ACTION ITEM

Date: **January 27, 2020**

To: **Kari Cremascoli, PhD**

From: **Heather Glowacki, EdD, Assistant Superintendent**

Subject: **First Reading of Board of Education Policies 4:190 *Targeted School Violence Prevention Program*; 5:50 *Drug- and Alcohol- Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition;* 5:220 *Substitute Teachers* 5:230 *Maintaining Student Discipline;* 5:245 *Employee Suspension*; 5:260 *Student Teachers*; 5:270 *Employment at Will*; 5:285 *Support Personnel Duties and Qualifications*; 5:290 *Support Personnel Employment Termination and Suspensions*; 5:310 *Compensatory Time Off Policy*; and 7:290 *Suicide and Depression Awareness and Prevention***

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve as first reading of Board of Education Policies 4:190 *Targeted School Violence Prevention Program*; 5:50 *Drug- and Alcohol- Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition;* 5:220 *Substitute Teachers* 5:230 *Maintaining Student Discipline;* 5:245 *Employee Suspension*; 5:260 *Student Teachers*; 5:270 *Employment at Will*; 5:285 *Support Personnel Duties and Qualifications*; 5:290 *Support Personnel Employment Termination and Suspensions*; 5:310 *Compensatory Time Off Policy*; and 7:290 *Suicide and Depression Awareness and Prevention*

BACKGROUND

This policy review includes the recommendation of 3 new policies: *4:190* Targeted School Violence Prevention Program; 5:*230* Maintaining Student Discipline; and 7:*290* Suicide and Depression Awareness and Prevention. The District's attorney has recommended inclusion of these policies as part of the Board's Policy Manual. The other policies presented for first reading have been revised to reflect current practice and legal requirements.

HG/hg
Recommended for approval by the Board of Education

Dr. Kari Cremascoli, Superintendent

Operational Services

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with state and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

Adopted:

General Personnel

~~Drug-, Alcohol-, and Tobacco-Free Workplace~~ Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- alcohol- and tobacco-free workplaces. All employees ~~shall be prohibited from:~~ are prohibited from engaging in any of the following activities while on District premises, while performing work, or while on call for the District:

1. ~~u~~Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of ~~a~~ an illegal or controlled substance. ~~while on District premises or while performing work for the District;~~
2. ~~distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District;~~ Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. ~~possession or use of medical cannabis;~~ Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

~~u~~Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

For purposes of this policy a controlled substance is one which is:

1. ~~n~~Not legally obtainable;
2. ~~b~~Being used in a manner different than prescribed;
3. ~~l~~Legally obtainable, but has not been legally obtained; or
4. ~~r~~Referenced in federal or ~~S~~state controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or

activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

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

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

1. ~~p~~Provide each employee with a copy of this ~~the District Drug- and Alcohol-Free Workplace~~ policy;
2. ~~p~~Post notice of ~~District Drug- and Alcohol-Free Workplace~~ this policy in a place where other information for employees is posted;
3. ~~m~~Make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
4. ~~e~~Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

5. ~~inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs~~ Establish a drug-free awareness program to inform employees about:

   a. The dangers of drug abuse in the workplace,
   b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
   c. The penalties that the District may impose upon employees for violations of this policy.

6. Remind employees that policy 6:60, *Curriculum*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property and Community Use of Buildings*. ~~prohibited from using tobacco products and alternative nicotine product such as an electronic cigarette on school grounds.~~ The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in Section 10-20.5b of the School Code.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addtion or ~~A~~alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol abuse, employee assistance rehabilitation program.

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

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

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in policy 2:240, *Board Policy Development*.

Adopted: **May 4, 1998**

Revised: **January 27, 2014;**

Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute license. Substitute teachers with a substitute license may teach only in place of a licensed teacher who is under contract with the Board. A substitute teacher is not limited in the number of days that ~~he/she~~ the substitute may teach in the District during the school year, except as follows:

1. ~~A substitute teacher holding a substitute license may teach for a period not to exceed 90 school days. A teacher holding a Professional Educator License (PEL) or Educator License with Stipulation (ELS) may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days. The School Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given substitutes. The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified a personnel shortage exists.~~

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.

2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in ~~S~~state law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate ~~Regional Office of Education~~ Intermediate Service Center within 5 business days after the employment of a substitute teacher in an emergency situation.

