

School Board

Administrative Procedure - Superintendent Committees

The Superintendent creates Superintendent committees as deemed necessary, makes all appointments, and directs all activities. Superintendent committees report to the Superintendent. The listed Superintendent committees are optional, unless otherwise indicated, and include:

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District's policies and State and federal laws and regulations. Appointments are made to the task force only if the Superintendent determines that its input is desirable. See policies 5:40, *General Personnel - Communicable and Chronic Infectious Disease*; and 7:280, *Students - Communicable and Chronic Infectious Disease*.

Task force members include the Superintendent or designee, school medical advisor, a school nurse, and representatives from the School Board, local health department, PTA, the professional staff, and other employee groups.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, that may include temporary removal from and return to the regular educational setting.
3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporarily excused from or returned to his/her work assignment.

Team members include the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.

The review team is guided by the Board's policies, Illinois Department of Public Health rules and regulations, and all other applicable State and federal laws. See also policies 5:40, *Communicable and Chronic Infectious Disease*, and 7:280, *Students - Communicable and Chronic Infectious Disease*. The review team consults the employee's or the student's personal physician and local health department officials before making any recommendations.

The Communicable and Chronic Infectious Disease Review Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Food Allergy Management Committee

This committee develops and implements the District's Food Allergy Management Program. It monitors the program for effectiveness and establishes a schedule for the Superintendent to report this information back to the Board. See policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines* at:

www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.

Committee members include District-level administrators, Building Principals, the District Safety Team Program Coordinator (see 4:170-AP1, *Administrative Procedure - Comprehensive Safety*

and Crisis Program, Part A, Safety Team), District 504 Coordinator (see 6:120, *Education of Children with Disabilities*), staff members, parents/guardians, community members, and students.

Employee Drug Abuse Committee

This committee makes recommendations regarding employee drug abuse, and:

1. Cooperates with community and State agencies on drug abuse programs.
2. Gathers information about drug abuse and suggests methods to disseminate it to staff.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration the Board's obligation to provide a safe environment and to ensure high quality performance.
5. Recommends a method to explicitly inform employees of District policy and the consequences of drug abuse.

Committee members include the Superintendent or designee, the District's medical advisor, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes. See policy 5:50, *Drug- and Alcohol-Free Workplace*.

Pandemic Planning Team

This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and community. See policy 4:180, *Pandemic Preparedness*, and 4:180-AP1, *Administrative Procedure - School Action Steps for Pandemic Influenza*.

Team members include one or two Board members, administrators, and staff members.

Sex Equity Committee

This committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent on prevention, intervention, and education. Committee members may include community representatives, District administrators, teachers, and students. See policies 5:10, *Equal Employment Opportunity and Minority Recruitment*; 5:20, *Workplace Harassment Prohibited*; 7:10, *Equal Educational Opportunities*; and 7:20, *Harassment of Students Prohibited*.

Targeted School Violence Prevention Team

This team supports the development of a Targeted School Violence Prevention Plan to identify, assess, and manage threatening communications and situations, and it oversees the District's Targeted School Violence Prevention Program. See 4:170, *Safety*; and 4:170-AP7, *Administrative Procedure - Targeted School Violence Prevention Program*.

Team members must include building principals. Other team members may include the District's Safety Team Program Coordinator (see 4:170-AP1, *Administrative Procedure - Comprehensive Safety and Crisis Program, Part A, Safety Team*), law enforcement representatives, Board attorney, District psychologist(s), mental health workers and/or social service agencies, faith leaders, community members, and students.

Title I Advisory Committee

This committee is required if the District receives or desires to receive Title I funds. See policy 6:170, *Title I Programs*; 20 U.S.C. §6312; 34 C.F.R. §§200.41, 200.50, and 200.52(a)(1); and 105 ILCS 5/2-3.25d (for Illinois requirements). The committee supports the development and

implementation of the District's Title I plan. Its activities may include, at the Superintendent's directive:

1. Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
2. Distributing Title I informational materials.
3. Preparing and monitoring revised School Improvement Plan(s).
4. Supporting the implementation of Board policy 6:170, *Title I Programs*.

Committee members include parents/guardians and teachers of Title I children.