

Students

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students’ parents/guardians. *Mandatory* means the notices are legally required. *Recommended* means including the notices are a best practice. The Checklist is in the IASB Policy Reference Manual (PRM) format, and it lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. A corresponding citation to the Illinois Principals Association **Online Model Student Handbook (MSH)** is also listed, if one exists. Any handbook should be reviewed by the Board Attorney before distribution to ensure that all mandatory notices are included as this Checklist is subject to change without notice. This Checklist is not a substitute for legal advice.

Mandatory Notices

Student Services

| Mandatory Topics | IASB PRM | IPA MSH |
|--|--|--|
| Transportation | 4:110, <i>Transportation</i> | 4.10, <i>Bus Transportation</i> |
| Transportation reimbursement eligibility and dispute resolution Note: this program has been withdrawn due to lack of funding | 4:110, <i>Transportation</i> | 4.10, <i>Bus Transportation</i> |
| Eligibility criteria for free and reduced lunch | 4:130, <i>Free and Reduced-Price Food Services</i> 4:130-E, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i> | 3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> |
| Waiver of school fees along with the fee waiver application form | 4:140, <i>Waiver of Student Fees</i> 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i> 4:140-E1, <i>Application for Fee Waiver</i> 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i> | 3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> 3.10-E1, <i>Application for Fee Waiver</i> |
| School Wellness (required if the District participates in the National School Lunch Program or Breakfast Program) | 6:50, <i>School Wellness</i> | |
| Alternative learning opportunities | 6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School</i> | 2.90, <i>Credit for Proficiency, Non-District</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|---|--|--|
| | <i>and Graduation Incentives Program</i> | <i>Experiences, Course Substitutions and Accelerated Placement</i> |
| Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs | 6:160, <i>English Learners</i> | 12.60, <i>English Learners</i> |
| Parental involvement under Title I (only when the district receives Title I funds) | 6:170, <i>Title I Programs</i> 6:170-AP1, <i>Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs</i> 6:170-AP1, E1, <i>District-Level Parent and Family Engagement Compact</i> 6:170-AP1, E2, <i>School-Level Parent and Family Engagement Compact</i> 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i> | 12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i> |
| Notice to parents required by the Elementary and Secondary Education Act | 6:170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i> | |
| Surveys that request personal information from students | 7:15, <i>Student and Family Privacy Rights</i> | 11.10, <i>Student Privacy Protections</i> |
| Birth certificate requirements for enrollment | 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> | |
| Dental examinations | 7:100, <i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i> | |
| Eye examinations (K and students) | 7:100, <i>Health, Eye, and Dental</i> | |

| Mandatory Topics | IASB PRM | IPA MSH |
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| enrolling in public school for the first time only) | <i>Examinations; Immunizations; and Exclusion of Students</i> | |
| Vaccinations (influenza and meningococcal) | 7:100, <i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i> | |
| Administration of medications (includes asthma inhalers and epinephrine injectors, opioid antagonists, and glucagon) | 7:270, <i>Administering Medicines to Students</i> 7:270-AP1, <i>Dispensing Medication</i> 7:270-E1, <i>School Medication Authorization Form</i> | 5.20, <i>Student Medication</i> 5.20-E1, <i>Student Medication Authorization Form</i> |

Student Programs

| Mandatory Topics | IASB PRM | IPA MSH |
|--|---|--|
| Notice of instruction in recognizing and avoiding sexual abuse | 6:60-AP1, <i>Comprehensive Health Education Program</i> 6:60-AP1, E1, <i>Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes</i> | 12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i> |
| Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District | 6:120, <i>Education of Children with Disabilities</i> 6:120-AP1, <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (downloadable from IASB website, www.iasb.com) 6:120-AP1, E1, <i>Notice to Parents/Guardians Regarding Section 504 Rights</i> | 10.10, <i>Education of Children with Disabilities</i> |
| Counseling options for students who are affected by sexual abuse, along with options for victims of sexual abuse to obtain assistance and intervention | 7:250, <i>Student Support Services</i> 7:250-AP2, <i>Protocol for Responding to Students with Social, Emotional, or Mental Health Needs</i> | 5.30, <i>Guidance and Counseling</i> |

Student Responsibilities

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|--|
| IHSA policy on banned substances (required only for IHSA schools) | 6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> | 9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|---|--|---|
| | 7:240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i> | |
| Absenteeism and truancy | 7:70, <i>Attendance and Truancy</i> | 2.10, <i>Attendance</i> 2.50, <i>Truancy</i> |
| Statement of district ownership of and right to search student lockers | 7:140, <i>Search and Seizure</i> | 8.10, <i>Search and Seizure</i> |
| Search procedures for school grounds and lockers | 7:140, <i>Search and Seizure</i> | 8.10, <i>Search and Seizure</i> |
| Notification regarding access to student accounts or profiles on social networking websites | 7:140, <i>Search and Seizure</i> 7:140-E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i> | 8.10, <i>Search and Seizure</i> |
| Bullying prohibited and reporting encouraged | 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> | 6.40, <i>Prevention of and Response to Bullying, Intimidation, & Harassment</i> 6.40-E1, <i>Aggressive Behavior Reporting Form</i> |
| Teen dating violence prohibited and reporting encouraged | 7:185, <i>Teen Dating Violence Prohibited</i> | |
| Prohibition of electronic paging devices and making threat by Internet | 7:190, <i>Student Behavior</i> | 6.30, <i>Student Behavior</i> |
| All prohibited conduct in the school discipline code, including, but not limited to: 1. Controlled substances 2. Firearms and other weapons 3. E-cigarettes 4. Gangs and gang-related activity 5. Sexting prohibited | 4:170-AP2, E4, <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i> 7:190, <i>Student Behavior</i> 7:190-AP5, <i>Student Handbook - Electronic Devices</i> 7:190-AP6, <i>Guidelines for Investigating Sexting Allegations</i> | 6.30, <i>Student Behavior</i> |
| Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures | 7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i> | 6.40-E1, <i>Aggressive Behavior Reporting Form</i> |
| Suspension and expulsion, and due process requirements | 7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i> | |