Adopted: **May 4, 1998**

Revised: **June 20, 2005, March 23, 2015;**

Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the building principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

Adopted:

Professional Employee Suspension

Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any state or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or employee representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in the employee's position would not be in the District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

~~The Board of Education is itself authorized and authorizes the Superintendent or designee to suspend an employee with pay (1) during an investigation into allegations of misconduct whenever the employee's continued presence in his/her position would not be in the best interests of the School District, (2) for misconduct which is detrimental to the District, or (3) pending a hearing to suspend an employee without pay.~~

~~Further, the Board of Education is itself authorized and authorizes the Superintendent or designee to suspend an employee without pay (1) for up to ten (10) employment days for misconduct which is detrimental to the District, or (2) pending a tenured teacher dismissal hearing as provided by law. Non-teaching employees who are exempt from the overtime provisions of the *Fair Labor Standards Act* may be suspended without pay only in increments of five (5) employment days (one work week). No employee shall be suspended for more than thirty (30) days of employment without pay during any school year.~~

~~Misconduct deemed detrimental to the District includes, but is not limited to, unprofessional actions, conduct, or judgment; any failure to follow any oral or written directive, order or policy or procedure of the Board, administration, or any supervisor; or any act or failure to act that constitutes a violation or an attempt to violate any law or local ordinance that relates to the employee's duties.~~

Repayment of Compensation and Benefits

If ~~an~~ a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of ~~during an investigation of allegations that lead to~~ a criminal investigation or prosecution ~~conviction~~, and the employee is later removed from employment as a result of the employee's criminal conviction, the employee must repay to the District ~~shall be required to repay the District for~~ all compensation and the value of all benefits received by the employee during the suspension. The Superintendent ~~shall~~ will notify the employee of this ~~obligation~~ requirement when the employee is suspended ~~for an offense that may lead to a criminal conviction~~.

The Superintendent is authorized to establish administrative procedures designed to implement this policy.

Adopted: May 16, 2011
Revised:

Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching or required internship in the District. No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code, who is listed in the Illinoise Sex Offender Registry or the Illinois Murder and Violent Offender Against Youth Registry, or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or participate in a required intership ~~complete field or other clinical experience~~.

Placement of student teachers and interns shall be with experienced staff only, and assignments will be made by the Superintendent in cooperation with the building principal.

Before permitting an individual to begin student teaching or a required internship ~~participate in any field experience~~ in the District, the Superintendent or designee shall ensure that:

1. The District performed a *complete criminal history records check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A *complete criminal history records check* pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154)).

Each student teacher must provide written authorization for, ~~his or her~~ the student teacher's criminal history records check (including any applicable vendor's fees), and the Superintendent or designee, will provide each student teacher with a copy of ~~his or her~~ the student teacher's report.

Adopted: **November 10, 1997**

Revised: **March 23, 2015;**

Personnel

Employment At-Will

Unless otherwise specifically provided under an employment contract or collective bargaining agreement, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason or no reason at all. Nothing in ~~School~~ Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Adopted: **May 4, 1998**

Revised: **March 23, 2015;**

Personnel

Non-Certified Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals ~~and Teacher Aides~~

~~"Paraprofessionals" and "teacher aides" are non-certificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a "statement of approval" issued by the Illinois State Board of Education (ISBE). A paraprofessional or teacher aide first employed in a program for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.~~

~~A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school-wide program that is supported with such funds, shall hold a "statement of approval," issued by the ISBE, for this purpose.~~

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing ~~their~~ clinical experiences and/or student teaching do not need to comply with this section, provided ~~they otherwise~~ all other qualify~~i~~cations for instructional duties under ISBE rules are met.

Non-certificated Personnel Working with Students Performing Non-Instructional Duties

Non-certificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a non-certificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches

Athletic coaches shall have the qualifications required by any association in which the District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Adopted: **February 19, 2008**

Revised:

Educational Support Personnel

Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given, unless with the consent of the superintendent or Board of Education.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by state or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of the employee's respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an

employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from the employee's position when the employee is the subject of a pending DCFS investigation that relates to employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in the employee's position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
   a. A suspension with pay; or
   b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Adopted:

Educational Support Personnel

Compensatory Time Off ~~Policy~~

~~School District 39 holds that employees who are subject to the hourly work week limitations in the federal *Fair Labor Standard Act*, and who work in excess of forty (40) hours per work week, shall accrue compensatory time in accordance with the requirements and limitations set forth in the federal *Fair Labor Standard Act* as amended by Public Law 99-150, effective April 15, 1986. This policy shall be implemented by procedures promulgated by the Superintendent of Schools.~~

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

Adopted: **November 10, 1997**

Revised:

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
   a. For students, implementation will incorporate Board policy 6:60, *Curriculum*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
   b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
   a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
   b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
   a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. 105 ILCS 5/10-22.24a and 22.24b, which allows a qualified guidance specialist or any licensed staff member to provide school counseling services;

c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 7:250, *Student Support Services*, in addition to other state and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall inform employees and parents of this policy.

Implementation

This policy shall be implemented in a manner consistent with state and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

Adopted: