



# WOODRIDGE SCHOOL DISTRICT 68

Dear Members,

The Special Meeting of the Woodridge School District #68 Board of Education will be held on Wednesday, December 4, 2019 at 6:00 PM at Gymnasium at Jefferson Junior High School, 7200 Janes Avenue, Woodridge, Illinois 60517.

Steven Gustis, President

## AGENDA:

### **I. CALL TO ORDER**

### **II. ACTION/DISCUSSION ITEMS**

- A. Approval of Minutes from December, 2018 2
- B. Pledge of Allegiance
- C. Discussion of 2019 Board Policy Review 22

### **III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS AND PRESENTATION OF OTHER COMMUNICATIONS, PETITIONS, AND REQUESTS TO THE BOARD OF EDUCATION**

### **IV. ADJOURNMENT**

**WOODRIDGE SCHOOL DISTRICT 68**  
**Administration Office**

November 21, 2019

TO: Policy Committee

FROM: Dr. William Schmidt

As you are aware, multiple policies are up for review. These policies, the policies the committee reviews annually, and policies that have recommended changes by the Illinois Association of School Boards are attached.

As you review the attached documents, previous language has been stricken, and recommended changes are underlined. If you prefer a hard copy of the packet, please notify Becky Vascik.

There is a sizable volume of policy revisions this year due to the vast amount of recent legislation passed in the 101<sup>st</sup> IL General Assembly that affect school boards. Many of these laws are reflected in multiple policies with repeated language. In order to maximize our meeting time, and create the most efficient process possible, I have created, categorized and summarized the major laws affecting school boards, and districts across Illinois.

**Legalization of Cannabis**

The IL General Assembly enacted and amended several laws legalizing the recreational use of cannabis, and expanded the use of medical cannabis products, including The Cannabis Regulation and Tax Act (CRTA), Medical Cannabis Program Act (MCPA), Ashley’s Law, and Right to Privacy in the Workplace Act. While legalized, cannabis possession and usage on or around school property is still prohibited. The laws do clarify that we may not discriminate against our employees for their use of a lawful product, but we can still discipline an employee for being under the influence of cannabis on the job just as we would for alcohol.

Further, changes to Ashley’s Law broaden the list of “*who*” can administer medical cannabis to students from only registered caregivers to include nurses, administrators, and/or student self-administration. The law also broadens the list of “*where*” medical cannabis can be administered from only in the school building/bus to include during or at any before or after school-sponsored activities.

*Policies affected by the aforementioned laws:*

- 1500 Visitors to and Conduct on School Property
- 4190 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5500 Administering Medication
- 5500R Dispensing Medication
- 5500R2/R3 School Medication Authorization Forms

## **Grant Requirements**

With changes to the Grant Accountability and Transparency Act (GATA) the IL State Board of Education (ISBE) released audit and monitoring review requirements to help districts meet our obligations under GATA specifically in three areas related to federal grant awards and State grant awards: 1) procurement, 2) inventory management, and 3) personal identifiable information.

*Policies affected by the changes to the Grant Accountability and Transparency Act:*

3410 Accounting and Audits  
3570 Identity Protection  
3570R Protecting the Privacy of SSN  
3570R2 Identity Protection  
4220 Ethics and Conduct  
7150 Board Member Conflict of Interest

## **Sexual Abuse Allegations and Investigations**

Based on an uptick in incidents of sexual abuse of students by school personnel at schools the General Assembly passed legislation to prevent such incidents. The two laws amended the Abused and Neglected Child Reporting Act (ANCRA) and various sections of the IL School Code. The laws require more stringent mandated reporter training timelines for new hires and current employees, and immediate notifications to and from the State Superintendent.

Further, the laws require that boards consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching, and require every five years (that an individual remains employed), districts conduct a check of the Sex Offender and Violent Offender Against Youth databases.

The School Code also requires districts to define “negligent failure” to report suspicions of child neglect or abuse in board policy, and then provide the board authority to consider immediate dismissal of such offenders.

*Policies affected by these changes:*

4020 Hiring Process  
4020R Job Interviews  
4020R2 Investigations  
4060 Abused and Neglected Child Reporting  
4220 Ethics and Conduct  
4860 ESP Non-RIF Dismissal  
7020 Powers and Duties of the School Board  
7510R Access to District Public Records

## **Sexual Harassment Prohibition**

The 101<sup>st</sup> General Assembly also passed sweeping legislation to address sexual harassment in the work place, as well as school officials and employee ethics. Various laws, including the Workplace Transparency Act (WTA), IL Human Rights Act (IHRA), State Officials and Employee Ethics Act (SOEEA), and the Victims’ Economic Security and Safety Act (VESSA) were amended to improve the work place environment.

The WTA protects employees from retaliation for making disclosures about unlawful employment practices, and restricts the use of settlement agreements, while VESSA added protections for victims of gender violence.

The IHRA expanded the definition of unlawful harassment to include harassment based on “perceived” protected categories, and increased the frequency of sexual harassment training. The law also clarifies that an employer is liable for its “nonemployees” in addition to its employees if we have knowledge of harassment and fail to take corrective action. You will also see language added in various policies based on amendments made to the SOEEA requiring a mechanism for reporting and independent review of sexual harassment allegations made against board members by fellow board members.

*Policies affected by legislation on sexual harassment and employee ethics:*

4010 Equal Employment Opportunity and Minority Recruitment

4180 Workplace Harassment Prohibited

4180R Workplace Harassment Investigation Questions

4430 Professional Leaves of Absences

4820 ESP Leaves

5020 Harassment of Students Prohibited

7160 Board Officers

7260 Uniform Grievance Procedure

7200 Ethics and Gift Ban

Resolution to adopt Harassment and Ethics Policy

As you review the documents, you will notice the repeated (recommended) language changes in multiple policies in response to the aforementioned laws. If you have questions, or would like a more in depth explanation, please give me a call ahead of our meeting time. Again, the intent is to maximize our committee discussion time so a majority of our meeting can be spent discussing unique changes or language that is more discretionary. Please do not hesitate to call or email me.

We look forward to seeing you at the Policy Committee meeting on ***Wednesday, December 4, 2019, 6:00 P.M.***, in the **District Admin Center**. This will be an open meeting.

cc: Steven Gustis  
Thomas Ruggio  
Robyn Canene  
Eugenia Koutsogiannis  
Sheryl Walker

**BOARD OF EDUCATION - POLICY COMMITTEE  
WOODRIDGE SCHOOL DISTRICT 68**

Please be informed that there will be a meeting of the Policy Committee on December 4, 2019, at the District Administrative Center, 7925 Janes Avenue at 6:00 P.M.

AGENDA:

I        CALL TO ORDER

II        ROLL CALL OF MEMBERS:

Mr. Toohey	_____	Dr. Broncato	_____
Mr. Coley	_____	Mr. Saindon	_____
Mrs. Duffek	_____	Dr. Schmidt	_____
Dr. Molina de Mesa	_____	Mr. Wolcott	_____
Mr. Vanorny	_____		

III       APPROVAL OF MINUTES

December 3, 2018

Mr. Toohey	_____	Dr. Broncato	_____
Mr. Coley	_____	Mr. Saindon	_____
Mrs. Duffek	_____	Dr. Schmidt	_____
Dr. Molina de Mesa	_____	Mr. Wolcott	_____
Mr. Vanorny	_____		

IV       PUBLIC HEARINGS AND PETITIONS

V        BUSINESS

Consent

**Community Relations Policies recommended for adoption or amendment:**

1500    Visitors to and Conduct on School Property

**Administration Polices/Regulations recommended for adoption or amendment:**

**Business and Non-Instructional Operations Policies recommended for adoption or amendment:**

- 3120 Investment of Funds
- 3220R School Fees and Waiver of Fees
- 3230R Non-Sufficient Funds (NSF) Procedures
- 3320R District Credit Card
- 3410 Accounting and Audits
- 3410R2 Inventory Management for Federal and State Awards
- 3540 Insurance Management
- 3570 Identity Protection
- 3570R Protecting the Privacy of Social Security Numbers
- 3570R2 Treatment of Personally Identifiable Information Under Grant Awards
- 3600 Transportation
- 3800 Facility Management and Expansion Programs