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|---|
| School bus safety | 7:220, <i>Bus Conduct</i> 4:110-AP3, <i>School Bus Safety Rules</i> | 4.10, <i>Bus Transportation</i> |
| Videotape surveillance of buses (if applicable) | 7:220, <i>Bus Conduct</i> 7:220-AP, <i>Electronic Recordings on School Buses</i> | 4.10, <i>Bus Transportation</i> |
| Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one) | 7:230, <i>Misconduct by Students With Disabilities</i> | |
| Dress code | 7:160, <i>Student Appearance</i> | 6.20, <i>School Dress Code & Student Appearance</i> |
| All other conduct prohibited by Board policy - school discipline code | 7:190, <i>Student Behavior</i> | 6.30, <i>Student Behavior</i> |

Student Rights

| Mandatory Topics | IASB PRM | IPA MSH |
|--|---|--|
| Notice of contact information for nondiscrimination and Title IX coordinator(s) and making reports or complaint of discrimination or sexual harassment | 2:260, <i>Uniform Grievance Procedure</i> 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> | 6.40, <i>Prevention of and Response to Bullying, Intimidation & Harassment</i> |
| Prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy | 7:10, <i>Equal Educational Opportunities</i> 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> | 1.50, <i>Equal Opportunity & Sex Equity</i> |
| Sex equity and grievance procedures | 2:260, <i>Uniform Grievance Procedure</i> 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> 7:10, <i>Equal Educational Opportunities</i> 7:20, <i>Harassment of Students Prohibited</i> | 1.50, <i>Equal Opportunity & Sex Equity</i> |
| Sexual harassment prohibited and grievance procedures and age-appropriate information about the sexual harassment policy | 2:260, <i>Uniform Grievance Procedure</i> 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> 7:20, <i>Harassment of Students Prohibited</i> | 6.45, <i>Sexual Harassment & Teen Dating Violence Prohibited</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|--|---|---|
| | 7:185, <i>Teen Dating Violence Prohibited</i> | |
| Notify parents of their right to request their child's classroom teachers' qualifications | 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i> | 12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i> |
| Educational rights of homeless students in the location where homeless children receive services | 6:140, <i>Education of Homeless Children</i> 6:140-AP, <i>Education of Homeless Children</i> | 12.30, <i>Homeless Child's Right to Education</i> |
| Notice of parent and student rights under the Children's Privacy Protection and Parental Empowerment Act | 7:15, <i>Student and Family Privacy Rights</i> 7:15-E, <i>Notification to Parents of Family Privacy Rights</i> | 11.10, <i>Student Privacy Protections</i> |
| Notice to parents/guardians about social network passwords | 7:140, <i>Search and Seizure</i> 7:140- E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i> | 6.70, <i>Access to Student Social Networking Passwords & Websites</i> |
| Notice concerning privacy and access rights to school student records | 7:340, <i>Student Records</i> 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i> | 11.20, <i>Student Records</i> |
| Disclosure of directory information | 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7:340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i> | 11.20, <i>Student Records</i> |
| Information classified as directory information and for objecting to disclosure of information | 7:340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> | 11.20, <i>Student Records</i> |
| Military recruiting | 7:340-AP1, E3, <i>Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i> 7:340-AP1, E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and</i> | 11.20, <i>Student Records</i> |

| Mandatory Topics | IASB PRM | IPA MSH |
|---|---|---|
| | <i>Student Information</i> | |
| Student biometric information (when applicable) | 7:340, <i>Student Records</i> 7:340-AP1, E5, <i>Biometric Information Collection Authorization</i> | 11.30, <i>Student Biometric Information</i> |
| Notice to parents/guardians concerning student data collected by schools and operators under the Student Online Personal Protection Act | 7:345-AP, E2, <i>Student Data Privacy; Notice to Parents About Educational Technology Vendors</i> | |
| Notice of disability accommodation | 8:70, <i>Accommodating Individuals with Disabilities</i> | 1.110, <i>Accommodating Individuals with Disabilities</i> |

