

**Mahomet-Seymour CUSD #3
Board of Education**

**September 30, 2019
Policy Committee Meeting Packet**



MAHOMET-SEYMOUR CUSD #3

1301 South Bulldog Drive, PO Box 229, Mahomet, IL 61853

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www.mahometseymour.org

Dr. Lindsey Hall, Ed.D., Superintendent

Board of Education: *Max McComb (P), Lori Larson (VP), Merle Giles (S), Meghan Hennesy, Dr. Jeremy Henrichs, Ken Keefe, Colleen Schultz*

BOARD OF EDUCATION
Policy Committee Meeting
Board Conference Room – Administrative Center
Monday, September 30, 2019
12:30 P.M.

- | | |
|---|-------------------|
| 1. Call to Order | |
| 2. Roll Call | |
| 3. Pledge of Allegiance | |
| 4. Approval of Agenda | Discussion/Action |
| 5. Approval of 8/12/19 Minutes | Discussion/Action |
| 6. Public Comment | |
| 7. Credits for Graduation Policy for MSHS, Policy 6:310 | Discussion |
| 8. Updated Proposed Policy 2:240 and 2:20: Ken Keefe | Discussion |
| 9. Proposed Policy 7:40: Colleen Schultz | Discussion |
| 10. Instructional Materials, Policy 6:210 | Discussion |
| 11. Parental Involvement, Policy 8:95 | Discussion |
| 12. Proposed Changes to Technology AUP: Meghan Hennesy | Discussion |
| 13. Adjournment | |

**Mahomet-Seymour
COMMUNITY UNIT DISTRICT NO. 3
Champaign County, Illinois
Meeting of the Board of Education Policy Committee**

Held in the Board Conference Room

Date: August 12, 2019

10:30 Policy Committee Meeting

1. Call to order

The Policy Committee Meeting was called to order at 10:30 a.m.

2. Roll Call

Policy Committee members present for the roll call were Lori Larson and Meghan Hennesy. Also present was Superintendent, Dr. Lindsey Hall and Board Recorder, Dawn Quinley.

3. Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

4. Approval of Agenda

Motion was made by Mrs. Hennesy, seconded by Larson, *to approve the agenda as presented.* The motion passed.

5. Public Comment

Dr. Lindsey Hall called for any public participation forms. There was no public participation.

6. PRESS 100 & 101 5-Year-Review

Dr. Hall gave a brief overview of the policies being put forward for review. As part of the District's PRESS subscription, on an ongoing and rotating basis, PRESS identifies policies for review every 5 years. The committee discussed the possibility of tailoring policies in certain instances for the District if needed. Consensus was that it is always possible to make changes to policies as the District finds necessary. Policies up for 5-Year-Review are: 2:40, 2:50, 2:60, 4:30, 2:240, 3:60, 4:90, 6:65, 7:185, 8:95, 5:40, 5:130, 5:310, 6:110, and 7:170. These policies will be presented to the full board on August 19, 2019. There were no suggested changes from the Committee.

7. PRESS 101 Update

Dr. Hall reviewed policies to be updated. 2:110, 2:140, 4:20, 2:230, 5:180, 6:40, and 6:340. The committee moved into discussion about the updates recommended in the current update from PRESS spending time discussing 2:230, Public Participation at School Board Meetings and Petitions to the Board focusing on components of meeting agendas and possible reformatting. Committee members agreed that discussing this during the first reading of the policy updates at the next regular meeting of the Board is the next step. The committee also discussed the format of the agenda when multiple policy updates are being proposed, and providing the ability to consent to all or pulling one or more off for additional discussion. Committee members agreed that this option could be helpful in streamlining discussion. Consensus was to present all policies as recommended by PRESS as is to the full Board.

8. Revisions to Board Policies: 6:210, 6:280, 6:310

Dr. Rummel began by giving an overview of changes being recommended for policy 6:210, Instructional Materials. The committee spent additional time discussing the portion of the policy related to the showing of movies and parent notification and approval. Members discussed the possibility of adding language related to a timeframe for notifying parents and guardians, then agreed that this might be best handled at the administrative procedures level so that needed process pieces are in place at that level.

Dr. Rummel explained that 6:280 needs to be updated to remove an outdated reference to PARCC assessment.

