

BOARD OF EDUCATION POLICIES

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BOARD OF EDUCATION POLICIES

200.1 MEMBERSHIP AND TERM

Adopted: June 14, 1990

Reviewed: August 2015

The Board of Education consists of seven (7) members. Each member is elected for a term of four (4) years.

BOARD OF EDUCATION POLICIES

200.2 AUTHORITY OF THE BOARD OF EDUCATION

Adopted: June 14, 1990

Reviewed: August 2015

The Board of Education is the local legislative body to which is entrusted, by law, the responsibility for planning, executing, and evaluating the education program of the School District. Board of Education members have the authority of Board membership only when they are officially in session and are acting collectively as a Board of Education.

The Board of Education reserves to itself all of its legal powers, duties and responsibilities for the operation of the schools, including the right to reject any and all recommendations.

BOARD OF EDUCATION POLICIES

200.3 ETHICS AND CODE OF CONDUCT

Adopted: June 14, 1990

Revised: June, 2011

Reviewed: August 2015

The following principles are recommended to guide individual Board of Education members in the operation and conduct of the public schools of the School District. A Board of Education member, operating under the highest ethical standards and code of conduct, shall do the utmost to represent the public interest in education by adhering to the following commitments:

- A. Represent all school district constituents honestly and equally and refuse to surrender responsibilities to special interest or partisan groups.
- B. Avoid any conflict of interest or the appearance of any impropriety, and shall not use board membership for personal gain or publicity.
- C. Recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
- D. Take no private action that might compromise the board or administration and shall respect the confidentiality of privileged information.
- E. Abide by the majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
- F. Encourage and respect the free expression of opinion by fellow board members and others who seek a hearing before the board.
- G. Be involved and knowledgeable about not only local educational concerns, but also about state and national issues.

BOARD OF EDUCATION POLICIES

200.4 ELECTION

*Adopted: June 14, 1990
Revised: August 21, 2014
Reviewed: August 2015*

School elections are governed by the general election law and applicable provisions of The Illinois School Code. Nominations are made by a petition signed by the required number of voters residing within the School District. Nominating petitions are filed with the Cook County Clerk within the time provided by the general election law. As the local election official, Cook County Clerk shall carry out the duties imposed by law. The Cook County Clerk shall receive and file only those petitions which include a statement of candidacy, the required number of voter signatures, the notarized signature of the petition circulator and a receipt from the County Clerk showing that the candidate has filed a Statement of Economic Interests on or before the last day to file as required by the Illinois Governmental Ethics Act. The Cook County Clerk shall notify the candidates for whom a petition is filed of the obligations under the Campaign Financing Act as required by law. The Secretary shall within seven (7) days of filing, or on the last day for filing whichever is earlier, acknowledge to the petitioner in writing acceptance of the petition.

Legal Reference(s):
105 ILCS 5/9-10
105 ILCS 5/10-10

BOARD OF EDUCATION POLICIES

200.5 ORGANIZATION AND OFFICERS

Adopted: June 14, 1990

Revised: June 17, 1999

Reviewed: August 2015

Within twenty-eight (28) days following the seating of new Board of Education members, the Board of Education shall organize, by holding an organization meeting at which time a President, Vice-President, and a Secretary shall be elected from the membership, each to serve for either a one (1) or two (2) year term. The Board of Education shall also fix the time and place for its regular meetings.

BOARD OF EDUCATION POLICIES

200.6 DUTIES OF OFFICERS

200.6.1 PRESIDENT

Adopted: September 12, 1996

Reviewed: August 2015

The President shall preside at all meetings of the Board of Education at which he or she is present; shall serve as liaison officer between the Board of Education and the Superintendent; and shall perform all such other duties as usually pertain to his or her office, as are incumbent upon him or her by law, or as may be required of him or her by the Board of Education. The President is the official spokesperson for the Board of Education.

BOARD OF EDUCATION POLICIES

200.6 DUTIES OF OFFICERS

200.6.2 VICE-PRESIDENT

Adopted: September 12, 1996

Reviewed: August 2015

When the President cannot be present at a meeting of the Board of Education, or there is a vacancy in the office of President, the Vice-President shall perform all of the duties of the President.