General Information

| Mandatory Topics | IASB PRM | IPA MSH |
|--|--|--|
| Notice before a pesticide application | 4:160, <i>Environmental Quality of Buildings and Grounds</i> 4:160-AP, <i>Environmental Quality of Buildings and Grounds</i> | 12.80, <i>Pesticide Application Notice</i> |
| Availability of information concerning sex offenders | 4:175-AP1, <i>Criminal Offender Notification Laws; Screening</i> 4:175-AP1, E1, <i>Informing Parents/Guardians About Offender Community Notification Laws</i> | 12.120, <i>Violent Offender Community Notification</i> |
| School bus safety | 4:110-AP3, <i>School Bus Safety Rules</i> | 4.10, <i>Bus Transportation</i> |
| Asbestos management plan, notice of availability | | |
| Notice to parents/guardians and staff of IHSA's online training video about hands-only CPR and AED | 4:170, <i>Safety</i> 4:170-AP6, E1, <i>School Staff AED Notification Letter</i> | |
| Evidence-informed educational information for parents/guardians on the warning signs of child sexual abuse and assistance, referral, or resource information | 4:170, <i>Safety</i> | |
| Contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and | 7:290, <i>Suicide and Depression Awareness and Prevention</i> 7:290-AP, <i>Resource Guide for</i> | Coming in 22-23 school year |

| Mandatory Topics | IASB PRM | IPA MSH |
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| either the Safe2Help Illinois helpline and/or a local suicide prevention hotline | <i>Implementation of Suicide and Depression Awareness and Prevention Program</i> | |
| Notice that a student athlete and his/her parent must sign acknowledgement of receiving the concussion policy (required only for IHSA schools) | 7:305, <i>Student Athlete Concussions and Head Injuries</i> 7:305-AP, <i>Program for Managing Student Athlete Concussions and Head Injuries</i> | 9.30, <i>Student Athlete Concussions and Head Injuries</i> |
| School visitation rights notice | 8:95-E1, <i>Letter Notifying Parents/Guardians of School Visitation Rights</i> 8:95-E2, <i>Verification of School Visitation</i> | 12.70, <i>School Visitation Rights</i> |
| Ill. State Board of Elections one-page document explaining voter registration process, available at www.elections.il.gov/ (high schools only) | | |

Recommended Notices

Student Services

| Recommended Topics | IASB PRM | IPA MSH |
|--|---|--|
| Information regarding waiver of student fees | 4:140, <i>Waiver of Student Fees</i> | |
| Fire drill program, building specific plan | 4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> | 5.40, <i>Safety Drill Procedures and Conduct</i> |
| School safety plans, including severe weather and injury or sudden illness | 4:170, <i>Safety</i> 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> 4:170-AP1, E1, <i>Accident or Injury Form</i> | 2.100, <i>Home and Hospital Instruction</i> |
| Targeted school violence prevention program, including threat assessment teams | 4:190, <i>Targeted School Violence Prevention Program</i> 4:190-AP2, <i>Threat Assessment Team (TAT)</i> | |
| Home and hospital instruction | 6:150, <i>Home and Hospital Instruction</i> | 2.100, <i>Home and Hospital Instruction</i> |
| Student residency and tuition | 7:60, <i>Residence</i> 7:60-AP1, <i>Challenging a Student's Residence Status</i> 7:60-AP2, <i>Establishing Student</i> | |

| Recommended Topics | IASB PRM | IPA MSH |
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| | <i>Residency</i> 7:60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i> 7:60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident</i> 7:60-AP2, E3, <i>Evidence of Non-Parent's Custody, Control and Responsibility of a Student</i> | |
| Parking, building specific | 7:140, <i>Search and Seizure</i> | 4.20, <i>Parking</i> |
| Health and school counselor and social work access | 7:250, <i>Student Support Services</i> | 5.30, <i>Guidance & Counseling</i> |
| Communicable and infectious disease | 7:280, <i>Communicable and Chronic Infectious Disease</i> 7:280-AP, <i>Managing Students with Communicable and Infectious Diseases</i> | 5.50, <i>Communicable Disease</i> 5.60, <i>Head Lice</i> |
| Students with diabetes | 6:120-AP4, <i>Care of Students with Diabetes</i> | 1.130, <i>Care of Students with Diabetes</i> 1.130-E1, <i>Authorization to Provide Diabetic Care</i> |
| Medical cannabis administration | 7:270-E2, <i>School Medication Authorization Form - Medical Cannabis</i> | |
| Food allergy management program | 7:285, <i>Food Allergy Management Program</i> 7:285-AP, <i>Implementing a Food Allergy Management Program</i> | 1.120, <i>Students with Food Allergies</i> |
| Telephone use, building specific | | |

Student Programs

| Recommended Topics | IASB PRM | IPA MSH |
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| Weighted grades | 6:280-AP, <i>Evaluating and Reporting Student Achievement</i> | |
| District philosophy and goals | 1:30, <i>School District Philosophy</i> 3:10, <i>Goals and Objectives</i> 6:10, <i>Educational Philosophy and Objectives</i> | |