Dr. Rummel provided an overview of changes being recommended for 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students. The committee discussed expanding the current maximum of 1 credit hour and allowing exceptions not just for credit recovery, but also for students who want to get ahead. Committee members agreed that this discussion should include counselors from the high school before any changes are made in this area, and that they would like to gather more data for discussion at the next policy meeting.

9. Proposed Policy by Ken Keefe

Ken Keefe gave a brief recap of his proposal to change policy 2:240 about board policy development. Mr. Keefe presented the proposed policy to the Policy Committee on June 19, 2019, and then to the full Board on June 24, 2019. Action was scheduled to be taken at the July 15, 2019, but with the full board not in attendance, it was tabled to the August regular meeting of the Board. His update today included the changes suggested by the entire Board in June and also included a change being proposed to policy 2:20, Powers & Duties of the School Board. Committee Members thanked Ken for his work.

10. Technology Policy by Meghan Hennesy

Mrs. Hennesy shared concerns she has with the Technology Acceptable Use Policy. Her concerns included information that appears to be missing from the online registration step where parents are asked to review the policy, the outlined student responsibilities and restrictions, and student privacy. She would like to see changes to some of the language currently being used in the policy. Specifically, she would like to see more balance between safety and privacy, and language that reflects more of a partnership between families and the District.

The committee members discussed the process and timing behind the creation of this policy and its inclusion in the District Handbook. The Parent Teacher Advisory Committee reviews the Handbook in the spring and then presents it to the Board for approval. The committee discussed expanding the group of people who might want to be involved in updating the policy in the future beyond the Parent Teacher Advisory Committee. Consensus among the members was to discuss this with the Board at the next regular meeting.

11. Adjournment

With no further business to come before the Policy Committee, the meeting was adjourned by consensus at 11:37 a.m.

Max McComb, President

Merle Giles, Secretary

Submitted by Dawn Quinley, Board Recorder

INSTRUCTION

6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Credit for Non-District Experiences

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.

Correspondence ~~Online~~ Courses

A student enrolled in an ~~correspondence~~-online course may receive high school credit for work completed, provided:

1. The course is offered through an accredited school;
- ~~2. The student is a fourth or fifth year senior;~~
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 1 unit of credit may be counted toward the requirements for a student's high school graduation. **Exceptions may be made for credit recovery.**

Summer School and Independent Study

A student will receive high school credit for successfully completing **a (1) any summer school course given-offered** by an institution accredited by the North Central Association of Colleges and Secondary Schools **for credit recovery**, and **(2) A student will receive high school credit for successfully completing an** independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal; and
4. The student assumes responsibility for all fees.

A maximum of 1 unit of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Substitutions for Physical Education, Adapted Physical Education and Other Required Courses – (Course Substitutions).

A student in grades 11-12, 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.

1. Ongoing participation in a marching band program for credit;
2. Ongoing participation in an interscholastic or extracurricular athletic program;
3. Enrollment in academic classes that are required for admission to an institution of higher learning; or
4. 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.

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

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

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.

110 ILCS 27/, Dual Credit Quality Act.

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), 7:260 (Exemption from Physical Education)

Adopted: March 11, 2019

Mahomet-Seymour CUSD 3

Mahomet-Seymour CUSD #3 Uniform Policy Change Form

Revision 2019.06.24

Submitted by: **Ken Keefe**

Date: **5/27/2019**

Existing policy to be removed:

None

Number: **2:240** Name: **Board Policy Development**

Number: **2:240-E1** Name: **PRESS Issue Updates**

Number: **2:240-E2** Name: **Developing Local Policy**

Old Policy Text:

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours and at all times on the District's website. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:105 ILCS 5/10-20.5.

CROSS REF.:2:150 (Committees), 2:250 (Access to District's Public Records), 3:40 (Superintendent)

ADOPTED:August 18, 2008

New policy to be added:

None (old policy being removed)

Number **2:240** Name: **Board Policy Development**

New Policy Text:

The school board governs using written policies. Written policies ensure legal compliance, establish board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may suggest new policies, changes to existing policies, or elimination of existing policies. Suggestions should be made to any board member or the superintendent. Any board member or the superintendent may propose a new policy change by submitting a Uniform Policy Change Form (UPCF), see Board Policy 2:240 - Exhibit 1, to the board president. Policy proposals must be stated using the Uniform Policy Change Form.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The superintendent is responsible for: (1) providing relevant policy information and data to the board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy suggestions drafted into written form using a UPCF for board deliberation as requested by board members. The superintendent shall seek the counsel of the board attorney when requested by a board member.