BOARD OF EDUCATION POLICIES

200.6 DUTIES OF OFFICERS

200.6.3 SECRETARY

Adopted: September 12, 1996

Reviewed: August 2015

The Secretary shall keep in punctual, orderly, and reliable manner a record of the official acts of the Board of Education which shall be signed by the President and the Secretary. On all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the Board of Education.

When the Secretary cannot be present at a meeting of the Board of Education, a Secretary Pro Tempore shall be appointed who will assume the duties of the Secretary.

BOARD OF EDUCATION POLICIES

200.7 RESPONSIBILITIES OF MEMBERS

Adopted: June 14, 1990

Revised: June 19, 1997

Reviewed: August 2015

Individual members of the Board of Education have those responsibilities as imposed upon them by law and as directed by the Board of Education. Board of Education members shall strive to:

- A. Attend all meetings of the Board of Education; if unable to attend a meeting, a member should make a reasonable effort to notify the Superintendent or an officer of the Board of Education prior to the meeting.
- B. Serve on committees as requested; and
- C. Conduct the business of the Board of Education in accordance with the Statutes of the State of Illinois and the policies of the School District.

Individual members may speak for or represent the School District only when specifically directed by the Board of Education to do so.

BOARD OF EDUCATION POLICIES

200.8 NEW MEMBER ORIENTATION

Adopted: June 14, 1990

Reviewed: August 2015

Board of Education members shall orient new Board of Education members into the work of the Board of Education and the educational program of the schools, with the assistance of the Superintendent who shall provide new members with those documents deemed useful including policies, current budget, financial statements, map of the School District and a copy of The Illinois School Code.

BOARD OF EDUCATION POLICIES

200.9 BOARD OF EDUCATION COMMITTEES

Adopted: June 14, 1990

Revised: July, 2014

Reviewed: August 2015

The Board of Education has three (3) standing committees: Policy and Transportation Services; Curriculum; and Finance (which also includes buildings, grounds, and technology). Regular committee meetings shall normally be held on a Thursday of each month, as needed. Special Committee meetings may be called by the chairperson of the committee, the Board of Education President, or any three (3) members of the Board of Education, as needed. Public notice of committee meetings shall be given as required by law and minutes of committee meetings shall be kept, as required by law.

Committee dates will be scheduled as needed.

BOARD OF EDUCATION POLICIES

200.9 BOARD OF EDUCATION COMMITTEES

200.9.1 DISTRICT ADVISORY COMMITTEES

Adopted: June 14, 1990

Reviewed: August 2015

District advisory committees may be appointed by the Board of Education only when there is a definite function to be performed. Specific topics for study and/or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

The Board of Education, in appointing an advisory committee, in no way releases or delegates any of the Board's legal rights, responsibilities, or authorities to such advisory committee.

Advisory committees are limited in their responsibilities to the collection, organization, and presentation of information. The advisory committee will make recommendations to the Board of Education.

The advisory committee shall be dissolved when their report is accepted by the Board of Education.

BOARD OF EDUCATION POLICIES

200.10 ORGANIZATIONAL MEETING - ORDER OF BUSINESS

Adopted: June 14, 1990

Revised: June, 2011

Reviewed: August 2015

The order of business for Organizational Meetings of the Board of Education shall generally follow the below format:

- I. CALL TO ORDER BY PRESIDENT OF OLD BOARD OF EDUCATION
- II. ROLL CALL OF OLD BOARD OF EDUCATION
- III. CERTIFICATION OF THE RESULTS OF THE ELECTION
- IV. SELECTION OF TEMPORARY CHAIRMAN FOR NEW BOARD OF EDUCATION
- V. ADJOURNMENT OF OLD BOARD OF EDUCATION SINE DIE
- VI. ADMINISTRATION OF OATH OF OFFICE TO NEW MEMBERS BY TEMPORARY CHAIRMAN
- VII. CALL TO ORDER OF NEW BOARD OF EDUCATION BY TEMPORARY CHAIRMAN
- VIII. ROLL CALL OF NEW BOARD OF EDUCATION
- IX. LENGTH OF TERM
- X. ELECTION OF PRESIDENT
- XI. ELECTION OF VICE-PRESIDENT
- X. ELECTION OF SECRETARY
- XI. NON-PAYMENT OF SECRETARY
- XII. ACCEPT BOARD OF EDUCATION POLICIES