| Recommended Topics | IASB PRM | IPA MSH |
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| Remote Learning and/or e-learning program(s) | 6:20, <i>School Year Calendar and Day</i> 6:20-AP, <i>Remote and/or Blended Remote Learning Day Plan(s)</i> 6:185, <i>Remote Educational Program</i> | |
| Anti-bias curriculum | 6:60, <i>Curriculum Content</i> | |
| Driver education eligibility and requirements (high schools only) | 6:60, <i>Curriculum Content</i> | |
| Parental objections to sex education, family life instruction, and sexually transmitted diseases | 6:60-AP1, E1, <i>Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes</i> | 12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i> |
| Biking and Walking Safety Education | 6:60-AP1, E2, <i>Resources for Biking and Walking Safety Education</i> | |
| Accelerated placement availability | 6:135, <i>Accelerated Placement Program</i> | 2:90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i> |
| Adaptive physical education program exemption | 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> | 2.80, <i>Exemption from PE Requirement (Regular Education)</i> |
| Bilingual education availability | 6:160, <i>English Learners</i> | 12.60, <i>English Learners</i> |
| Co-curricular activities | 6:190, <i>Extracurricular and Co-Curricular Activities</i> | 9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i> |
| “No Pass, No Play” | 6:190, <i>Extracurricular and Co-Curricular Activities</i> 6:190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> | 9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i> |
| Parental right to review instructional materials | 6:210, <i>Instructional Materials</i> | 11.10, <i>Student Privacy Protections</i> |
| Acceptable use and Internet safety | 6:235, <i>Access to Electronic Networks</i> 6:235-AP1, <i>Acceptable Use of the District’s Electronic Networks</i> | 7.10, <i>Internet Acceptable Use</i> 7.10-E1, <i>Internet</i> |

| Recommended Topics | IASB PRM | IPA MSH |
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| | 6:235-AP1, E1, <i>Student Authorization for Access to the District's Electronic Networks</i> 6:235-AP1, E2, <i>Staff Authorization for Access to the District's Electronic Networks</i> | <i>Acceptable Use Sign-Off</i> |
| Social promotion | 6:280, <i>Grading and Promotion</i> 6:280-AP, <i>Evaluating and Reporting Student Achievement</i> | 2.60, <i>Grading and Promotion</i> |
| High school graduation requirements (high schools only) | 6:300, <i>Graduation Requirements</i> | 2.120, <i>Graduation Requirements</i> |
| Right of students with IEP to participate in graduation ceremony (high schools only) | 6:300, <i>Graduation Requirements</i> | 10.40, <i>Certificate of High School Completion</i> |
| Physical education, including waiver of required classes | 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> | 2.80, <i>Exemption from PE Requirement (Regular Education)</i> 10.30, <i>Exemption from PE Requirement (Special Education)</i> |
| Class schedules, building specific | | |
| Schedule of testing programs, building specific | 6:340, <i>Student Testing and Assessment Program</i> | |
| Student distribution of non-curricular material | 7:310, <i>Restrictions on Publications; Elementary Schools</i> 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i> 7:315, <i>Restrictions on Publications; High Schools</i> 7:315-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools</i> | 7.20, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i> |

General Information

| Recommended Topics | IASB PRM | IPA MSH |
|----------------------------|---|-------------------------------|
| School calendar | 6:20, <i>School Year Calendar and Day</i> | |
| Field trip | 6:240, <i>Field Trips</i> 6:240-AP, <i>Field Trip Guidelines</i> | 6.60, <i>Field Trips</i> |
| Release time for religious | 7:80, <i>Release Time for Religious</i> | 2.30, <i>Release Time for</i> |

| Recommended Topics | IASB PRM | IPA MSH |
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| instruction/observance | <i>Instruction/Observance</i> | <i>Religious Instruction and Observance</i> |
| Release time for students voting in elections | 7:90, <i>Release During School Hours</i> | |
| Extra-curricular drug and alcohol testing (if applicable) | 7:240-AP2, <i>Extracurricular Drug and Alcohol Testing Program</i> 7:240-AP2, E1, <i>Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i> | 9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i> |
| Eligibility to remove college entrance exams from student transcripts | 7:340, <i>Student Records</i> | 11.20, <i>Student Records</i> |
| Equal access to school facilities | 8:20, <i>Community Use of School Facilities</i> | |
| Identification and registration of persons entering the school building | 8:30, <i>Visitors to and Conduct on School Property</i> | 1.40, <i>Visitors</i> |
| Statement that the handbook is: 1. Only a summary of board policies governing the district; board policies are available to the public at the district office 2. A document that may be amended during the year without notice 3. Is a communication tool of all policies to persons expected to execute and comply with them | 2:240, <i>Board Policy Development</i> | 1.20, <i>Student Handbook Acknowledgement</i> 1.30, <i>General School Information</i> |
| Address of District offices, list of administrators, and contact information | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |
| Board members' names | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |
| List of District school addresses | 2:250, <i>Access to District Public Records</i> 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> | 1.30, <i>General School Information</i> |

Special Circumstance Notifications

| Special Circumstance Topics | IASB PRM | IPA MSH |
|---|---|---|
| Notification for unsafe school transfer choice | 4:170, <i>Safety</i> 4:170-AP5, <i>Unsafe School Choice Option</i> | 12.100, <i>Unsafe School - Transfer</i> |
| Notification of right to review teachers' qualifications | 5:190, <i>Teacher Qualifications</i> 5:190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i> 5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i> 5:190-E3, <i>Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</i> | 12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i> |
| <p>Notice when:</p> <ol style="list-style-type: none"> 1. Student is being taught by a teacher who is not highly qualified, 2. School identified as in need of improvement, 3. Schools are identified for corrective action, 4. Schools are identified for restructuring, 5. There is eligibility for supplemental educational services, and 6. The district offers voluntary school choice, if applicable. | 5:190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i> 6:15, <i>School Accountability</i> | |
| Credit for proficiency | 6:110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i> | 2.90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i> |

Students

Exhibit - Memorandum of Understanding

Memoranda of Understanding (MOUs) vary by community. This exhibit contains two sample MOUs in two subheads: **General Law Enforcement Memorandum of Understanding (MOU)** and **School Resource Officer (SRO) Memorandum of Understanding (MOU)**. Depending upon the needs in the District, each MOU is designed to stand alone or be combined into one MOU.