**Personnel Policies/Regulations to be recommended for adoption or amendment:**

- 4010 Equal Employment Opportunity and Minority Recruitment
- 4020 Hiring Process
- 4020R Job Interviews
- 4020R2 Investigations
- 4060 Abused and Neglected Child Reporting
- 4180 Sexual Harassment
- 4180R2 Harassment in the Workplace Investigation
- 4190 Drug and Alcohol-Free Workplace
- 4220 Ethics and Conduct
- 4410 Terms and Conditions of Employment
- 4430 Professional Leaves of Absence
- 4820 Educational Support Staff Leaves
- 4820R School Visitation Leave
- 4860 Non RIF Dismissal and RIF Dismissal

**Students Policies/Regulations to be recommended for adoption or amendment:**

- 5020 Sexual Harassment
- 5320 Agency and Police Interviews
- 5440 Prevention of and Response to Bullying, Intimidation, and Harassment
- 5500 Administering Medicines to Students
- 5550R Dispensing Medication
- 5500R2 Students Medication Authorization Form – Medical Cannabis
- 5550R3 School Medication Authorization Form
- 5600R Administrative Procedure

**Instruction Policies/Regulations to be recommended for adoption or amendment:**

- 6040 Curriculum
- 6200 School Calendar, School Day, Emergency School Closings
- 6380 Home and Hospital Instruction
- 6600 School Accountability

**Board of Education Policies for adoption or amendment:**

- 7020 Powers and Duties of the School Board
- 7130 Filling Vacancies

- 7150 Board Members Conflict of Interest
- 7160 Board Officers
- 7260 Uniform Grievance Procedures
- 7310 Types of Board Meetings
- 7330 Board Meetings Procedure
- 7510R Administration Compliance with the Illinois Freedom of Information Act

**Board of Education Policies/Regulations to be recommended for review:**

- 1100 Communication with the Public
- 1200 Participation by the Public
- 1210 Parent Organizations
- 1220 Advisory Committees
- 1230 Visits to the School
- 1230R Visits to the School
- 1300 Public Activities Involving Staff and Students
- 1310 Interviews
- 1311 Student Performance in Public
- 1312 Soliciting Funds from Students
- 1313 Community Activities of Students
- 1314 Contests for Students
- 1316 Distribution and Display of Flyers and Posters
- 1317 Gifts to School Personnel
- 1318 Public Suggestions and/or Concerns
- 1400 Relations Between Governmental Agencies and the District

**Administration Polices/Regulations recommended for review:**

- 2100 Line of Responsibility
- 2100R Line of Responsibility
- 2110 Councils and Committees
- 2120 Administrative Action in Absence of Board Policy
- 2130 Evaluation of Superintendent
- 2140 Administrative Responsibility of the Building Principal
- 2140R Administrative Responsibility of the Building Principal
- 2150 Administrative Personnel Other Than the Superintendent

**Business and Non-Instructional Polices/Regulations recommended for review:**

- 3000 Financial Management
- 3110 Budget Process
- 3120R Investment of Funds (Investment Guidelines Document)
- 3130 Designated Depositories
- 3140 Fund Balance
- 3210 Tuition Fees
- 3210R Tuition Fees
- 3220 Waiver of Fees
- 3230 Insufficient Fund Checks
- 3230R In-Sufficient Funds (NSF) Procedures
- 3240 Sale of School Property
- 3250 Gifts, Grants, Bequests
- 3310 Purchasing
- 3310R Purchasing
- 3320 District Credit Card
- 3320R District Credit Card

3330 Monies in School Buildings  
 3340 Resource Conservation  
 3420 Student Activity Fund  
 3430 Petty Cash  
 3430R Petty Cash  
 3440 Treasurer's Report  
 3510 Facilities Use  
 3510R Facilities Use  
 3520 Safety  
 3520R Safety  
 3530 Sex Offender Notification and Screening  
 3530R Security  
 3550 Medical Emergencies and Automated External Defibrillators  
 3550R Administrative Procedures and Medical Emergency Plan  
 3560 Pandemic Preparedness  
 3560R School Action Steps for Pandemic Influenza  
 3560R2 Pandemic Influenza Surveillance and Reporting  
 3600R Bus Transportation  
 3600R2 Foster Care Transportation Procedures  
 3700 Food Services  
 3700R Administrative Procedure – Food Service  
 3810 Standards for Green Cleaning  
 3810R Standards for Green Cleaning  
 3810R2 Green Cleaning Schools Act  
 3820 Name Buildings and Facilities  
 3820R Name Buildings and Facilities  
 3900 Contribution of School Sites  
 3950 Capitalization  
 3950R Capital Assets

**Personnel Polices/Regulations recommended for review:**

4010R Americans With Disabilities Act and Grievance Procedure  
 4010R2 Investigations  
 4020R3 New Positions and Promotional Vacancies  
 4020R4 Orientation of New Employees  
 4030 Personnel Records  
 4030R Personnel Records  
 4040 Disclosure of Information on Current and Former Employees to Third Parties  
 4040R Disclosure of Information on Current and Former Employees to Third Parties  
 4050 Ethics  
 4060R Abused and Neglected Child Reporting  
 4070 Dress  
 4080 Confidentiality  
 4090 Solicitation by or from Staff  
 4100 Staff Development  
 4110 Reimbursement  
 4110R Reimbursement  
 4120 Recognition for Service  
 4120R Recognition for Service  
 4140 Communicable Diseases  
 4140R Communicable Diseases  
 4150 Employee Protection

4160	Reproduction and Use of Copyrighted Materials
4160R	Reproduction and Use of Copyrighted Materials
4170	Copyright for Publication or Sale of Instruction Materials and Computer Programs Developed by Employees
4170R	Copyright for Publication or Sale of Instruction Materials and Computer Programs Developed by Employees
4180R	Sexual Harassment
4190R	Drug Free Awareness Program - Employees
4200	Employee Assistance Program
4200R	Employee Assistance Program
4210	Employee Suspension
4210R	Employee Suspension
4220R	Ethics Officer
4240	Personal Technology and Social Media; Usage and Conduct
4250	Compliance with the Fair Labor Standards Act
4400	Teacher Qualifications
4420	Insurance Benefits
4430R	Professional Purposes – Advanced Study
4430R2	School Visitation Leave
4450	Temporary Illness
4460	Resignations
4470	Substitute Teachers
4470R	Substitute Teacher
4470R2	Use of Classroom Substitutes
4480	Student Teachers and Interns
4480R	Student Teachers and Interns
4490	Family Medical Leave of Absence
4490R	Family Medical Leave of Absence
4800	Terms and Conditions of Employment
4810	Insurance Program
4820R2	Family and Medical Leave
4830	Vacation-Holidays
4840	Uniforms for Custodians and Maintenance Employees
4850	Resignation

**Students Policies/Regulations to be recommended for review:**

5010	Equal Educational Opportunities
5010R	Equal Educational Opportunity Grievance Procedures
5020R	Sexual Harassment
5100	Student Assignment
5100R	Assignment to Teachers and Classes
5110	Admissions and Transfers
5120	Residence
5130	Health, Dental, and Eye Examinations, Immunizations and Exclusions of Students
5200	Attendance, Absence, Truancy and Tardiness
5210	Releasing Students During School Hours
5220	Release Time for Religious Instruction/Observance
5200R	Attendance, Absence, Truancy and Tardiness
5300	Student Rights and Responsibilities
5310	Search and Seizure
5320R	Procedures for Agency and Police Interviews
5330	Student Appearance