BOARD OF EDUCATION POLICIES

200.11 REGULAR MEETINGS

*Adopted: June 14, 1990
Revised: December 6, 2007
Reviewed: August 2015*

The Board of Education will have one (1) regular monthly meeting. The meeting will generally be on a Thursday each month or as specified. Board meeting dates will be approved annually prior to the July 1 beginning of the fiscal year.

Unless otherwise provided as required by law, regular school Board of Education meetings will start at 7:00 p.m. and be held at the Kirby School District 140 Administrative Office, located at 16931 South Grissom Drive, Tinley Park, Illinois.

A regular meeting may be cancelled, or the time or place of a regular meeting may be changed upon agreement of a majority of the Board of Education and proper notice pursuant to the appropriate provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) and other applicable law.

BOARD OF EDUCATION POLICIES

200.12 SPECIAL MEETINGS

Adopted: June 14, 1990

Revised: June 18, 1998

Reviewed: August 2015

Special meetings of the Board of Education may be called by the President or by any three (3) members of the Board of Education by stating in writing the time, place, and purpose of the meeting. Only matters pertaining to the purpose of the special meeting will be discussed or voted upon. Notice of such meeting shall be pursuant to the Illinois Open Meetings Act and applicable provisions of The Illinois School Code.

BOARD OF EDUCATION POLICIES

200.13 RECONVENED AND RESCHEDULED MEETINGS

Adopted: June 14, 1990

Revised: June 18, 1998

Reviewed: August 2015

Any regular meeting of the Board of Education may be reconvened or rescheduled upon at least forty-eight (48) hours public notice, and the notice must contain the agenda for the reconvened or scheduled meeting. However, if the original meeting was open to the public, and the meeting is to be reconvened within twenty-four (24) hours, no public notice is needed; or if the time and place of the reconvened meeting is announced at the original meeting, no forty-eight (48) hours public notice is needed, provided that there is no change to the agenda.

BOARD OF EDUCATION POLICIES

200.14 AGENDA FOR REGULAR MEETINGS

Adopted: June 14, 1990

Revised: June 2011

Reviewed: August 2015

An agenda for regular meetings of the Board of Education, with supporting data and materials shall be prepared by the Superintendent with the advice of the President of the Board of Education, and shall be delivered to each member of the Board of Education at least two (2) days in advance of the meeting time. An agenda for each regular meeting shall be posted at least forty-eight (48) hours in advance of the meeting as required by law. Pursuant to the Open Meetings Act, an agenda will also be posted on the District website: ksd140.org as well as the location of the meeting.

BOARD OF EDUCATION POLICIES

200.15 SAMPLE AGENDA FOR MEETINGS

*Adopted: June 14, 1990
Revised: December 6, 2007
Reviewed: August 2015*

There will be an order of business at meetings that will generally follow the below format:

- I.** Call to Order
- II.** Roll Call
- III.** Correspondence
- IV.** Approval of Minutes Summary of Previous Meeting
- V.** Recognition of Public
- VI.** Financial Reports
 - A.** Monthly Expenditures Consent Agenda – Payroll, Accounts Payable, Procurement Cards
 - B.** Statement of Revenues & Expenditures Summary
- VII.** Administrative Reports
 - A.** Superintendent's Report
 - B.** Assistant Superintendent of Finance's Report
- VIII.** Unfinished Business
- IX.** New Business
 - A.** Board Reports
 - B.** Action Items
- X.** Closed Session
- XI.** Personnel
- XII.** Adjournment

If any person needs an accommodation in order to attend or participate in a school board meeting, please notify the Superintendent prior to the meeting.

BOARD OF EDUCATION POLICIES

200.16 RULES OF ORDER

Adopted: June 14, 1990

Reviewed: August 2015

Robert's Rules of Order shall govern the procedure of any meeting of the Board of Education.

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200.17 QUORUM

Adopted: June 14, 1990

Reviewed: August 2015

A majority of the full membership of the Board of Education shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Board of Education, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

BOARD OF EDUCATION POLICIES

200.18 MINUTES

Adopted: June 14, 1990

Revised: July 2011

Reviewed: August 2015

Minutes of Board of Education meetings including closed sessions shall be maintained in the Office of the Superintendent for the Recording Secretary of the Board of Education and shall be submitted to each member of the Board of Education.

Minutes of all meetings shall be kept as required by law.

When the minutes of an open or closed meeting have been approved and signed by the President and Secretary, an official copy shall be filed in the permanent record of Board of Education proceedings, this copy may be accompanied by supporting documents. Pursuant to the Open Meetings Act, approved minutes will also be posted on the District website: ksd140.org.

At least twice each year the Board of Education shall meet in closed session to review minutes of all closed sessions conducted since the last such review to determine whether they can be released to the public. Unless determined otherwise these review meetings will be conducted in February and August of each successive year. Upon completion of each such review, the Board of Education shall report in open session whether the need for confidentiality still exists as to all or part of the closed session minutes so reviewed or, conversely, that the minutes or portions thereof no longer require confidential treatment in which case those minutes or portions thereof shall be made available for public inspection. The Superintendent shall establish administrative procedures to assist with an expeditious and orderly implementation of this policy.

BOARD OF EDUCATION POLICIES

200.19 PUBLIC PARTICIPATION IN BOARD OF EDUCATION MEETINGS

Adopted: June 14, 1990

Revised: June 19, 1997

Reviewed: August 2015

The public is always welcome at regular and special meetings of the Board of Education and a place is provided on the agenda for those individuals and groups who wish to bring suggestions, complaints, proposals, problems, and ideas to the attention of the Board of Education for consideration.

It may be necessary to limit the public participation during the Board of Education meeting in order that the Board of Education may transact its business.

Groups or individuals who wish to speak at Board of Education meetings should make their request known in writing at least one (1) week in advance of a regular business meeting. The requesting party may be given the opportunity to express individual views when the item is considered by the Board of Education or when it is time for citizen comments.

A second procedure for addressing the Board of Education shall be provided if no advance notice has been given in writing by an individual or group. In the course of each meeting a specific time shall be established on the agenda for citizens who have not made prior written requests to address the Board of Education.

If any person needs an accommodation in order to attend or participate in a school board meeting, please notify the Superintendent prior to the meeting.

Citizens wishing to address the Board of Education must complete the "Board Recognition Request" card, available at the entrance of the board meeting room. The card should be submitted to the School Board Secretary prior to the start of the meeting.

Remarks should be limited to a specific subject in order to provide time for all who may wish to make a presentation. The President of the Board of Education shall be the judge of both the allocation of time and the relevance and good taste of the remarks being made. Generally, groups will be limited to five (5) minutes regarding a given subject with no more than a two (2) minute presentation by an individual.

BOARD OF EDUCATION POLICIES

200.20 RECORDING BOARD OF EDUCATION MEETINGS

Adopted: June 14, 1990

Reviewed: August 2015

Any person may record the proceedings of a public meeting by electronic-sound tape, providing no such recording shall interfere with the overall decorum of the meeting.

The President of the Board of Education shall be the judge of what constitutes proper Board of Education meeting decorum. The President of the Board of Education may allow members of the electronic news media or students and staff when involved in an instructional program to record all or portions of a meeting.

BOARD OF EDUCATION POLICIES

200.21 CLOSED SESSIONS

Adopted: June 14, 1990

Reviewed: August 2015

All meetings and records of the Board of Education shall be open to the public except where the Board of Education is granted discretion to meet in a closed session and to maintain confidential minutes pursuant to law and the Board of Education decides to meet in a closed session. A roll call vote shall be taken on any motion to go into closed session.