Use these sample MOUs to develop the District’s MOU with (1) assistance from the Board Attorney, (2) careful attention to the footnotes, which provide instructions, information, best practice considerations, and other resources, (3) alignment of their sample language to the District’s or its individual school building’s local conditions and student discipline needs, (4) careful attention to [INSERT] the requested information and fill boxes and blanks with the information indicated in the final MOU, (5) deletions of all sample language not used from the final MOU, (6) deletions of all footnotes from the final MOU.

General Law Enforcement Memorandum of Understanding (MOU)

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A. Introduction

In consideration of the mutual promises, terms, and conditions set forth in the sections below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, this Memorandum of Understanding (MOU) is entered into by [INSERT District’s name] (District) and [INSERT Local Law Enforcement Agency’s name] (LLEA) on the [INSERT DATES ____ day of ____, 20__].

The District and LLEA agree that they may enter into and participate in joint programs and intergovernmental agreements with units of local government and other school districts to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance (Ill. Constitution, Art. VII, Sec. 10, 5 ILCS 220/1 et seq., and Board Policy 1:20, *District Organization, Operations, and Cooperative Agreements*).

The District is organized and operates as follows:

The LLEA is organized and operates as follows:

The District and LLEA further agree to the following sections:

B. Definitions/Acronyms

Memorandum of Understanding (MOU) - Defines a local law enforcement agency’s role in schools and describes the respective duties of a school district and local law enforcement agencies (105 ILCS 5/10-20.14(b) encourages school districts to create memoranda of understanding (MOU) with law enforcement agencies). Its purpose is to prevent confusion, decrease conflict, and promote school safety.

Leadership Team (Team) - A group of designated key staff members from each party. These individuals will be responsible for the implementation of the MOU. They will communicate directly with the each other about MOU issues.

Local Law Enforcement Agency (LLEA) - A police department or State’s Attorney’s Office within the District’s boundaries.

Police Officer - A police officer employed by the LLEA but who is not specifically assigned to the District or any of its buildings.

School Resource Officer (SRO) - A police officer who is assigned to the District or any of its buildings through an intergovernmental agreement or a memorandum of understanding with the LLEA.

C. MOU Leadership Team (Team)

The following individuals are designated for the MOU Team as described in Section B, above.

District Staff:

LLEA Staff:

D. District Authority Over the Educational Environment

The District has identified the need for a partnership with LLEA. LLEA will partner with District school officials to manage substantially disruptive student behavior and discipline issues. Collaboration between the District and LLEA and respect for the important role each party holds in connection with our community’s youth are essential to the success of the mission of both parties. Where it is necessary for LLEA to be present on school property, its employees will conduct themselves according to the District’s principles of schooling and interactions with minors, will not knowingly communicate false facts or lie to minors, and will always recognize the responsibility and authority of the District’s officials to manage the educational environment and work with them to minimize any impact its actions might have upon that environment. The District’s management authority includes the ability to order the LLEA to leave District property immediately.

Both parties recognize that disciplining students is better left for District officials to manage, especially in light of 105 ILCS 5/10-20.14(b). If a student in the District is recommended for prosecution in a court of law, the Team conferences about the most appropriate form of discipline for the student. Final discretion regarding discipline lies with the District. Final discretion regarding whether to charge an individual with an ordinance, criminal, or traffic violation lies with the LLEA.

E. Identified Needs for Services to Maintain the Educational Environment

LLEA’s activities shall align to the District’s identified needs for creating and maintaining its educational environment. All services rendered by LLEA for the District shall seek to implement a partnership that creates effective and positive school student discipline that (a) functions in concert with efforts to address school safety and climate; (b) utilizes all appropriate and available behavioral and disciplinary interventions, including restorative measures as defined in 105 ILCS 5/27-23.7(b); (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

1. The District’s identified needs for services from LLEA are each of the following:

- a. When requested, assistance with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6(e) and 10-22.10a.
- b. Utilization by Building Principals of proper law enforcement agency resources when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal possession or use of weapons, or by illegal gang activity. 105 ILCS 5/10-21.4a.
- c. Cooperation with the parent-teacher advisory committee to develop policy guideline procedures that establish and maintain a reciprocal reporting system between the District applicable local law enforcement agencies regarding criminal offenses committed by students. 105 ILCS 5/10-20.14 and see Board Policy 2:150, *Committees*.
- d. Immediate required reporting to local law enforcement authorities by the superintendent of batteries committed against teachers, teacher personnel, administrative personnel or educational support personnel. 105 ILCS 5/10-21.7.
- e. Immediate required notification by the Building Principal or his or her designee to a local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds, other than a law enforcement official engaged in the conduct of his or her official duties. 105 ILCS 5/10-27.1A.
- f. Upon receipt of a report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, immediate required notification by the Superintendent or designee to the local law enforcement authorities of all such firearm-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1A.
- g. Upon receipt of a report from any school personnel regarding a verified incident involving prohibited drugs in a school or on school owned or leased property, immediate required reporting by the Superintendent or designee to the local law enforcement authorities of all such drug-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1B.
- h. Implementation of other sections of the School Code that authorize the District to work with LLEA for the purposes of keeping schools safe and providing education or training.
- i. Based upon locally based District outcomes, the District has identified these additional needs:

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- 2. The LLEA has identified partnership needs from the District, which include each of the following:
 - a. Sharing required reports to applicable Building Principals whenever a child enrolled in the District is detained for proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), or for any criminal offense or any violation of a municipal or county ordinance (105 ILCS 5/22-20). The report shall include the basis for detaining the child, circumstances surrounding the events that led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. Building Principals shall keep this information separate from the official school record of the student and ensure that it does not become part of the official school record of the student. Such information shall not be a public record and will be used solely by the appropriate school official or officials that the Building Principal determines have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20.

- b. In accordance with administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*, transmitting juvenile law enforcement records concerning a minor enrolled in any District school who has been arrested or taken into custody for certain offenses. 705 ILCS 405/1-7(A)(8)(A) and 405/5-905(1)(h)(A) and see *Section H., Reciprocal Reporting of Criminal Offenses Committed by Students*, below.
- c. Based upon locally-based LLEA outcomes, the LLEA has identified these additional needs:

F. Annual Evaluation of MOU; Renewal; Termination

The parties will periodically review the MOU for relevancy, monitor its terms for effectiveness, and consider whether any modifications are required. This review may align with the School Board’s annual policy review and monitoring calendar. The MOU will remain in effect and automatically renew from year to year unless terminated. Any party may terminate its participation in this MOU upon thirty (30) days prior written notice to the other(s).

G. Record Sharing

Both parties recognize the privacy protections of federal and State law in the disclosure of student records. When sharing information, State and federal laws regarding *school student records* apply. See the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/; 23 Ill.Admin.Code Part 375). The applicable federal and/or State law shall control, and the District may refuse disclosure requests by LLEA without a warrant or subpoena/court order. The SRO and LLEA’s officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of the District’s Policy 7:340, *Student Records*.

School student records may only be released to the LLEA by the Building Principal. Information kept by law enforcement professionals working in a school is not considered a *school student record*. See 105 ILCS 10/2. Information derived from reports of law enforcement to principals regarding students detained for proceedings are not considered a *school student record*. 105 ILCS 5/22-20. The *school student records* definition and 7:340-AP1, *School Student Records* are incorporated into this agreement.

Within its standard operating procedures, the LLEA will include training for its officers about these laws, along with information about how to access the District’s policies and procedures for school student records. For general guidance both parties will refer to *Answers to FAQs Responding to a Subpoena* (Illinois Council of School Attorneys, Revised September 2021) at: www.iasb.com/IASB/media/School-Law/FAQ_Responding_to_Subpoena.pdf.

H. Reciprocal Reporting of Criminal Offenses Committed by Students

As outlined in Section E.2.b., above, the District and LLEA’s officers shall at all times recognize and comply with (a) the School Code requirements for a reciprocal reporting system regarding criminal offenses committed by students (105 ILCS 5/10-20.14), and (b) the Juvenile Court Act of 1987 and the School Code’s requirements for the management and sharing of law enforcement records and other information about students who have contact with LLEA.

The District’s administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students* is incorporated into this MOU.

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under the Sections 2-204 or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350/.

I. Live Feeds

The District will provide access to its live feeds to one or more of its buildings in the event of a health or safety emergency. Access is strictly to allow LLEA tactical forces to become familiar with current conditions that underlie the health or safety emergency in the District’s building(s).



J. Cell Phone/Electronic Device Searches

The established procedures between the parties for searching cell phones/electronic devices must be followed. Both parties agree that cell phone/electronic device searches involve Fourth Amendment search and seizure issues and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and search the phone, or getting a warrant solves this issue. Investigations of sexting allegations shall follow administrative procedure, 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, which is incorporated into this agreement.

K. Agency and Police Interviews

Board Policy 7:150, *Agency and Police Interviews*, and administrative procedure 7:150-AP, *Agency and Police Interviews*, are incorporated into this MOU and must be followed at all times.

Within its standard operating procedures, LLEA will include training for its officers about this policy and procedure, along with information about how to access the District’s policies and procedures.

Before a student under 18 years of age who is suspected of committing a criminal act is detained and questioned on school grounds, a law enforcement officer, school resource officer, or other school security personnel will (a) notify or attempt to notify the student’s parent/guardian, (b) document the time and manner of the notification or attempted notification, (c) make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if not present, ensure that school personnel (including, but not limited to, a school social worker, school psychologist, school nurse, school counselor, or any other mental health professional) are present during the questioning, and (d) if practicable, make reasonable efforts to ensure a law enforcement officer trained in promoting safe interactions and communications with youth is present during questioning.