5330R	Dress
5340	Freedom of Speech and Expression
5350	Publications
5360	Discipline and Consequence
5360R	Discipline
5360R2	Use of Isolated Time Out and Physical Restraint
5365	Student Behavior
5370	Suspension and Expulsion
5370R	Suspension and Expulsion
5380	Bus Conduct
5385	Conduct Code for Participants in Extracurricular Activities
5390	Drugs, Tobacco, Alcohol – Drug-Free Schools
5390R	Drugs, Tobacco, Alcohol
5410	Gang Activity
5410R	Gang Activity
5420	Behavior Interventions for Students with Disabilities
5430	Vandalism
5450	Student Support Services
5460	Exemption from Physical Activity
5470	Preventing Teen Dating Violence
5510	Communicable Diseases
5510R	Communicable Diseases
5510R2	Communicable Diseases Reporting
5520	Safety
5520R	Safety
5530	Student Safety Patrol
5540	Suicide and Depression Awareness and Prevention
5440R	Interview Form for Bullying and School Violence Investigation
5550	Accidents – Illness
5560	Abused and Neglected Child Reporting Act Requirements
5560R	Abused and Neglected Child Reporting Act Requirements
5570	Pregnant Students
5580	Confidentiality/Protection of Student Privacy
5590	Food Allergy Management Program
5590R	Implementing a Food Allergy Program
5600	Administrative Procedure - Student Records
5610	Orders to Forgo Life-Sustaining Treatment
5620	Student Athlete Concussions and Head Injuries
5630	Extracurricular Athletics
5700	Photograph or Video Recordings of a Student

**Instruction Policies/Regulations to be recommended for review:**

6000	Educational Philosophy and Objectives
6010	Organizational Plan
6020	Class Size
6040R	Curriculum Guides
6040R2	Curriculum Guides/Changes
6040R3	Introduction/Deletion of Course Offerings
6050	Community Resource Persons and Volunteers
6070	Recognition of Religious Beliefs and Customs
6070R	Teaching About Religions

6080	Seasonal Observances
6080R	Seasonal Observances
6090	Using Animals in the Educational Program
6090R	Instructional Methods – Animals
6110	Field Trips
6110R	Field Trips
6120	Research
6130	Wellness
6300	Education of Children with Disabilities
6310	Programs for Gifted Students
6320	Title I Program
6320R	Title I Program
6330	Co-Curricular
6340	Education of Homeless Children
6350	English Learners
6360	Migrant Students
6370	Student Social and Emotional Development
6370R	Students with Social, Emotional or Mental Health Problems
6400	Curriculum Development
6400R	Textbook Selection Committees
6400R2	Textual Materials - Challenges
6410	Instructional Media
6410R	Challenged Learning Resource Center (LRC) Materials (External)
6420	Access to Electronic Networks and Information Services
6420R	Software Regulation and Procedures
6420R2	Acceptable Use Standards (AUS)
6450	High School Credit for Students in Grade 7 or 8
6500	Student Testing and Assessment Program
6500R	Evaluation
6510	Grading and Promotion
6520	Homework
6520R	Homework
6530	Promotion/Retention
6530R	Retention
6540	Awards for Achievement
6540R	Awards for Achievement
6600R	Administrative Procedure – School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action or Restructuring

**Board of Education Policies/Regulations to be recommended for review:**

7010	District Governance
7030	Board Committees
7040	Board Request for Information and Action
7110	School District Elections and Board Member Oath of Office
7120	Board Members Term of Office
7140	Board Member Qualifications
7155	Board Member Removal from Office
7170	Board Member Development
7180	Board Member Expenses
7180R	Reimbursement for Expenses
7200	Ethics and Gift Ban
7210	Attorney

7220	Architect
7230	Auditor
7310R	Types of Board Meetings
7320	Organizational Board Meetings
7340	Public Participation at Board Meetings
7350	Communications to and from the Board
7410	Board Policy Development
7510	Compliance with Illinois Freedom of Information Act

VI I move the above policies be recommended to the Board of Education for discussion:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Pass \_\_\_\_\_ Fail \_\_\_\_\_

Mr. Toohey \_\_\_\_\_ Dr. Broncato \_\_\_\_\_

Mr. Coley \_\_\_\_\_ Mr. Saindon \_\_\_\_\_

Mrs. Duffek \_\_\_\_\_ Dr. Schmidt \_\_\_\_\_

Dr. Molina de Mesa \_\_\_\_\_ Mr. Wolcott \_\_\_\_\_

Mr. Vanorny \_\_\_\_\_

VII ADJOURNMENT

MOTION: I move that the meeting be adjourned:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Pass \_\_\_\_\_ Fail \_\_\_\_\_

Mr. Toohey \_\_\_\_\_ Dr. Broncato \_\_\_\_\_

Mr. Coley \_\_\_\_\_ Mr. Saindon \_\_\_\_\_

Mrs. Duffek \_\_\_\_\_ Dr. Schmidt \_\_\_\_\_

Dr. Molina de Mesa \_\_\_\_\_ Mr. Wolcott \_\_\_\_\_

Mr. Vanorny \_\_\_\_\_

Time Out \_\_\_\_\_

Copy: Steven Gustis  
Thomas Ruggio  
Robyn Canene  
Eugenia Koutsogiannis  
Sheryl Walker

**WOODRIDGE SCHOOL DISTRICT 68**  
**Administration Office**

**MINUTES OF DECEMBER 3, 2018 POLICY COMMITTEE MEETING**

**PRESENT:** Dr. William Schmidt, Dr. Patrick Broncato, Curtis Saindon, Greg Wolcott, Patricia Cash, Scott Coley, Joanne Duffek, Michael Toohey, Scott Salerno and Becky Vascik

1. The meeting was called to order at 6:30 p.m.
2. A motion was made by Mrs. Duffek and seconded by Mrs. Cash to approve the minutes of the December 4, 2017 minutes as presented. The minutes were approved.
3. New Business

**Consent**

Updated from Policy Committee:

6020 Class Size: Change language from semester to winter break for class split timeline.  
7170 Board Member Development: Added minor optional language.

Recommended for Amendment:

Community Relations Policies

1317 Gifts to School Personnel

Administration

2140R Administrative Responsibilities of the Building Principal

Business and Non-Instructional Operations

3210 Tuition Fees  
3230 Insufficient Fund Checks  
3510 Facilities Use  
3520 Safety  
3600 Transportation  
3900 Contribution of School Sites

Personnel

4010R2 Workplace Accommodations for Nursing Mothers  
4100 Staff Development  
4110 Reimbursement  
4180R2 Harassment in the Workplace Investigation  
4470 Substitute Teachers  
4470R Substitute Teachers  
4470R2 Use of Classroom Teachers as Substitutes

Students

- 5130 Health, Dental, and Eye Examinations, Immunizations and Exclusion of Students
- 5200 Attendance, Absence, Truancy and Tardiness
- 5320R Procedures for Agency and Police Interviews
- 5365 Student Behavior
- 5450 Student Support Services
- 5500 Administering Medicines to Students
- 5500R2 Students Medication Authorization Form-Medical Cannabis
- 5510R Communicable Diseases
- 5510R2 Communicable Diseases Reporting
- 5540 Suicide and Depression Awareness and Prevention
- 5620 Student Athlete Concussions and Head Injuries

Instruction:

- 6040 Curriculum
- 6050 Community Resource Persons and Volunteers
- 6110 Field Trips
- 6130 Wellness

Board of Education:

- 7110 School District Elections and Board Member Oath of Office
- 7410 Board Policy Development
- 7510R Administrative Compliance FOIA

**Board of Education Policies/Regulations to be recommended for review:**

- 1100 Communication with the Public
- 1200 Participation by the Public
- 1210 Parent Organizations
- 1220 Advisory Committees
- 1230 Visits to the School
- 1230R Visits to the School
- 1300 Public Activities Involving Staff and Students
- 1310 Interviews
- 1311 Student Performance in Public
- 1312 Soliciting Funds from Students
- 1313 Community Activities of Students
- 1314 Contests for Students
- 1316 Distribution and Display of Flyers and Posters
- 1318 Public Suggestions and/or Concerns
- 1400 Relations Between Governmental Agencies and the District

**Administration Polices/Regulations recommended for review:**

- 2100 Line of Responsibility
- 2100R Line of Responsibility
- 2110 Councils and Committees
- 2120 Administrative Action in Absence of Board Policy
- 2130 Evaluation of Superintendent
- 2140 Administrative Responsibility of the Building Principal
- 2150 Administrative Personnel Other Than the Superintendent

**Business and Non-Instructional Polices/Regulations recommended for review:**

- 3000 Financial Management
- 3120 Investment of Funds
- 3120R Investment of Funds (Investment Guidelines Document)
- 3130 Designated Depositories
- 3140 Fund Balance
- 3210R Tuition Fees
- 3220 Waiver of Fees
- 3220R School Fees and Waiver of Fees
- 3230R In-Sufficient Funds (NSF) Procedures
- 3240 Sale of School Property
- 3250 Gifts, Grants, Bequests
- 3310 Purchasing
- 3310R Purchasing
- 3320 District Credit Card
- 3320R District Credit Card
- 3330 Monies in School Buildings
- 3340 Resource Conservation
- 3410 Accounting and Audits
- 3420 Student Activity Fund
- 3430 Petty Cash
- 3430R Petty Cash
- 3440 Treasurer's Report
- 3510R Facilities Use
- 3520R Safety
- 3530 Sex Offender Notification and Screening
- 3530R Security
- 3540 Insurance Management
- 3550 Medical Emergencies and Automated External Defibrillators
- 3550R Administrative Procedures and Medical Emergency Plan
- 3560 Pandemic Preparedness
- 3560R School Action Steps for Pandemic Influenza
- 3560R2 Pandemic Influenza Surveillance and Reporting
- 3570 Identity Protection
- 3600R Bus Transportation
- 3600R2 Foster Care Transportation Procedures
- 3700 Food Services
- 3700R Administrative Procedure – Food Service
- 3800 Facility Management and Expansion Program
- 3810 Standards for Green Cleaning
- 3810R Standards for Green Cleaning
- 3810R2 Green Cleaning Schools Act
- 3820 Name Buildings and Facilities
- 3820R Name Buildings and Facilities
- 3950 Capitalization
- 3950R Capital Assets

**Personnel Polices/Regulations recommended for review:**

- 4010 Equal Employment Opportunity and Minority Recruitment
- 4010R Americans With Disabilities Act and Grievance Procedure

4020 Hiring Process  
 4020R Administrative Procedure – Job Interviews  
 4020R2 Administrative Procedure – Investigations  
 4020R3 New Positions and Promotional Vacancies  
 4020R4 Orientation of New Employees  
 4030 Personnel Records  
 4030R Personnel Records  
 4040 Disclosure of Information on Current and Former Employees to Third Parties  
 4040R Disclosure of Information on Current and Former Employees to Third Parties  
 4050 Ethics  
 4060 Abused and Neglected Child Reporting  
 4060R Abused and Neglected Child Reporting  
 4070 Dress  
 4080 Confidentiality  
 4090 Solicitation by or from Staff  
 4110R Reimbursement  
 4120 Recognition for Service  
 4120R Recognition for Service  
 4140 Communicable Diseases  
 4140R Communicable Diseases  
 4150 Employee Protection  
 4160 Reproduction and Use of Copyrighted Materials  
 4160R Reproduction and Use of Copyrighted Materials  
 4170 Copyright for Publication or Sale of Instruction Materials and Computer Programs Developed  
     by Employees  
 4170R Copyright for Publication or Sale of Instruction Materials and Computer Programs Developed by  
     Employees  
 4180 Sexual Harassment  
 4180R Sexual Harassment  
 4190 Drug and Alcohol-Free Workplace: Tobacco Prohibition  
 4190R Drug Free Awareness Program - Employees  
 4200 Employee Assistance Program  
 4200R Employee Assistance Program  
 4210 Employee Suspension  
 4210R Employee Suspension  
 4220 Ethics and Conduct  
 4220R Ethics Officer  
 4240 Personal Technology and Social Media; Usage and Conduct  
 4250 Compliance with the Fair Labor Standards Act  
 4400 Teacher Qualifications  
 4410 Terms and Conditions of Employment  
 4420 Insurance Benefits  
 4430 Professional Leaves of Absence  
 4430R Professional Purposes – Advanced Study  
 4430R2 School Visitation Leave  
 4450 Temporary Illness  
 4460 Resignations  
 4480 Student Teachers and Interns  
 4480R Student Teachers and Interns  
 4490 Family Medical Leave of Absence

- 4490R Family Medical Leave of Absence
- 4800 Terms and Conditions of Employment
- 4810 Insurance Program
- 4820 Educational Support Staff Leaves
- 4820R School Visitation Leave
- 4820R2 Family and Medical Leave
- 4830 Vacation-Holidays
- 4840 Uniforms for Custodians and Maintenance Employees
- 4850 Resignation
- 4860 Educational Support Personnel Non RIF Dismissal and RIF Dismissal

**Students Policies/Regulations to be recommended for review:**

- 5010R Equal Educational Opportunity Grievance Procedures
- 5020R Sexual Harassment
- 5100 Student Assignment
- 5100R Assignment to Teachers and Classes
- 5110 Admissions and Transfers
- 5120 Residence
- 5210 Releasing Students During School Hours
- 5220 Release Time for Religious Instruction/Observance
- 5200R Attendance, Absence, Truancy and Tardiness
- 5300 Student Rights and Responsibilities
- 5310 Search and Seizure
- 5320 Agency and Police Interviews
- 5330 Student Appearance
- 5330R Dress
- 5340 Freedom of Speech and Expression
- 5350 Publications
- 5360 Discipline and Consequence
- 5360R Discipline
- 5360R2 Use of Isolated Time Out and Physical Restraint
- 5370 Suspension and Expulsion
- 5370R Suspension and Expulsion
- 5380 Bus Conduct
- 5385 Conduct Code for Participants in Extracurricular Activities
- 5390 Drugs, Tobacco, Alcohol – Drug-Free Schools
- 5390R Drugs, Tobacco, Alcohol
- 5410 Gang Activity
- 5410R Gang Activity
- 5420 Behavior Interventions for Students with Disabilities
- 5430 Vandalism
- 5510 Communicable Diseases
- 5520 Safety
- 5520R Safety
- 5530 Student Safety Patrol
- 5440 Prevention of and Response to Bullying, Intimidation, and Harassment
- 5440R Interview Form for Bullying and School Violence Investigation
- 5550 Accidents – Illness
- 5560 Abused and Neglected Child Reporting Act Requirements
- 5560R Abused and Neglected Child Reporting Act Requirements

- 5570 Pregnant Students
- 5590 Food Allergy Management Program
- 5590R Implementing a Food Allergy Program
- 5600 Administrative Procedure - Student Records
- 5600R Administrative Procedure – Student Records
- 5630 Extracurricular Athletics
- 5700 Photograph or Video Recordings of a Student

**Instruction Policies/Regulations to be recommended for review:**

- 6000 Educational Philosophy and Objectives
- 6020 Class Size
- 6040R Curriculum Guides
- 6040R2 Curriculum Guides/Changes
- 6040R3 Introduction/Deletion of Course Offerings
- 6070 Recognition of Religious Beliefs and Customs
- 6070R Teaching About Religions
- 6080 Seasonal Observances
- 6080R Seasonal Observances
- 6090 Using Animals in the Educational Program
- 6090R Instructional Methods - Animals
- 6110R Field Trips
- 6120 Research
- 6200 School Calendar, School Day, Emergency School Closings
- 6300 Education of Children with Disabilities
- 6310 Programs for Gifted Students
- 6320 Title I Program
- 6320R Title I Program
- 6330 Co-Curricular
- 6340 Education of Homeless Children
- 6350 English Learners
- 6360 Migrant Students
- 6370R Students with Social, Emotional or Mental Health Problems
- 6400 Curriculum Development
- 6400R Textbook Selection Committees
- 6400R2 Textual Materials - Challenges
- 6410 Instructional Media
- 6410R Challenged Learning Resource Center (LRC) Materials (External)
- 6420 Access to Electronic Networks and Information Services
- 6420R Software Regulation and Procedures
- 6420R2 Acceptable Use Standards (AUS)
- 6450 Instruction
- 6500 Student Testing and Assessment Program
- 6500R Evaluation
- 6510 Grading and Promotion
- 6520 Homework
- 6520R Homework
- 6530 Promotion/Retention
- 6530R Retention
- 6540 Awards for Achievement
- 6540R Awards for Achievement