Policy Adoption Process

Any UPCF submitted at least one week prior to a school board meeting will be included in the meeting's agenda. UPCFs must be included with any board meeting agenda or public board packet that contains a discussion or action item regarding the proposed policy change.

Policies or policy revisions will not be adopted at the board meeting at which they are first introduced, except to ensure legal compliance of the District. Under emergency or special conditions, the board may enact a policy change at the same meeting it was introduced, but only by a unanimous vote of every board member present. Abstentions are not considered in the requirement for a unanimous decision. In these rare circumstances, further board consideration will be given at a subsequent meeting and after opportunity for community input.

Substantive changes to a proposed policy requires that a new UPCF be submitted before a subsequent meeting where the adoption process will begin anew. Minor changes may be

made during discussion or at the same meeting that the board will decide on adoption without restarting the adoption process.

The approval of a UPCF by the board will remove any policy identified in the form for removal and will add any policy identified in the form for addition. Approval is by majority vote of the members present and the vote shall be a role call vote.

Public Access

The board policies are available for public inspection in the District's main office during regular office hours and at all times on the District's website. Copy requests should be made pursuant to board policy 2:250, *Access to District's Public Records*.

Upon adoption, the board secretary shall complete the Uniform Policy Change Form with a record of each board member's vote. The complete UPCF shall be available for public inspection in the District's main office during regular office hours and at all times on the District's website.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Superintendent Implementation

The board will support any reasonable interpretation of board policy made by the Superintendent. If reasonable minds differ, the board will review the applicable policy and consider the need for further clarification.

The superintendent is responsible for implementing board policy across the district. The superintendent will manage the process for approving new or revised administrative procedures, and revisions to employee and student handbooks. The superintendent will also communicate all policy and procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.

Legal References and Board Policy Cross-references

Any new policy text should include a section called "Legal References," that describes any pertinent legal reference for the new policy. Each reference should provide a clear citation of the law and a brief statement of how it is related.

Any new policy text should include a section called "Board Policy Cross-References," that describes any pertinent board policy cross-references for the new policy. Each reference should provide a clear citation of the policy number and a brief statement of how it is related.

Legal References

- 105 ILCS 5/10-20.5 - Power of a school board to define policy and requirement for policy to be available for public inspection in the administrative office.

Board Policy Cross-References

- 2:250 - Access to District Public Records - Describes rules for which records must be made available to the public. These include the board policy.
- 3:40 - Superintendent - Describes the duties of the Superintendent, which includes supporting the development of policy with information and organization.

Rationale:

- The new policy defines a clear procedure for developing and considering policy changes.
- The new policy defines a uniform document for communicating policy change proposals to board members and the public, including what is changing and why it is changing.
- The new policy limits the ability of the board to change policy quickly unless all board members agree that a change is truly urgent. This encourages policy changes over the timespan of at least two meetings in order to guarantee that stakeholders can consider the change and weigh in on it.
- The new policy clearly defines the responsibility of the superintendent to implement new board policy and ensure procedures and policies throughout the district are compatible.
- The change makes it clear that although policy suggestions can come from anyone, policy is the work of the entire board and it is the purview of the entire board to develop and propose policy.
- The new policy explicitly requires that policy change proposals are included in the public board packet so that the public can clearly understand the proposal before the meeting in which it is first read.
- The new policy will cause policy changes to be clearly recorded, included how individual board members voted on each change.
- The new policy improves the way new policy changes will communicate connections to other policy or pertinent law.
- The new policy removes mention that the board will periodically review and revise existing policy. This text was obvious and unnecessary.
- The new policy removes language authorizing the Superintendent to act in the absence of relevant policy. This language was vague and unnecessary.
- The new policy removes language authorizing the board to suspend policy at any time approved by the board. This power undermines the purpose of written policy.
- Old 2:240 Exhibit 1
 - Exhibit is no longer necessary as the new policy defines the process for PRESS and local policy changes.
 - Exhibit contains significant language about PRESS website usage that is not appropriate for board policy.
- Old 2:240 Exhibit 2
 - Exhibit is no longer necessary as the new policy defines the process for PRESS and local policy changes.
 - Exhibit contains several instructions that are contradictory to the language in old 2:240 policy (e.g., policy development path for staff member suggestions.).
 - Exhibit contains language specific to PRESS and IASB which is not appropriate for board policy.

Explanation of Attachments:

Exhibit 1 - To be added to the policy manual as "Policy 2:240-E1 Uniform Policy Change Form"

The attached Uniform Policy Change Form defines the necessary information and format to be used during the board's consideration of a policy change and after a policy change has been adopted. The purpose of this form is to make the policy changes clear to board members and the general public.

Board Consideration:

Date of meeting where policy change was first presented: **6/24/2019**

Date of meeting where policy change was approved: **8/19/2019**

Vote Record (by Board Member)

1. **Merle Giles -**
2. **Meghan Hennesy -**
3. **Jeremy Henrichs -**
4. **Ken Keefe -**
5. **Lori Larson -**
6. **Max McComb -**
7. **Colleen Schultz -**

I, Merle Giles, as acting secretary of the Mahomet-Seymour CUSD #3 Board of Education, certify that the policy change stated in this form was successfully adopted by the current board of education in accordance with Board Policy 2:240 and that all information contained above is accurate to the best of my knowledge.

Secretary

Date

Mahomet-Seymour CUSD #3 Uniform Policy Change Form
Revision 2019.06.24

Submitted by: _____ Date: _____

Existing policy to be removed:

None

Number: _____ Name: _____

Old Policy Text:

Enter old text here.

New policy:

None (old policy being removed)

Number: _____ Name: _____

New Policy Text:

Enter new text here.

Rationale:

Enter rationale for change here.

Explanation of Attachments:

Explain each attached document here. If attachment should be included in policy, specify exhibit number.

Board Consideration:

Date of meeting where policy change was first presented: _____

Date of meeting where policy change was approved: _____

Vote Record (by Board Member)

- 1. Name _____ Yes/No _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

I, _____, as acting secretary of the Mahomet-Seymour CUSD #3 Board of Education, certify that the policy change stated in this form was successfully adopted by the current board of education in accordance with Board Policy 2:240 and that all information contained above is accurate to the best of my knowledge.

Secretary

Date



Board Policy Development

Board Policy 2:240



Basis

- 105 ILCS 5/10-20.5
 - “[The school board has the power] To adopt and enforce all necessary rules for the management and government of the public schools of their district. Rules adopted by the school board shall be filed for public inspection in the administrative office of the district.”
- M-S Board Policy 2:20
 - The major powers and duties of the School Board include, but are not limited to:
 - 2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.



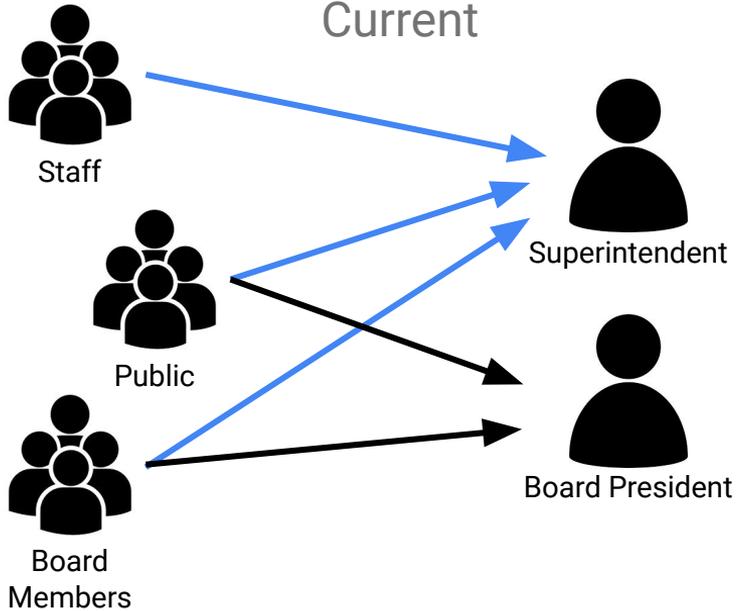
Current Policy 2:240

- Policy Development
 - Policy suggestions from staff flow through the superintendent.
 - All other sources flow through the president or superintendent.
 - Superintendent responsibilities
- Policy Adoption and Dissemination
 - Policy changes take two meetings unless
 - Emergency
 - Special conditions
 - Legal compliance
 - Policies available for public inspection
- Board Policy Review and Monitoring
 - The board must periodically review policy
- Superintendent Implementation
 - Board will support reasonable interpretation of policy by superintendent
 - Clarify policy as needed
 - Absence of policy authorizes superintendent
- Suspension of Policies
 - Majority vote can temporarily suspend board policy

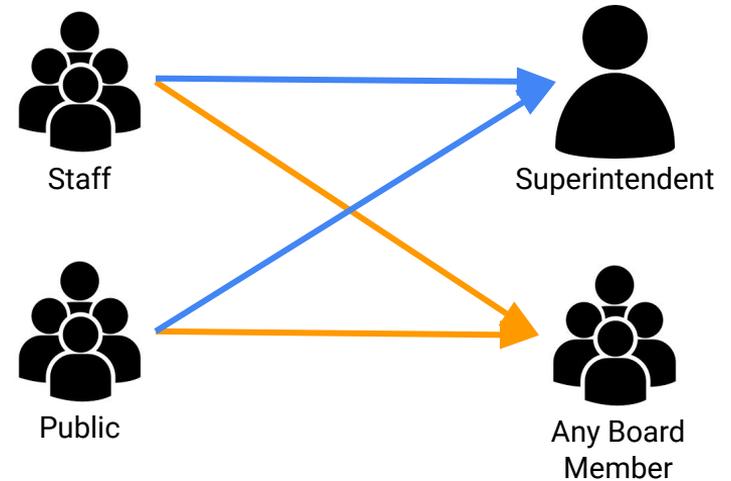


Policy Development Path

Current



Proposed





Uniform Policy Change Form

Purpose:

- Uniform document for clear presentation of the process for board and public
- Explicitly stated rationale for the change
- Creates a record to inform subsequent policy changes.

Form Fields

- Submitter
- Submission Date
- Existing Policy to be Removed
- New Policy to be Added
- Rationale
- Explanation of Attachments
- First Reading Date
- Approval Date
- Vote Record



Other Changes

- ⇒ Urgent Policy Changes
- UPCF Included with the Agenda
- Referenced Laws and Policy
- Policy Suspension
- Unnecessary Exhibits
- Policy Committee Reference
- Policy Exceptions

Current Policy

“Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when necessary or prudent in order to meet emergency or special conditions or to be legally compliant.”

Proposed Policy

“Policies or policy revisions will not be adopted at the board meeting at which they are first introduced, except to ensure legal compliance of the District. Under emergency or special conditions, the board may enact a policy change at the same meeting it was introduced, but only by a unanimous vote of every board member present. Abstentions are not considered in the requirement for a unanimous decision.”



Proposed Policy

“Any UPCF submitted at least one week prior to a school board meeting will be included in the meeting’s agenda. UPCFs must be included with any board meeting agenda or public board packet that contains a discussion or action item regarding the proposed policy change.”

Other Changes

- Urgent Policy Changes
- ⇒ UPCF Included with the Agenda
- Referenced Laws and Policy
- Policy Suspension
- Unnecessary Exhibits
- Policy Committee Reference
- Policy Exceptions



Other Changes

- Urgent Policy Changes
- UPCF Included with the Agenda
- ⇒ Referenced Laws and Policy
- Policy Suspension
- Unnecessary Exhibits
- Policy Committee Reference
- Policy Exceptions

Proposed Policy

“Any new policy text should include a section called ‘Legal References,’ that describes any pertinent legal reference for the new policy. Each reference should provide a clear citation of the law and a brief statement of how it is related.

Any new policy text should include a section called ‘Board Policy Cross-References,’ that describes any pertinent board policy cross-references for the new policy. Each reference should provide a clear citation of the policy number and a brief statement of how it is related.”



Other Changes

- Urgent Policy Changes
- UPCF Included with the Agenda
- Referenced Laws and Policy
- ⇒ Policy Suspension
- Unnecessary Exhibits
- Policy Committee Reference
- Policy Exceptions

Current Policy

“The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.”

Proposed Policy

Text removed.



Other Changes

- Urgent Policy Changes
- UPCF Included with the Agenda
- Referenced Laws and Policy
- Policy Suspension
- ⇒ Unnecessary Exhibits
- Policy Committee Reference
- Policy Exceptions

Current Policy

Exhibit 1 - Explains the various roles and actions for applying an IASB PRESS update. Contains user instructions for working with the IASB PRESS website.

Exhibit 2 - Explains the various roles and actions for developing and applying policy locally. References IASB specific reference material. Text in this exhibit contradicts the policy development path stated in the parent policy.

Proposed Policy

Exhibits removed.



Other Changes

- Urgent Policy Changes
- UPCF Included with the Agenda
- Referenced Laws and Policy
- Policy Suspension
- Unnecessary Exhibits
- ⇒ Policy Committee Reference
- Policy Exceptions

Current Policy

None.

Proposed Policy

Policy Development

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A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

* This policy language comes from IASB's PRESS Online Policy Reference Manual.

Mahomet-Seymour CUSD #3 Uniform Policy Change Form

Revision 2019.06.24

Submitted by: **Ken Keefe** Date: **7/10/2019**

Existing policy to be removed:

None

Number: **2:20** Name: **Powers and Duties of the School Board; Indemnification**

Old Policy Text:

The major powers and duties of the School Board include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.

15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, 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.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:105 ILCS 5/2-3.25d, 5/10, 5/17-1, and 5/27-1.

115 ILCS 5/.

325 ILCS 5/4.

CROSS REF.:1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:January 21, 2015

New policy:

None (old policy being removed)

Number: **2:20** Name: **Powers and Duties of the School Board; Indemnification**

New Policy Text:

The major powers and duties of the School Board include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act.

Specifically, 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.

19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
20. Authorizing an exception to any board policy for an individual, provided the exception is allowed by law. An explanation of the exception (conditions, time frame, etc.), as well as the board's rationale for granting the exception shall be included in the meeting minutes. The identity of the individual may be kept private at the discretion of the board.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Legal References

- 105 ILCS 5/10 - The Illinois School Code, Article 10. This article defines the legal rights and responsibilities of school boards.
- 105 ILCS 5/17-1 - Requires the board of education to define an annual budget.
- 105 ILCS 5/27-1 - Requires school districts to focus their resources on the task of educating students. Requires school districts to focus their educational efforts on achieving goals established by the Illinois State Board of Education. Prohibits the discrimination of students on the basis of sex.
- 115 ILCS 5/ - The Illinois Educational Labor Relations Act. Defines rules for promoting orderly and constructive relationships between educational employees and employers.
- 325 ILCS 5/ - Abused and Neglected Child Reporting Act. Defines responsibilities for the district and employees to report suspected child abuse to appropriate authorities.

Board Policy Cross-References

- 1:10 - School District Legal Status - Describes the legal status of the district.
- 1:20 - District Organization, Operations, and Cooperative Agreements - Describes how the district is organized at a very high level and how cooperative agreements will be managed.
- 2:10 - School District Governance - Describes how the school district will be governed by a board.

