C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq. and 10/
50 ILCS 205/7.-
750 ILCS 5/602.11.;
23 Ill.-Admin.-Code Parts 226 and 375.

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

ADMIN PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), [7:340-AP1, E4 \(Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 \(Biometric Information Collection Authorization\)](#), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

ADOPTED: July 8, 1997

REVISED: June 26, 2001
November 12, 2003
February 24, 2015
January 12, 2016



Board of Education Decatur Public School District #61

Date: December 5, 2017	Subject: Graduation and College Readiness Report
Initiated By: Michael Dugan, Assistant Superintendent	Attachments: PowerPoint - Graduation and College Readiness Report
Reviewed By: Dr. Paul Fregeau, Superintendent	

BACKGROUND INFORMATION:

The Illinois School Report Card is a measurement of school performance administered by the Illinois State Board of Education. The report card is an index of school performance measured against statewide and local standards and provides information to make prior year comparisons and to set future year targets through the school improvement process. The new Illinois Report Card was published on November 2nd.

CURRENT CONSIDERATIONS:

The Graduation and College Readiness Report will provide longitudinal information in regards to the district's Graduation Rate, Freshman on Track Performance, Dual Credit, AP Offerings and Performance, Internships, ACT Benchmarks and College Enrollment.

FINANCIAL CONSIDERATIONS:

N/A

STAFF RECOMMENDATION:

The Administration respectfully requests that the Board of Education accept this informational report as presented.

RECOMMENDED ACTION:

- Approval
- Information
- Discussion

BOARD ACTION: _____

GRADUATION AND COLLEGE READINESS REPORT



Michael Dugan, Assistant Superintendent-Secondary
December 05, 2017 Board of Education Meeting

4 Year Graduation Rate from 2012-2017

Year	DPS 61	State	Difference
2012	60%	82%	-22%
2013	66%	83%	-17%
2014	72%	86%	-14%
2015	74%	86%	-12%
2016	72%	86%	-14%
2017	78%	87%	-9%

Class of 2017

Sub Group Graduation Rate

Subgroup	Graduates	Graduation Rate	State Graduation Rate
Female	234	83.8%	89.5%
Male	185	70.9%	84.5%
FRL	169	70.5%	79.4%
Hispanic	11	80%	83.5%
American Indian	1	50%	81.3%
Asian	3	100%	94.7%
African American	190	78.2%	78.9%
White	177	77.3%	90.6%
Two or More Races	37	76.6%	86.2%
Overall		77.7%	87%

Class of 2017

Exit Codes That Determine Removal from Cohort

Exit Code	2014 (9 th)	2015 (10 th)	2016 (11 th)	2017 (12 th)	Total
Diploma			7	412	419
Death	1				*1
Moved out of U.S.		1	1		*2
Transfer in IL	1	4	3	4	*12
Transfer out IL	16	13	8	4	*41
Transfer Private		1	3	1	*5
Home School		2	7	10	*19

* (80) Removed from Cohort

Class of 2017

Exit Codes That Determine 4 Year Graduation Rate

Exit Code	2014 (9 th)	2015 (10 th)	2016 (11 th)	2017 (12 th)	Total
Dropped Out	1	1	3	12	17 (3.4%)
Expulsion	1		1		2 (.3%)
Moved -- No transfer		2	1	1	4 (.7%)
Promotion / Retained	6	13	18	48	85 (11.9%)
Transfer in District		1	2	11	14 (2.8%)
GED		2	7	9	18 (3.2%)

Major Factors Affecting Graduation

- Poverty
- Truancy
- Transition to Secondary
- Student discouragement primarily around Math / Core course success

Strategies

- Freshman Academy/Seminar: Provides Study Skills to aid in HS transition
- Counseling Department Reconfiguration / Career and College Pathways
- Common Grading Practices: Common Syllabi for 9-12
- Math Curriculum K-12 : X / Y Algebra 1
- Problem Solving Teams: Reduction of Infractions
- Truancy
- Early-Bird / Summer School Credit Retrieval
- Student / Parent Involvement

Freshman on Track

Year	DPS 61	State	Difference
2015	60%	83%	-23%
2016	63%	82%	-19%
2017	70%	87%	-17%

Students identified as “on track” have earned at least five full-year course credits (10 semester credits) and have earned no more than one semester “F” in a core course (English, math, science, or social science). Freshmen on track is a key predictor of high school success. Students who finish the ninth-grade year on track are almost four times as likely to graduate from high school as students who are not on track.

Career Pathways

Decatur Public Schools Career Pathways were created by Richland Community College with the collaboration of Heartland Tech Academy and several local industries.

- Fabrication/Welding
- Maintenance/Mechanical
- CNC Precision Machining
- Drafting & Design
- Information Technology
- Nursing- RN Pathway
- Professional AS Transfer
- Surgical Technology
- Transportation & Logistics
- Culinary
- Hospitality
- Elementary Education

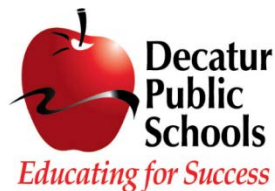
Career Exposure Days

District has partnered with several local businesses to conduct Career Exposure Days.