BOARD OF EDUCATION POLICIES

200.21 CLOSED SESSIONS

200.21.1 VERBATIM RECORD OF CLOSED MINUTES

Adopted: June 14, 1990

Revised: June, 2011

Reviewed: August 2015

The following policy is to implement the provision of Public Act 03-0523 that requires public bodies to keep a verbatim record of all of their closed meetings. This policy applies to the Board of Education, and all committees and subcommittees of the Board (hereinafter referred to in the aggregate as Public “Body” or “Bodies”).

Section 1. A verbatim record of all closed sessions of meetings shall be kept in the form of an audio recording.

Section 2. The Board shall provide and make available a recording device for use during closed meetings and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.

Section 3. The Board Secretary or his or her designee will be responsible for operating the recording device for all closed meetings of the Board of Education. Each committee or subcommittee of the Board shall designate the person(s) responsible for recording closed meetings and submit such designation(s) in writing to the Board Secretary.

Section 4. Prior to the commencement of a closed meeting, the person responsible for operating the recording device shall test it and advise the person presiding whether the recording device is operating properly. Upon being advised that the recording device is operating properly, the person presiding at the closed meeting shall call the meeting to order and request a roll call. After the roll call, all other persons allowed to be present shall state their names, and positions or reason for their presence. The person presiding shall then proceed to conduct the closed meeting.

Section 5. The person responsible for operating the recording device shall maintain the audio tape in a safe and secure location under lock and key. That person shall properly label each tape and prepare and maintain a written index of the tapes. A copy of all indexes of tapes and their location shall be given to and also maintained by the Board Secretary.

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200.21 CLOSED SESSIONS

200.21.1 VERBATIM RECORD OF CLOSED MINUTES

Adopted: June 14, 1990

Revised: June, 2011

Reviewed: August 2015

Section 6. Access to non-released tapes shall be limited to the Board Secretary, his or her designee, or other person(s) designated as responsible for recording closed meetings, the attorney(s) for the District, the public body that conducted the closed meeting, and such others as are given prior written consent by the public body. Any person(s) given written consent for access by the public body shall sign a log indicating the date and time he or she listened to a particular tape, and shall listen to a tape only under supervision. No copies of any non-released tape shall be released.

Section 7. The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the closed meeting if the Public Body conducting the closed meeting approves the destruction of the particular recording and if it approves minutes of the closed meeting that are in accord with the written minutes requirements of Section 2.06(a) of the Act.

Section 8. Unless the Public Body that conducted the closed meeting has determined that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings shall not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the Open Meetings Act. In the event that an action is brought to enforce the Act, the verbatim recording shall only be subject to disclosure to the court for an in-camera examination as provided by law.

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BOARD OF EDUCATION POLICIES

200.22 FINAL ACTION

Adopted: June 14, 1990

Reviewed: August 2015

As and to the extent required by law, final Board of Education action is taken in open session. All final action taken at an open session shall be preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted.

BOARD OF EDUCATION POLICIES

200.23 REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES

Adopted: June 14, 1990

Reviewed: August 2015

The Board of Education shall review at least annually its policies and administrative procedures and thereafter make such changes or additions as are deemed appropriate.

BOARD OF EDUCATION POLICIES

200.24 SUSPENSION OF POLICIES

Adopted: June 14, 1990

Reviewed: August 2015

Written policies of the Board of Education may, by majority vote of the full membership of the Board of Education, be suspended for good and sufficient cause and for such time or occasion as the circumstances warrant and dictate.

BOARD OF EDUCATION POLICIES

200.25 COMMUNITY RELATIONS

*Adopted: June 14, 1990
Reviewed: July, 2014
Revised: October 15, 2015*

The Board of Education shall endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program. Public relations activities shall be carried out with the advice and assistance of the Superintendent who is hereby authorized to establish and maintain such activities and programs as deemed reasonable to effectively implement this policy. The Board of Education welcomes communications from staff members, parents, students and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent or may use the electronic link to the Board of Education's email account that is posted on the District's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual board members will not (a) reply to any email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent or designee shall ensure that the Board of Education's email account is available through a link on the Board of Education's page on the District website.

It is understood that no individual Board member will respond to email messages from the general public on behalf of the Board of Education. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email or other means.

I. PARENT ORGANIZATIONS

The Board of Education supports the formation and vitality of parent organizations recognizing that they are an invaluable resource to the School District's schools. While parent organizations shall have no administrative authority and cannot determine School District policy, their suggestions and assistance are always welcome. Membership will be open and unrestricted.

The Building Principal or a designee will serve as the adviser to parent

BOARD OF EDUCATION POLICIES

200.25 COMMUNITY RELATIONS

*Adopted: June 14, 1990
Reviewed: July, 2014
Revised: October 15, 2015*

organizations in his or her school and will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

II. PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families, School District personnel, and the Board of Education, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop and implement administrative procedures to:

- A. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
- B. Encourage involvement in their child's school and education.
- C. Establish effective two-way communication between all families, School District personnel, and the Board of Education.
- D. Seek the advice of parent(s)/guardian(s) on how they can assist their children's learning.

The Superintendent shall periodically report to the Board of Education on the implementation of this policy.

BOARD OF EDUCATION POLICIES

200.26 FREEDOM OF INFORMATION

Adopted: June 14, 1990
Reviewed: July 2014
Revised: October 15, 2015

It is the policy of the Board of Education to permit access to any copying of public records in accordance with the Illinois Freedom of Information Act (the "Act"). The District shall disclose non-exempt records to requesters in an expedient and efficient manner.

The Superintendent is hereby authorized and directed to do the following in regard to compliance with the Act:

- A. Establish rules to guide the School District in complying with the Act. The rules shall include, but not be limited to, permitting only School District employees to search for and reproduce requested documents and also specifying time limits for appeals from decisions denying documents, the time and place where records shall be made available, and the person(s) from whom records may be obtained. The Guidelines so established shall be posted on the District's web site.
- B. In the absence of a designation by the Board, to act as and/or to designate one or more Freedom of Information Officers of the District.
- C. Establish the Business Office as the location for the central file of all letters denying access to any District records.
- D. Prepare and arrange for the display of the information directory, description of the District, method for requesting a public record, and records list as required by the Act.
- E. Report any FOIA request and the status of the District's response to the Board at a regular Board meeting.

Definition: The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or

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200.26 FREEDOM OF INFORMATION

*Adopted: June 14, 1990
Reviewed: July 2014
Revised: October 15, 2015*

characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

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

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

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

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

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for *commercial purposes, recurrent requesters, and voluminous requesters* (as

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200.26 FREEDOM OF INFORMATION

Adopted: June 14, 1990
Reviewed: July 2014
Revised: October 15, 2015

those terms are defined in Section 2 of FOIA) according to Sections 3.1, 3.2 and 3.6 of FOIA.

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

The District shall impose fees according to Section 6 of FOIA.

Legal reference(s):
5 ILCS 140/; 105 ILCS 5/10-16

BOARD OF EDUCATION POLICIES

200.27 SCHOOL DISTRICT ATTENDANCE AREAS

Adopted: June 14, 1990

Reviewed: August 2015

The Board of Education will establish attendance units within the School District. The Board of Education shall review existing attendance areas from time to time and make such changes as are necessary. In so doing, the Board of Education will take into consideration the prevention of segregation based upon race, color, or nationality.

These attendance areas may be modified from time to time by the Board of Education.

Each pupil shall attend the school which serves the District attendance area in which he or she lives. The Superintendent or designee may make modifications to this policy when extenuating circumstances arise or such modification is in the best interests of a student or the School District.

BOARD OF EDUCATION POLICIES

200.28 GIFTS TO SCHOOLS

Adopted: June 14, 1990

Revised: June 19, 1997

Reviewed: August 2015

Whenever desirable and appropriate, the School District may accept gifts of money, material, or equipment which contribute to increased educational opportunities for students.

The Board of Education, or its appointees, shall confer with a prospective donor concerning the use of a gift in the educational program. Gifts with a total value of \$100.00 or less, may be accepted by the building administration with notification to the Superintendent. A gift valued at \$1,500.00 or less, may be accepted by the Superintendent with notification to the Board of Education. However, responsibility for the final decision to accept a gift rests completely with the Board of Education. The Superintendent or his or her designee shall establish administrative procedures to implement this policy.