- 2:80 - Board Member Oath and Conduct - States the oath of office a board member must take before serving.
- 2:140 - Communications To and From the Board - Describes the rules for how board members and the board may communicate.
- 2:210 - Organizational School Board Meeting - Describes the rules and process for the Board Organization meeting.
- 2:240 - Board Policy Development - Describes the process and rules for developing school board policy.
- 4:60 - Purchases and Contracts - Describes the process and rules for the district to make purchases and enter into contracts.
- 4:70 - Resource Conservation - Explains how the superintendent shall work to conserve energy and resources of the school district.
- 4:100 - Insurance Management - Explains how the superintendent shall manage the district's insurance needs.
- 4:110 - Transportation - Describes the rules and procedure for transportation provided by the school district.
- 4:150 - Facility Management and Building Programs - Describes superintendent's responsibility to oversee district facilities and grounds. Sets standards and policies for several topics related to facilities.
- 5:10 - Equal Employment Opportunity and Minority Recruitment - States the district's non-discrimination policy regarding employment.
- 5:90 - Abused and Neglected Child Reporting - Describes the reporting policies for employees who suspect child abuse.
- 6:10 - Educational Philosophy and Objectives - States the shared belief of the board and school district regarding educational philosophies.
- 6:15 - School Accountability - Describes the district's plan for ensuring that it meets its education mission.
- 6:20 - School Year Calendar and Day - Describes policy for how the calendar is defined and how legal requirements for days of operation are met.
- 7:10 - Equal Educational Opportunities - Describes the district's non-discrimination policy regarding students.
- 7:30 - Student Assignment and Intra-District Transfer - States how students are assigned to a classroom.
- 7:190 - Student Behavior - Defines the policies regarding student behavior and discipline.
- 7:200 - Suspension Procedures - States the rules regarding the use of suspension as a disciplinary measure.
- 7:210 - Expulsion Procedures - States the rules regarding the use of expulsion as a disciplinary measure.
- 8:10 - Connection with the Community - Describes the roles of the superintendent and board president in communicating with the community. Describes how the board engages with the community.
- 8:30 - Visitors to and Conduct on School Property - States the rules for any visitors on district property or at district events.

Rationale:

- Added a new power allowing the board to grant an exception to any board policy for an individual, when such an exception is permissible by law.
- The new power requires an explanation of the exception and reasoning for it be included in the minutes.
- The new power recognizes the board's ability to keep the identity of the individual private.
- Reformatted and notated the legal cross reference sections.
- Removed reference to 105 ILCS 5/2-3.25d because that statute has been repealed.
- Changed reference to 325 ILCS 5/4 to reference 325 ILCS 5/ per the recommendation of IASB.

Explanation of Attachments:

None.

Board Consideration:

Date of meeting where policy change was first presented: **8/19/2019**

Date of meeting where policy change was approved: _____

Vote Record (by Board Member)

1. **Merle Giles** -
2. **Meghan Hennesy** -
3. **Jeremy Henrichs** -
4. **Ken Keefe** -
5. **Lori Larson** -
6. **Max McComb** -
7. **Colleen Schultz** -

I, Merle Giles, as acting secretary of the Mahomet-Seymour CUSD #3 Board of Education, certify that the policy change stated in this form was successfully adopted by the current board of education in accordance with Board Policy 2:240 and that all information contained above is accurate to the best of my knowledge.

Secretary

Date



Other Changes

- Urgent Policy Changes
- UPCF Included with the Agenda
- Referenced Laws and Policy
- Policy Suspension
- Unnecessary Exhibits
- Policy Committee Reference
- ⇒ Policy Exceptions

Current Policy (2:20 Powers and Duties of ...)

The major powers and duties of the School Board include, but are not limited to:

...

Proposed Policy

The major powers and duties of the School Board include, but are not limited to:

...

20. Authorizing an exception to any board policy for an individual, provided the exception is allowed by law. An explanation of the exception (conditions, time frame, etc.), as well as the board's rationale for granting the exception shall be included in the meeting minutes. The identity of the individual may be kept private at the discretion of the board.

STUDENTS

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Extracurricular Activities, Including Interscholastic Competition

~~Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.~~

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one course during the regular school term, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

INSTRUCTION

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. **Elementary teachers shall show only G-rated and PG-rated movies. PG-rated movies require prior Principal approval and parent notification. Junior high teachers shall only show G-rated, PG-rated and PG-13-rated movies. All PG-13-rated movies require prior Principal approval and parent notification. High school teachers shall require Principal and Superintendent (or designee) approval for R-rated movies. Parent notification is required for all R-rated movies. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and No movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media. ~~with an R or equivalent rating.~~**

Instructional Materials Selection and Adoption

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.:6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED:November 20, 2017

Mahomet-Seymour CUSD 3

Document Status: 5-Year-Review - Needs Review

COMMUNITY RELATIONS

8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall monitor and review building procedures that will:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

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

CROSS REF.:6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: August 18, 2008