- Ameren Career Day
- Building Trades Apprenticeships & Career Fair
- MFG Day at RCC
- Middle School Trade Career Fairs
- Farm Progress

Curriculum Guide / Course Syllabus

2017-2018
Decatur Public Schools
STUDENT COURSE CURRICULUM GUIDE
A Guide for Parents and High School Students



At Decatur Public Schools, we have made it our mission to educate all students for life-long success.

OUR VISION is that all students will become responsible, caring and productive citizens of society in a setting where students, parents, staff and community members share responsibility; district leadership motivates people, policies, and decisions; and all resources are used effectively and efficiently.



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MATHEMATICS

MATH/SCIENCE COURSE SEQUENCE

FRESHMEN	SOPHOMORES	JUNIORS	SENIORS
MATHEMATICS			
Algebra X Algebra I	Algebra Y Geometry	Geometry Integrated Math Algebra II	Algebra II Math 099 Pre-Calculus
SCIENCE			
Physics First	Chemistry	Biology	Earth Science
MATHEMATICS			
<input type="checkbox"/> Honors Algebra I <input type="checkbox"/> Honors Geometry	<input type="checkbox"/> Honors Geometry <input type="checkbox"/> Honors Algebra II	<input type="checkbox"/> Honors Algebra II <input type="checkbox"/> Pre-Calculus <input type="checkbox"/> Honors Pre-Calculus	Math 099 <input type="checkbox"/> Pre-Calculus <input type="checkbox"/> Honors Pre-Calculus <input type="checkbox"/> AP Calculus
SCIENCE			
<input type="checkbox"/> Honors Biology I	<input type="checkbox"/> Honors Chemistry I <input type="checkbox"/> Human Anatomy	<input type="checkbox"/> Honors Physics I <input type="checkbox"/> Honors Chemistry II <input type="checkbox"/> Human Anatomy <input type="checkbox"/> AP Biology	<input type="checkbox"/> Human Anatomy <input type="checkbox"/> Honors Physics II <input type="checkbox"/> Honors Chemistry II <input type="checkbox"/> AP Chemistry <input type="checkbox"/> AP Biology <input type="checkbox"/> AP Physics

ALGEBRA X



Length: Two Semesters
Credit: 0.5 credits per semester (elective credit)

Year: 9
Course Description: This course is for students who want more time spent in the Algebra 1 topics. Topics to be covered first semester are foundational skills, expressions, solving linear equations, absolute value, linear functions. Topics to be covered second semester are linear inequalities, systems of linear functions and inequalities.

[COURSE SYLLABUS](#)

ALGEBRA Y



Length: Two Semesters
Credit: 0.5 credits per semester (math credit)

Year: 10
Prerequisite: Successful completion of Algebra X or with consent of the instructor.

Course Description: This course is for students who have successfully completed Algebra X and want more time spent in Algebra 1 topics. Topics to be covered first semester are linear systems and data analysis. Topics to be covered second semester are polynomials and exponential functions.

[COURSE SYLLABUS](#)

Dual Credit	
RCC	English 101
RCC	English 102
RCC	African American History
RCC	Math 098
RCC	English 99 (Proposed)
MU	Fundamentals of Lighting TH 151
MU	Programming Fundamentals

AP Courses
AP English Language
AP English Literature
AP Human Geography
AP Psychology
AP U.S. Government & Politics
AP Human Geography
AP U.S. History
AP World History
AP Calculus
AP Statistics
AP Biology
AP Chemistry
AP Spanish
AP Studio Art
AP Music Theory

Students taking 1 or more Dual Credit Courses

Year	Grade 10	Grade 11	Grade 12	Total
2016	9	95	98	202
2017	27	119	97	243

Students taking 1 or more AP Courses

Year	Grade 9	Grade 10	Grade 11	Grade 12	Total
2016	64	112	115	106	397
2017	53	102	93	112	360

Students taking 1 or more Advanced Course

Year	Grade 9	Grade 10	Grade 11	Grade 12	Total
2016	64	121	210	204	599
2017	53	129	212	209	603

Internships

Year	MHS	EHS	Business Partners
2015	15	7	7
2016	19	21	13
2017	33	32	40
2018	20	22	40

CTE Enrollment

Year	DPS 61	%
2015	355	16.5%
2016	376	17.4%
2017	1,031	47.9%

AP Five -Year Score Summary

	2013	2014	2015	2016	2017
Total AP Students	224	250	300	267	285
Number of Exams	303	313	386	334	369
3+	44	47	55	44	60
%	19.6%	18.8%	18.3%	16.4%	21%

ACT Benchmarks

Year	Reading	English	Math	Science	All 4
2014	23%	35%	12%	12%	8%
2015	23%	43%	17%	17%	9%
2016	22%	42%	16%	14%	9%
2017*	29%	43%	24%	19%	11%

ACT designates students with an ACT score of 21 or higher as being college ready.

* ACT Exam is no longer required by the state.

College Enrollment

Year	School Year	DPS 61	State	Difference
2014	2012	51%	69%	-18%
2015	2013	50%	70%	-20%
2016	2014	47%	67%	-20%
2017	2015	57%	70%	-13%

This table displays the percentage of students who graduated with a regular high school diploma from a public high school in Illinois and enrolled in a two-year or four-year college in the U.S. within 12 months. The percentage listed for 2016 relates to the class of 2014.

Thank You!

Questions