BOARD OF EDUCATION POLICIES

200.29 INTERESTS IN CONTRACTS

Adopted: June 14, 1990

Reviewed: August 2015

Except as specifically provided by law, no Board of Education member may be interested directly or indirectly in contract with the School District. No employee of School District 140 shall have a financial interest in the sale of any goods or services to School District 140. The only exception is when the financial interest of a teacher is based on authorship or developments of instructional materials adopted for use by the Board of Education and the teacher is in full compliance with The Illinois School Code.

BOARD OF EDUCATION POLICIES

200.30 BOARD OF EDUCATION MEMBER EXPENSES

Adopted: June 14, 1990

Reviewed: August 2015

Members of the Board of Education serve without compensation. To the extent permitted by law, Board of Education members may be reimbursed for expenses directly caused by official Board of Education business. Except as permitted by law, no member of the Board of Education shall receive any funds of the School District for reimbursement of expenses incurred. The School District budget may include a specific account for approved expenses of Board of Education members. Upon request, a member of the Board of Education shall be advanced the anticipated actual and necessary expenses to be incurred on behalf of that member in attending the following meetings:

- A. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
- B. County or regional meetings and the annual meeting sponsored by any school board association complying with the provisions of Article 23 of The Illinois School Code; and
- C. Meetings sponsored by a national organization in the field of public school education.

After a meeting for which money was advanced to a Board of Education member, such member shall submit an itemized verified expense voucher showing the amount of his or her actual expenses with receipts attached where possible. If the actual and necessary expenses exceed the amount advanced, the member shall be reimbursed for the amount not advanced. If the actual and necessary expenses are less than the amount advanced, the member shall refund the excess amount. In no case shall money be advanced or reimbursed for expenses incurred on behalf of any person other than the Board of Education member.

BOARD OF EDUCATION POLICIES

200.31 DRUG AND ALCOHOL FREE WORKPLACE

*Adopted: June 14, 1990
Revised: August 21, 2014
Reviewed: August 2015*

All District workplaces are drug and alcohol free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.
3. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of medical cannabis while on District premises or while performing work for the District.

For the purposes of this Policy, a controlled substance is one that is:

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

As a condition of employment, each employee shall:

1. Abide by the terms of the District's Policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five (5) calendar days after such conviction.

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

1. Provide each employee with a copy of the District Drug and Alcohol Free Workplace Policy;
2. Post notice of the District's Drug and Alcohol Free Workplace Policy in a place where other information for employees is posted;

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200.31 DRUG AND ALCOHOL FREE WORKPLACE

*Adopted: June 14, 1990
Revised: August 21, 2014
Reviewed: August 2015*

3. Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistances programs; and
 - c. The penalties that the District may impose upon employees for violations of this Policy.

District Action upon Violation of this Policy

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

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

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

Legal Reference(s)

Americans With Disabilities Act, 42 U.S.C. § 12114;
Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11-1308.15;
Drug-Free Workplace Act of 1988, 41 U.S.C § 701 *et seq.*;
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. § 7101 *et seq.*;

BOARD OF EDUCATION POLICIES

200.31 DRUG AND ALCOHOL FREE WORKPLACE

*Adopted: June 14, 1990
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Reviewed: August 2015*

Drug-Free Workplace Act, 30 ILCS 580/1 *et seq.*;
Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/1 *et seq.*

BOARD OF EDUCATION POLICIES

200.32 MAILING LIST

Adopted: October 24, 1991

Reviewed: August 2015

The Superintendent shall establish and maintain a mailing list of the names and addresses of persons who each year request inclusion thereon. Upon payment, in advance, of the subscription fee, the persons on the list shall receive via mail copies of Board of Education agenda, school budgets, audits, and by mailing within ten (10) days of each Board of Education meeting, a copy of approved open meeting minutes. The annual subscription rate for the mailing list shall be established by the Board of Education each year in May for the then upcoming fiscal year July 1st through June 30th. Any person subscribing during the course of a fiscal year shall pay a pro-rata share of the annual subscription fee based upon the number of months remaining in that fiscal year.

BOARD OF EDUCATION POLICIES

200.33 OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT

*Adopted: July 20, 1995
Reviewed: August 2015*

In accord with all applicable state and federal laws and agency rules and regulations, Kirby School District 140 shall maintain strict standards of conduct with regard to alcohol and drugs in the workplace. This policy and its implementing administrative procedures apply to all School District employees covered by the Omnibus Transportation Employee Testing Act. No covered employee is allowed on School District premises, nor shall any such employee be allowed to report for duty or remain on duty, if there is present in the employee's system any illegal drug, alcohol, or other controlled substance, unless a drug or controlled substance is being used pursuant to the instruction of a physician who has advised the employee that the substance will not adversely affect the employee's ability to operate a commercial vehicle or perform his work duties and the employee has the express prior consent of School District Management to be present for work. No covered employee is allowed on School District premises, nor shall any such employee be allowed to report for duty or remain on duty, if such employee is in possession of any illegal drug, alcohol, or other controlled substance.

The Administration shall establish all necessary procedures to carry out this policy and to implement drug and alcohol testing of covered employees in accord with the requirements of the Omnibus Transportation Employee Testing Act and its implementing regulations.

Any covered employee who violates this policy or any implementing administrative procedure is guilty of a major violation of Board of Education policy and is subject to severe discipline up to and including termination.

BOARD OF EDUCATION POLICIES

200.34 SEX OFFENDER NOTIFICATION

*Adopted: June 19, 1997
Reviewed: July 2014
Revised: January 21, 2016*

Upon receipt by the School District of notification from a law enforcement agency that a sex offender required to register under the Sex Offender Registration Act is residing in the School District, each school principal shall be provided with a copy of the name and address of each such person.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen. No such person shall knowingly be allowed to serve in any volunteer or other capacity that would result in such person coming into any contact with students.

The Superintendent shall develop procedures for the distribution and use of

BOARD OF EDUCATION POLICIES

200.34 SEX OFFENDER NOTIFICATION

*Adopted: June 19, 1997
Reviewed: July 2014
Revised: January 21, 2016*

information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall notify the parents/guardians during school registration via the student-parent handbook or other appropriate School District publication that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law.

Except as it may be otherwise determined appropriate in a particular case in the discretion of the Superintendent, the School District will not directly disclose the name, address, or other information concerning persons who reportedly reside in the School District and who are required to register under the Sex Offender Registration Act.

Nothing contained in this policy nor the action or inaction of any School District representative or employee with regard to this policy is intended to create any right or interest in any person nor to in any manner give rise to any claim against the School District that would otherwise not exist under law.

BOARD OF EDUCATION POLICIES

200.35 CONCEALED CARRY

Adopted: January 23, 2014
Reviewed: August 2015

Any person, regardless of whether he/she has a license to carry a concealed weapon, who knowingly carries a weapon or firearm on or into any building, real property or parking area under the ownership or control of School District 140, shall be in violation of the Firearm Concealed Carry Act and may be subject to arrest and prosecution. For purposes of this Policy, “knowingly” includes instances where the person should have known under the circumstances that he/she was in possession of a weapon or firearm.

Any employee found to have carried a weapon or firearm on or into any building, real property or parking area under the control of School District 140, in addition to possible arrest and prosecution, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to other such employment rules or regulations as may be applicable.

All students are subject to this policy and Policy 500.30 Weapon Free Schools.

To further this Policy, each school under the control of School District 140 must clearly and conspicuously display a 4 x 6 inch sign, stating that the carrying of firearms is strictly prohibited, at the entrance of its building. This sign must be in accordance with the Illinois State Police Standards.

Legal reference(s):

105 ILCS 5/10-22.6

Public Act 98-0063, codified in part as 430 ILCS 66

BOARD OF EDUCATION POLICIES

200.36 BOARD MEMBER REMOVAL FROM OFFICE

Adopted: October 15, 2015

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center to remove such member from office.

Legal reference(s):
105 ILCS 5/3-15.5