

# Memorandum

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**To:** Board Members, Administrators  
**From:** Policy Review Committee  
**Date:** November 5, 2009  
**Re:** Policy Revisions (First reading)

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Policy Review Committee sessions and the IASB have proposed the following revisions and addition to current policies.

**5:30 Hiring Process and Criteria** – Updated to comply with recent legislation: updating citation for the list of employment disqualifying criminal offenses, and broadens the scope of coverage and definition of disability.

**5:90 Abused and Neglected Child Reporting** – Updated to comply with recent legislation, requiring notification to state and regional superintendents within 30 days when it is suspected that a certificated employee resigns or is dismissed as a result of committing an act that makes a child an *abused* or *neglected* child.

**5:100 Staff Development Program** – Requires Boards to conduct an in-service at least once every two years on educator ethics, teacher-student conduct, and school employee-student conduct.

**5:120 Ethics** – Updated to reflect language that all district staff maintain professional and appropriate relationships with students, parents, staff members, and others. Also requires in-service on this topic.

**5:180 Temporary Illness or Temporary Incapacity** – Footnote updates only with regard to Americans with Disabilities Act and amendments.

**5:250 Leaves of Absence** - Updated to comply with recent legislation: Allows sickness certification by a chiropractic physician, and for male and female employees: allows 30 day maternity leave without a physician's certification, allows 30 days paid leave for adoption. In addition, Leaves for victims of domestic or sexual violence are allowed for all staff, not just certified staff.

**5:280 Educational Support Personnel – Duties and Qualifications** - Requires each coach in IHSA sanctioned activity be required to complete the IHSA's educational program and competency testing on preventing abuse of performance enhancing substances. Requires notification to the Ill. Secretary of State when a bus driver permit holder is called to active duty, and requires coaches are trained in coaching principles and first aid and automatic external defibrillator use.

**5:330 ESP Sick Days, Vacation, Holidays, and Leaves** - Updated to comply with recent legislation: Allows sickness certification by a chiropractic physician, and for male and female employees: allows 30 day maternity leave without a physician's certification, allows 30 days paid leave for adoption. In addition, Leaves for victims of domestic or sexual violence are allowed for all staff, not just certified staff. Adds leaves to serve as a trustee of IMRF.

**5:220 Substitute Teachers** Updated to reflect new legislation extending until 2013 the provision that allows retired teachers receiving a TRS pension to return to full time TRS covered employment only in areas that the regional superintendent certifies a personnel shortage exists in their areas. A footnote clarifies that the Board require new substitute teachers to provide evidence of physical fitness to perform assigned duties and are free from communicable disease including tuberculosis.

**7:60 Residence** Adds a sentence that will require annual proof of residency. At the end of the first paragraph: "The Superintendent or designee will annually require proof of residency by any person seeking to enroll a child in District schools"

If approved at first reading, the above noted changes and revisions to current policy will come for second reading and possible adoption on Nov. 19, 2009