- 6600 School Accountability
- 6600R Administrative Procedure – School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action or Restructuring

**Board of Education Policies/Regulations to be recommended for review:**

- 7010 District Governance
- 7020 Powers and Duties of the School Board
- 7030 Board Committees
- 7040 Board Request for Information and Action
- 7120 Board Members Term of Office
- 7130 Filling Vacancies
- 7140 Board Member Qualifications
- 7150 Board Member Conflict of Interest
- 7155 Board Member Removal from Office
- 7160 Board Officers
- 7180 Board Member Expenses
- 7180R Reimbursement for Expenses
- 7200 Ethics and Gift Ban
- 7210 Attorney
- 7220 Architect
- 7230 Auditor
- 7310 Types of Board Meetings
- 7310R Types of Board Meetings
- 7320 Organizational Board Meetings
- 7330 Board Meetings Procedure
- 7340 Public Participation at Board Meetings
- 7350 Communications to and from the Board
- 7510 Compliance with Illinois Freedom of Information Act

4. A motion was made by Mr. Toohy and seconded by Mrs. Cash that the above policies be recommended to the Board of Education for discussion. Motion approved.
5. A motion was made by Mrs. Cash and seconded by Mrs. Duffek for the meeting to be adjourned. Motion approved.

Meeting adjourned at 8:30 p.m.

WOODRIDGE SCHOOL DISTRICT 68  
Policy Review Schedule

Timeline for Policy Review 2019-20

Admin Review	November 13, 2019
Board Sub-Committee	December 4, 2019
Full Board	December 16, 2019
Approval by Board of Education:	January 13, 2020

## Board Policy Committee Summary Sheet – December 4, 2019

Recommend to Adopt/Amend Y/N	Policy #	Title	Summarization of Content
	<b>Series 1000</b>	<b>COMMUNITY RELATIONS</b>	
Amend Y/N	1500	Visitors to and Conduct on School Property	Language consistent with the new Cannabis Regulation and Tax Act and changes to procedural language
	<b>Series 2000</b>	<b>ADMINISTRATION</b>	
	<b>Series 3000</b>	<b>BUSINESS &amp; NON-INSTRUCTIONAL OPERATIONS</b>	
Amend Y/N	3120	Investment of Funds	Language to reflect amendment to Public Funds Investment Act
Amend Y/N	3220R	School Fees and Waiver of Fees	Minor grammatical changes
Amend Y/N	3230R	Non-Sufficient Funds (NSF) Procedures	Procedures clarified and updated based on PRESS recommendations
Amend Y/N	3320R	District Credit Card	Updated based on PRESS recommended language
Amend Y/N	3410	Accounting and Audits	Language consistent with GATA and ISBE grant monitoring requirements (see memo explanation)
Amend Y/N	3410R2	Inventory Management for Federal and State Awards	Added NEW so we have a Regulation to reflect our actual procedures
Amend Y/N	3540	Insurance Management	Expand rights to include constitutional rights language
Amend Y/N	3570	Identity Protection	Language consistent with GATA and ISBE grant monitoring requirements (see memo explanation)
Amend Y/N	3570R	Protecting the Privacy of Social Security Numbers	Added NEW to reflect our procedures and stay consistent with GATA and ISBE grant monitoring requirements (see memo explanation)
Adopt Y/N	3570R2	Treatment of Personally Identifiable Information Under Grant Awards	Added NEW to reflect our procedures and stay consistent with GATA and ISBE grant monitoring requirements (see memo explanation)
Amend Y/N	3600	Transportation	Expanded definition of serious safety hazard
Amend Y/N	3800	Facility Management and Expansion Programs	Added recommended PRESS language to align with school code and Health Life safety inspection
	<b>Series 4000</b>	<b>PERSONNEL</b>	
Amend Y/N	4010	Equal Employment Opportunity and Minority Recruitment	22 Added language consistent with VESSA and WTA (see memo with explanation)
Amend Y/N	4020	Hiring Process	Added language consistent with changes to IL Equal Pay Act

## Board Policy Committee Summary Sheet – December 4, 2019

Amend	Y/N	4020R	Job Interviews	Cleaned up formatting and updated language consistent with recent laws
Amend	Y/N	4020R2	Investigations	Cleaned up formatting and updated language consistent with recent laws
Amend	Y/N	4060	Abused and Neglected Child Reporting	Added language consistent with ANCRA
Amend	Y/N	4180	Sexual Harassment	Language updates and additions consistent with recent legislation (see memo for explanation)
Amend	Y/N	4180R2	Harassment in the Workplace Investigation	Language updates and additions consistent with recent legislation (see memo for explanation)
Amend	Y/N	4190	Drug and Alcohol-Free Workplace	Added language consistent with CRTA and State Drug-Free Workplace Act
Amend	Y/N	4220	Ethics and Conduct	Language updates and additions consistent with recent legislation (see memo for explanation)
Amend	Y/N	4410	Terms and Conditions of Employment	Added language on minimum salary change and legal reference based on the reinstatement of the 5-clock hour requirement
Amend	Y/N	4430	Professional Leaves of Absence	Language additions in response to the School Visitation Rights Act and VESSA (see memo for explanation)
Amend	Y/N	4820	Educational Support Staff Leaves	Language additions in response to the School Visitation Rights Act and VESSA (see memo for explanation)
Amend	Y/N	4820R	School Visitation Leave	Language additions in response to the School Visitation Rights Act
Amend	Y/N	4860	Non RIF Dismissal and RIF Dismissal	Added language consistent with ANCRA
		<b>Series 5000</b>	<b>STUDENTS</b>	
Amend	Y/N	5020	Sexual Harassment	Language updates and additions consistent with recent legislation on alleged sexual abuse of a child (see memo for explanation)
Amend	Y/N	5320	Agency and Police Interviews	Statutory requirement to have specific conditions met for a student to be interviewed by law enforcement at school
Amend	Y/N	5440	Prevention of and Response to Bullying, Intimidation, and Harassment	Must review every 2-years and updated some language recommended by PRESS
Amend	Y/N	5500	Administering Medicines to Students	Added language consistent with the changes do to CRTA, Ashley's Law (see memo for additional information)
Amend	Y/N	5500R	Dispensing Medication	Added language consistent with the changes do to CRTA, Ashley's Law (see memo for additional information)
Amend	Y/N	5500R2	Students Medication Authorization Form-Medical Cannabis	Added language consistent with the changes do to CRTA, Ashley's Law (see memo for additional information) 23
Amend	Y/N	5500R3	School Medication Authorization Form	Added language consistent with the changes do to CRTA, Ashley's Law (see memo for

## Board Policy Committee Summary Sheet – December 4, 2019

				additional information)
Amend	Y/N	5600R	Student Records	Best practice updates. Changed how we define “directory” information
		<b>Series 6000</b>	<b>INSTRUCTION</b>	
Amend	Y/N	6040	Curriculum	Cover new topics of Civics and LGBT
Amend	Y/N	6200	School Calendar, School Day, Emergency School Closings	Legal Reference update addressing min 5 clock hours
Amend	Y/N	6380	Home and Hospital Instruction	Minor required language changes
Amend	Y/N	6600	School Accountability	Based on school code changed from 6-8 <sup>th</sup> grade to 4-8 <sup>th</sup> grade annual survey given
		<b>Series 7000</b>	<b>BOARD OF EDUCATION</b>	
Amend	Y/N	7020	Powers and Duties of the School Board	Added language consistent with ANCRA (see memo for explanation)
Amend	Y/N	7130	Filling Vacancies	Timeline to fill vacancy changes
Amend	Y/N	7150	Board Member Conflict of Interest	Added NEW to reflect our procedures and stay consistent with GATA and ISBE grant monitoring requirements (see memo explanation)
Amend	Y/N	7160	Board Officers	Language updates and additions consistent with recent legislation (see memo for explanation)
Amend	Y/N	7260	Uniform Grievance Procedure	Language updates and additions consistent with recent legislation (see memo for explanation)
Amend	Y/N	7310	Types of Board Meetings	Changes to Open Meetings Act expanding the exception to include closed session discussions pertaining to volunteers/contractors with the district
Amend	Y/N	7330	Board Meetings Procedure	Minor recommended language updates
Amend	Y/N	7510R	Administration Compliance with the Illinois Freedom of Information Act Public Access to District Records	Updated disclosure requirements base on changes to Personnel Records Review Act

## Board Policy Committee Summary Sheet – December 4, 2019

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Review	1100	Communication with the Public	
Review	1200	Participation by the Public	
Review	1210	Parent Organizations	
Review	1220	Advisory Committees	
Review	1230	Visits to the School	
	1230R	Visits to the School	
Review	1300	Public Activities Involving Staff and Students	
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Review	1311	Student Performance in Public	
Review	1312	Soliciting Funds From Students	
Review	1313	Community Activities of Students	
Review	1314	Contests for Students	
Review	1316	Distribution and Display of Flyers and Posters	
Review	1317	Gifts to School Personnel	
Review	1318	Public Suggestions and/or Concerns	
Review	1400	Relations Between Governmental Agencies and the District	
	Series 2000	ADMINISTRATION	
Review	2100	Line of Responsibility	
	2100R	Line of Responsibility	
Review	2110	Councils and Committees	
Review	2120	Administrative Action in Absence of Board Policy	
Review	2130	Evaluation of Superintendent	
Review	2140	Administrative Responsibility of the Building Principal	
	2140R	Administrative Responsibility of the Building Principal	
Review	2150	Administrative Personnel Other Than the Superintendent	
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## Board Policy Committee Summary Sheet – December 4, 2019

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Review	3110	Budget Process	
	3120R	Investment of Funds (Investment Guidelines Document)	
Review	3130	Designated Depositories	
Review	3140	Fund Balance	
Review	3210	Tuition Fees	
	3210R	Tuition Fees	
Review	3220	Waiver of Fees	
Review	3230	Insufficient Fund Checks	
	3230R	Insufficient Funds (NSF) Procedures	
Review	3240	Sale of School Property	
Review	3250	Gifts, Grants, Bequests	
Review	3310	Purchasing	
	3310R	Purchases	
Review	3320	District Credit Card	
	3320R	District Credit Card	
Review	3330	Monies in School Buildings	
Review	3340	Resource Conservation	
Review	3420	Student Activity Fund	
Review	3430	Petty Cash	
	3430R	Petty Cash	
Review	3440	Treasurer's Report	
Review	3510	Facilities Use	
	3510R	Facilities Use	
Review	3520	Safety	
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	3530R	Security	
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	3600R	Bus Transportation	
	3600R2	Foster Care Transportation Procedures	
Review	3700	Food Services	
	3700R	Administrative Procedure – Food Service	
Review	3810	Standards for Green Cleaning	
	3810R	Standards for Green Cleaning	
	3810R2	Green Cleaning Schools Act	
Review	3820	Naming Buildings and Facilities	
	3820R	Naming Buildings and Facilities	
Review	3900	Contribution of School Sites	
Review	3950	Capitalization	
	3950R	Capital Assets	
	<b>Series 4000</b>	<b>PERSONNEL</b>	
	4010R	Americans With Disabilities Act and Grievance Procedure	
	4010R2	Workplace Accommodations for Nursing Mothers	
	4020R3	New Positions and Promotional Vacancies	
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Review	4030	Personnel Records	
	4030R	Personnel Records	
Review	4040	Disclosure of Information on Current and Former Employees to Third Parties	
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Review	4050	Ethics	
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Review	4080	Confidentiality	
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	4110R	Reimbursement	
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	4160R	Reproduction and Use of Copyrighted Materials	
Review	4170	Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees	
	4170R	Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees	
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	4470R	Substitute Teachers	
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Review	5010	Equal Educational Opportunities	
	5010R	Equal Educational Opportunity Grievance Procedures	
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Review	5130	Health, Dental, and Eye Examinations, Immunizations and Exclusions of Students	
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Review	5300	Student Rights and Responsibilities	
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	5320R	Procedures for Agency and Police Interviews	
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Review	5365	Student Behavior	
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Review	5380	Bus Conduct	
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Review	5540	Suicide and Depression Awareness and Prevention	
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Review	5580	Confidentiality/Protection of Student Privacy	
Review	5590	Food Allergy Management Program	
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Review	5600	Administrative Procedure - Student Records	
Review	5610	Orders to Forgo Life-Sustaining Treatment	
Review	5620	Student Athlete Concussions and Head Injuries	
Review	5630	Extracurricular Athletics	
Review	5700	Photograph or Video Recordings of a Student	
	<b>Series 6000</b>	<b>INSTRUCTION</b>	
Review	6000	Educational Philosophy and Objectives	
Review	6010	Organizational Plan	
Review	6020	Class Size	
	6040R	Curriculum Guides	
	6040R2	Curriculum Guides/Changes	
	6040R3	Introduction/Deletion of Course Offerings	
Review	6050	Community Resource Persons and Volunteers	
Review	6070	Recognition of Religious Beliefs and Customs	
	6070R	Teaching About Religions	
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	6320R	Title I Program	
Review	6330	Co-Curricular	
Review	6340	Education of Homeless Children	
Review	6350	English Learners	
Review	6360	Migrant Students	
Review	6370	Student Social and Emotional Development	
	6370R	Students with Social, Emotional or Mental Health Problems	
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	6400R	Textbook Selection Committees	
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Review	6410	Instructional Media	
	6410R	Challenged Learning Resource Center (LRC) Materials (External)	
Review	6420	Access to Electronic Networks and Information Services	
	6420R	Software Regulation and Procedures	
	6420R2	Acceptable Use Standards (AUS)	
Review	6450	High School Credit for Students in Grade 7 or 8	
Review	6500	Student Testing and Assessment Program	
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Review	6510	Grading and Promotion	
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Review	6540	Awards for Achievement	

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	6540R	Awards for Achievement	
	6600R	Administrative Procedure – School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action or Restructuring	
	<b>Series 7000</b>	<b>BOARD OF EDUCATION</b>	
Review	7010	District Governance	
Review	7030	Board Committees	
Review	7040	Board Request for Information and Action	
Review	7110	School District Elections and Board Member Oath of Office	
Review	7120	Board Members Term of Office	
Review	7140	Board Member Qualifications	
Review	7155	Board Member Removal from Office	
Review	7170	Board Member Development	
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	7180R	Reimbursement for Expenses	
Review	7200	Ethics and Gift Ban	
Review	7210	Attorney	
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Review	7230	Auditor	
	7310R	Types of School Board Meetings	
Review	7320	Organizational Board Meeting	
Review	7340	Public Participation at Board Meetings	
Review	7350	Communications To and From the Board	
Review	7410	Board Policy Development	
Review	7510	Compliance with Illinois Freedom of Information Act	

## **COMMUNITY RELATIONS**

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### **Visitors to and Conduct on School Property**

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds. A “visitor” is any person other than an enrolled student or District employee.

~~enrolled student or District employee.~~

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All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

In addition to prohibitions in other District policies, no person on school property shall:

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1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Damage another’s property or that of the District.
3. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
4. Violate any provision of the criminal law of the State of Illinois or local ordinance.
5. Smoke or otherwise use tobacco products.
6. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug; be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
7. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
8. Delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner.)
9. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
10. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, (c) in violation of an authorized District employee’s directive or, (d) in violation of State or local law.
11. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
12. Willfully violate other District rules and regulations.

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13. Use or possess medical cannabis, unless he or she has complied with policy 5500, Administering Medicine to Students, implementing Ashley's Law.

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14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.  
As circumstances warrant, appropriate action will be taken by the District's administrators.

#### Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Procedures to Deny Future Admission to School Events or Meetings (Excluding Child Sex Offender)

Before any person, other than child sex offenders as discussed above, may be denied future admission to ~~school events or meetings~~ athletic and extracurricular school events or Board meetings as provided in this policy, the person has a right to a hearing before the Board or Board designated hearing officer. The Superintendent or designee may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

The Superintendent has the discretion to deny future admission for all persons to school property for violation of this policy at all other times.

#### Enforcement

Any staff member may request identification from any person on school grounds or in any school building: refusal to provide such information is a criminal act. The Building Principal or

designee shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act in a civil manner or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Leg. Ref.: Pro-Children Act of 1994, 20 U.S.C. 6081  
105 ILCS 5/10-20.b, 5/24-24, and 5/24-25  
410 ILCS130/, Compassionate Use of Medical Cannabis ~~Pilot~~ Program  
430 ILCS 66/, Firearm Concealed Carry Act  
410 ILCS 705/, Cannabis Regulation and Tax Act  
720 ILCS 5/11-9.3

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Adopted: Board of Education  
Woodridge School District  
November 13, 1995

Reviewed: ~~December 4, 2000~~  
~~November 30, 2015~~  
~~December 5, 2016~~  
~~February~~ ~~January 13, 2019~~ 2020

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Amended: ~~November 20, 2006~~  
~~January 30, 2012~~  
~~January 11, 2016~~  
~~January 23, 2017~~  
~~January 22, 2018~~  
~~February~~ ~~January 13~~ 2019 2020

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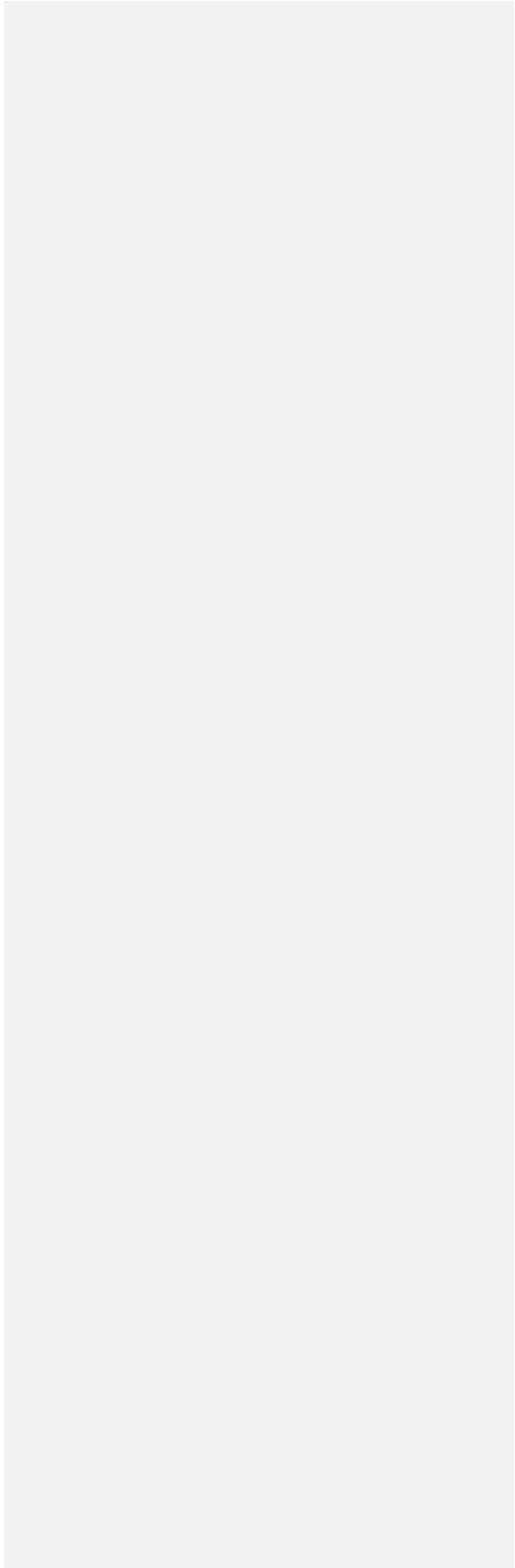
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## **BUSINESS**

### **Investment of Funds**

#### A. Scope

This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule".

#### B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The District's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restriction for return on investments.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the School Treasurer.

#### C. Investment Instruments

The District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois as may be amended from time to time. The District has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the maximum amount provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the statutes;
5. Commercial paper meeting the following requirements:
  - a) The corporation must be organized in the United States.

- b) The corporation's assets must exceed \$500,000,000.
  - c) The obligations at the time of purchase must be rated within the two highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
  - d) The obligations cannot have a maturity longer than 180 days.
  - e) No more than 33% of the total investment fund can be invested in commercial paper at any time.
  - f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
  - g) The total investment in any one corporation cannot be more than \$20 million.
6. The Illinois Public Treasurer's Investment Pool;
7. Investments may be made only in banks, savings and loan associations, or investment certificates which are insured by the Federal Deposit Insurance Corporation.
8. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the district or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service or nationally recognized expertise in rating bonds of states and their political subdivisions.
9. Investment products that are considered as derivatives are specifically excluded from approved investments.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

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The Chief School Business Official and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

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#### D. Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the School Treasurer. The diversification shall be as follows:

- a) up to 100% of C.1. but not less than 10%

- b) up to 90% of C.2.,C.3.
- c) up to 33% of C.4.,C.5.,and C.6.

E. Collateralization

1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any collateral instruments acceptable under ILCS235. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Safekeeping of Collateral
  - a) Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
    - A Federal Reserve Bank or its branch office
    - At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve
    - By an escrow agent of the pledging institution
    - By the trust department of the issuing bank
  - b) Safekeeping will be documented by a District Board and Bank Board approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
  - c) Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by either the Treasurer or Asst. Treasurer provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

F. Safekeeping of Securities

1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:
  - a) A Federal Reserve Bank or its branch office;
  - b) At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved;
  - c) In an insured account at a primary reporting dealer
2. Safekeeping will be documented by a Board of Education approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
3. Original certificates of deposits will be held by the originating bank. A safekeeping

receipt will be acceptable documentation.

G. Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

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- a) Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
- b) The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
- c) To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is required to furnish to the comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within 45 days of the end of each quarter.
- d) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
- e) All financial institutions acting as a depository for the District must enter into a "Depository Agreement."

2. Banks and Savings and Loans - Certificates of Deposit

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Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must meet the following requirements.

- a) Shall provide wire transfer and certificate of deposit safekeeping services.
- b) Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- c) Shall have met the financial criteria as established in the investment procedures of the District.

3. Intermediaries

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Any financial intermediary selected to be eligible for the District's competitive investment program must meet the following requirements.

- a) Shall provide wire transfer and deposit safekeeping services.
- b) Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.

- c) Shall provide an annual audit upon request.
- d) Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
- e) Shall be familiar with the Board's policy and accept financial responsibility for any investment not appropriate according to the policy.

H. Management of Program

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy:

- a) Treasurer
- b) Assistant Superintendent for Business
- b)c) Head Bookkeeper

These documents include:

1. Wire Transfer Agreement
2. Depository Agreement
3. Safekeeping Agreement
4. Custody Agreement

Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

2. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by the Assistant Superintendent for Business, District legal counsel and auditors. These agreements include but are not limited to:
  - a) Wire Transfer Agreement
  - b) Depository Agreement
  - c) Safekeeping Agreement
  - d) Custody Agreement
3. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board.
4. All wire transfers made by the Treasurer or Head Bookkeeper shall require a

secondary authorization by the Assistant Superintendent for Business.

I. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasurer Bill rate for a given period of time for the District's average weighted maturity.

J. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

K. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Procedure and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

L. Reporting

The Treasurer shall submit to the Board and the Superintendent an annual investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date.