L. Body-Worn Cameras (BWCs)

All parties agree that any use of BWCs by officers must be subject to and in compliance with federal, state, and local regulations regarding the use and operation of them. The LLEA shall notify the District at least two weeks before its officers assigned to the District are to begin use of BWCs, and it will provide written information and training to the Building Principals and assistant principals of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools. Every officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, officers shall adhere to the objectives and procedures outlined in this MOU and the LLEA’s General Operations Orders or similar policies when they utilize BWCs. LLEA shall, if not otherwise prohibited by law, provide to the District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the District, as a law enforcement record. In the event that the LLEA receives advice that providing a copy of such videos is prohibited, the LLEA agrees to facilitate the availability of its officer(s) that made the video to testify, upon request by the District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of LLEA’s officers may be considered *law enforcement records* under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g and 34 C.F.R. §99.8) and Ill. School Student Records Act (ISSRA) (105 ILCS 10/2(d)). Any copy of such film or video, if permitted by law to be provided to the District, may become an *educational record* of the District. The LLEA’s officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of Board Policy 7:340, *Student Records*, which is incorporated into the terms of this MOU.

M. General Provisions

1. Scope of Agreement

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any

immunities under Sections 2-204 and/or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350/.

2. Amendment

No change or modification of this MOU shall be valid unless it is in writing and is signed by all parties.

3. Assignment

No party to this MOU may assign it or its rights or obligations.

4. Notices

All notices required pursuant to this MOU shall be in writing and sent by U.S. certified mail, postage prepaid, return receipt requested or by overnight express delivery to the address of the party set forth below or as otherwise directed in writing by such party or as provided under applicable state law. Notice is deemed given three (3) days after being deposited in the U.S. Mail for certified mail delivery or one (1) day after being deposited with an overnight express delivery courier for delivery to the correct address.

5. Governing Law

This MOU shall be construed in accordance with and pursuant to the laws of the State of Illinois.

6. Non-Waiver of Breach

The failure of any party to insist upon strict performance of any of the terms or conditions of this MOU shall not be construed to be a waiver of such term or condition or any subsequent breach of it.

7. Severability

The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions of it, and it shall be construed in all respects as if such invalid or unenforceable provision were omitted.

8. Enforcement

No party to this MOU shall be liable for any negligent or wrongful acts, either by omission or commission, chargeable to the other party. This MOU shall not be construed to create a duty owed by any party to any third party. The District and LLEA agree that the exclusive claims or remedies for breach of this MOU are limited to an action for specific performance or mandamus action or termination of the MOU. Each party waives any and all other claims and remedies, direct or indirect, by way of subrogation or otherwise, that it may have against the other party arising out of the performance or non-performance of any provision of this MOU.

Board President

Date

Authorized Signatory for LLEA

Date

Adopted January/March 2022

School Resource Officer (SRO) Memorandum of Understanding (MOU)

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A. Introduction

[INSERT Section A from General MOU here.]

B. Definitions/Acronyms

[INSERT Section B from General MOU here.]

C. MOU Leadership Team

[INSERT Section C from General MOU here.]

D. District Authority Over the Educational Environment

[INSERT Section D from General MOU, above. End Section D with this sentence: "The LLEA recognizes that assigning SROs to District buildings is not a substitute for effective student discipline policies."]

E. Funding; Payment for SROs; Chain of Command

1. **Funding.** Members of the Leadership Team (Team) will negotiate the terms for funding including any grant funding that is available. Any terms tied to grant funding, such as data collection include:

2. **Payment for SROs.** The Team has agreed that the District shall compensate LLEA for the SROs in 10 equal installments commencing on August 15th of each fiscal year in the following amounts:

3. **Chain of Command.** The Team shall develop a local, District-specific chain of command for the placement of SROs in school buildings. Each District administrator responsible for supervising and evaluating the SRO in his/her/their assigned building(s) shall be included in an individual SRO's District-specific chain of command.

F. Ongoing Training of SROs

Both parties agree that training is critical to the success of this partnership. The LLEA's assigned SROs (as defined in Section H below) will receive minimum in-service training and certification requirements as would normally apply to all other certified officers of LLEA through LLEA and/or local State's attorney offices. In addition, an ongoing District training calendar shall be developed for assigned SROs and District officials.

Trainings will consist of updates from the District's School Board Attorney on current laws and difficult issues such as search and seizure, questioning, and requests for student records. In addition, trainings will delineate legal authority for when assigned SROs will be acting at the direction of a District official (reasonableness) or at the direction of LLEA (probable cause).

Other LLEA employees that are not SROs but have frequent contact with District buildings will be encouraged to attend any of these trainings.

All trainings, when possible, must occur during school breaks or at times that would least impact the District and should include: (1) emerging education issues, (2) state law training requirements, (3) mental health awareness training, (4) restorative justice (if applicable), and (5) record sharing.

G. SRO Selection Process; Qualifications & Certification

1. **Selection Process.** The Team shall develop formal screening criteria based upon the following *Office of Community Oriented Policing Services (COPS)* characteristics: (1) likes kids – wants to, and is able to, work with kids; (2) has the right demeanor and people skills, including being calm, patient, approachable, and “able to put up gracefully with guff from kids;” (3) has experience as a patrol officer or road deputy; (4) has above-average integrity; (5) demonstrated willingness to work hard, be dependable and on time, be self-directed, and has the ability to teach. Other formal screening criteria shall include:

In addition, the Team shall designate the appropriate school officials in buildings to be assigned an SRO to provide input to LLEA on SRO applicants for open SRO positions, such as reviewing applications and memoranda of interest provided by candidates, sitting in on interviews of candidates and/or rating of applicants.

2. **SRO Qualifications & Certification.** The LLEA must ensure that the SRO has either of the following qualifications issued by the Ill. Law Enforcement Training Standards Board under Section 10.22 of the Ill. Police Training Act (50 ILCS 705/10.22): (1) a certificate of completion for the required course of instruction or (2) an approved waiver (prior experience and training only). The certificate of completion or waiver of it must be obtained within one year of assignment to the District. The SRO must possess, at minimum, 48 hours of National Association of School Resource Officer (NASRO) training, along with the following other qualifications:

H. SRO Employer; Assignments; Mentoring & Outreach; Supervision; Performance Evaluations; Conflict Resolution; Termination/Replacement; Extra Duties/Projects

1. **Employer.** SROs are employed by LLEA. The District does not employ any SROs that are assigned in any of its buildings. The District is not considered a joint employer of SROs for purposes of the Fair Labor Standards Act (FLSA). The SRO remains covered by the LLEA’s insurance and continues to enjoy the immunities specific to his or her employment with LLEA. Section D, *District Authority Over the Educational Environment*, above shall apply to the District’s specific responsibilities for supervision and performance evaluations of assigned SROs while in District school buildings as their duties pertain to fulfilling the identified needs and goals of a District building.
2. **Assignments.** For purposes of this section, SRO means a sworn police officer of LLEA who has been assigned to a District building pursuant to this MOU. SROs shall be assigned to District buildings by the LLEA with input from the MOU Leadership Team. Staffing issues at LLEA may take precedence to the assignment of an SRO to the District.
 - a. **SRO Work Hours, Uniform, and Visibility on Campus.** The SRO shall remain on school grounds during normal school hours, except when necessary to attend a law enforcement emergency, to attend any meetings or trainings described in this MOU, or on limited occasions to attend to official law enforcement business off campus. With the exception of emergency situations out of the SRO’s control, the SRO shall give the SRO Supervisor and Building Principal(s) reasonable advanced notice of any times when the SRO is not expected to be on campus during normal school hours, and LLEA may provide a replacement SRO to the extent possible.

The SRO shall wear the official law enforcement uniform or other apparel issued by the LLEA at all times while serving on District property. The SRO shall make best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of crime or violence are most likely to occur.

The SRO shall, whenever possible and in accordance with guidance from the Building Principal or designee, participate in or attend school functions during the SRO's regular duty hours in order to assure the peaceful operation of school-related programs.

- b. **Student Search Assistance.** When requested, assistance with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and/or turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6 and 10-22.10a.
- c. **Administrative Hearings.** Contingent upon pre-approval by the LLEA, the SROs will attend suspension review and/or expulsion hearings upon the request of school officials or the Superintendent. The SRO will be prepared to provide testimony on any actions that were taken by the SRO and any personally observed conduct witnessed by the SRO.
- d. **Goal Setting for Services in District.**

- 3. **Mentoring & Outreach.** The SRO shall conduct himself or herself as a role model at all times and in all facets of the job; shall seek to establish a strong rapport with staff, faculty, students, parents and other members of the school community; and shall encourage students to develop positive attitudes toward the school, education, law enforcement officers, and good citizenship in general.
- 4. **Supervision.** With input from the LLEA and/or the MOU Team, the District will assign school officials to supervise SROs in District buildings based upon the individual SRO's needs, School Board policies, available local resources, specific school building needs, and geographical realities. Both parties expect excellence from SROs and commit to frequent communication between supervising school officials and the SROs assigned to their buildings. The SRO and his or her supervising District official shall meet both formally and informally on a regular basis to discuss issues, duties, and responsibilities.
- 5. **Performance Evaluations.** An instrument for SRO performance evaluations in the school setting shall be agreed upon by the assigned SRO and the District's official supervising the SRO. Both parties recognize that a performance evaluation instrument for an SRO should incorporate data results from the District's school climate assessments, if available.
- 6. **Conflict Resolution.** If the District's expectation of excellence is not being met by an SRO, the supervising District official will report unresolved concerns to the SRO's direct law enforcement supervisor at LLEA sooner rather than later. Addressing issues promptly helps increase understanding and minimize potential negative impact on the school environment. If that method of communication does not solve the conflict, the Team has agreed to the following formal conflict resolution process between the District and LLEA:

- 7. **Termination/Replacement of SROs.** When paragraph 6, *Conflict Resolution*, above, has not been successful, the District may request that the SRO be removed from his or her assignment and replaced with another SRO from LLEA. If a replacement is not immediately available, the District reserves the right to terminate the SRO's assignment in a specific building until a replacement is available.
- 8. **Extra Duties/Projects.** The Team has negotiated the below terms for special projects and/or extra duties:

Board President

Date

Authorized Signatory for LLEA

Date

Adopted January/March 2022