M. Amendment

This policy shall be reviewed from time to time by the Treasurer with regards to the policies effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be referred to the Policy Committee of the Board of Education for revision.

Leg. Ref.: 30 ILCS 235/11 et seq.  
105 ILCS 5/8-8, 5/17-1, and 5/17-11

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Reviewed: ~~January 30, 2012~~  
~~December 1, 2014~~ January 13, 2020

Amended: ~~December 18, 2000~~  
~~February 27, 2006~~  
~~January 28, 2008~~  
~~January 31, 2011~~  
~~January 12, 2015~~ January 13, 2020

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**BUSINESS****School Fees and Waiver of Fees**

“School “fees” or “fees” means any monetary charge collected by a school or the District from a student, or the parents or guardian of a student, as a prerequisite for ~~the~~ student participation in any curricular or extracurricular program of the school or District. A school or the District does not impose a “fee” when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or extracurricular program.

1. School “fees” include, but are not limited to the following:
  - (a) All charges for required textbooks and instructional materials.
  - (b) All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
  - (c) Charges for field trips made during school hours, or made after school hours, if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
  - (d) Charges or deposits for uniforms, costumes, or equipment related to interscholastic and intramural sports, or to fine arts programs.
  - (e) Charges to participate in extracurricular activity.
  - (f) Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
  - (g) Graduation fees.
  - (h) School record fees.
  - (i) School health services fees.
2. School “fees” do not include:
  - (a) ~~Library f~~ines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments, library books, technology equipment, etc.).
  - (b) Charges for the purchase of yearbooks, pictures or similar items.
  - (c) Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish club).
  - (d) Charges for admission to school dances, athletic events or other social events.
  - (e) Optional community service programs for which fees are charged (e.g., preschool, before and after school care, recreation programs).

Leg. Ref.: The School Code of Illinois  
 Sections 10-20.13, 34-21.6, 28-19.2(a)  
 Ill Rev. Stat. 1989 ch.105, para. 712.1 et.seq. And par. 50-1 et.seq.

Issued: May 15, 1995

Reviewed: February 27, 2006

44

~~January 13, 2014~~ January 13, 2020

**BUSINESS****Non-Sufficient Funds (NSF) Procedures**

The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution for any reason:

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1. The Superintendent or designee will contact the individual by telephone as soon as the check is returned to the District. The individual will be asked to pay the returned check and the \$25.00 returned check fee. **Note:** Some banks have increased return check fees to \$27-35, but 810 ILCS 5/3-806 continues to state \$25. Consult with the Board Attorney about increasing the returned check fee amount.
2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter, and shall include notice of liability for the costs and expenses. A written demand is necessary to become eligible for any costs and expenses in excess of the amount of the \$25.00 collection fee. 810 ILCS 5/3-806.
3. If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the Board Attorney to discuss further collection action.

~~The purpose of this document is to list the procedures that should be followed when the Business Office receives notice of checks returned to our bank because of either non-sufficient funds or if an account is closed. These procedures would be followed regardless if the check was drawn on the District account or a Student Activity Fund account.~~

- ~~1. Upon receiving notification from our bank, the Business Office should send a "Dunning Letter".~~
- ~~2. If in ten business days payment is still not received, a second Dunning Letter is sent from the Business Office which states that if payment is not received within ten days, the Business Office will begin a collection process and a collection fee will be added to the balance owed.~~
- ~~3. If payment still has not been received, the Business Office should contact the appropriate school and inform them that all future payments by this person must be by either cash or a cashier's check. Again, this would include payments to the SAF account or District account. In addition, the Business Office will begin the collection process.~~
- ~~4. When payment is made on an NSF check, the school will be immediately notified. In addition, this will indicate future checks will be accepted by the Business Office.~~

Administrative Adoption: May 15, 1995

Reviewed: ~~February 27, 2006~~  
January 13, 2014 January 13, 2020

Amended: ~~January 30, 2012~~ January 13, 2020

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**BUSINESS****District Credit Card**

This procedure implements, and is subject to, Board policy. The business office shall oversee the following controls:

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**Issue District credit and/or procurement cards to only authorized individuals.**

1. Require prior authorization before issuing a card to any individual. Review and ensure compliance with policy 7180, *Board Member Expenses*, before issuing Board members a card.
2. Have cardholders sign *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.
3. Instruct cardholders:
  - a. In the proper use of cards, and;
  - b. How to document purchases, including the need to: (a) present an itemized receipt in addition to a credit or procurement card receipt for each item, (b) indicate the date, purpose, and nature of the charge on the receipt, and (c) identify the names of individuals for whom expenditures were incurred on the receipt.

**Monitor that credit and/or procurement cards are being used for appropriate purchases.**

1. Prohibit the use of District credit or procurement cards for personal expenses. Two problems prevent personal use pending later reimbursement – there is no guarantee of reimbursement and the practice is a *de facto* loan available only to certain employees.
2. Do not use cards that allow cash advances or cash back from purchases.
3. Establish reasonable credit limits for each purchase, transaction, and/or the balance total on each card. Reduce the limits on existing cards if necessary. Require prior authorization for purchases above these limits.
4. When a card is used for *emergency purposes*, require that the user clearly document the emergency situation that justified the need.
5. Block certain types of vendors or purchases using Merchant Category Codes – these categorize businesses by the products or services they provide. Request that the card issuer prohibit charges from dry cleaners, health or beauty spas, liquor stores, race tracks, casinos, churches, physicians, and other merchant categories the District will never use.
6. Perform scheduled and random analyses of individual cardholders. This includes examining the continued need for the card and the nature of purchases being made.
7. Perform scheduled and random analyses to determine whether Board policy is being followed.

**Safeguard District credit and procurement cards.**

1. Keep all cards in a secure location.
2. Issue cards only for the time period that they are needed.
3. Issue cards in the names of specific individuals or departments, e.g., athletics, transportation, high school, elementary conferences and/or training, etc., to help maintain accountability.

- 4. Prohibit a card's use by anyone other than the individual to whom a card is issued.
- 5. Develop and follow procedures to cancel cards when lost, stolen, compromised, and/or when individuals leave employment.
- 6. Cancel existing cards that are not needed or accounted for.
- 7. Review and update master credit card lists annually.

**Monitor credit and/or procurement card statements.**

- 1. Review statements and watch for suspicious activity, such as, unusual destinations or items, purchases from a vendor whose reputation has not been verified, or purchases that would have been less expensive if another available payment method had been used.
- 2. Have billing statements broken down by individual user.
- 3. Have a reconciliation process and timetable. This includes:
  - a. Reconciling credit card statements to itemized receipts and invoices;
  - b. Examining the documentation supporting purchases to ensure charges are authorized and reasonable;
  - c. Delegating approval, verification, and payment of bills to different individuals; and
  - d. Requiring someone other than the cardholder or an individual supervised by the cardholder to review and approve transactions.
- 4. In exceptional circumstances when the Superintendent approved a charge that would otherwise be disallowed, maintain a record documenting the Superintendent's approval as well as all other pertinent information about the charge.
- 5. Review all uses of a card via telephone, fax, and the Internet to be sure they were approved by the Superintendent or designee.
- 6. Establish a way of recouping inappropriate charges.
- 7. Do not use automatic payment deductions to pay credit or procurement card bills.
- 8. Pay bills on time to avoid paying fees and late charges.
- 9. Appropriately follow up on any discrepancies.
- 10. Verify that the items purchased were actually received.
- 11. Account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and verify that it was used for the District's benefit.

The following District employees will be issued District credit and/or procurement cards. Other District employees may use a District credit and/or procurement card after receiving specific authorization from the Superintendent.

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<u>Employment Position</u>	<u>Authorized Use and Other Limitations</u>
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<u>Employment Position</u>	<u>Authorized Use and Other Limitations</u>
<u>Superintendent</u>	<u>Actual and necessary expenses incurred in the performance of the Superintendent's duties.</u> <u>Expenses related to professional development.</u>
<u>Transportation, Maintenance, and/or Building and Grounds Directors</u>	<u>Expenses for maintaining and fueling District buildings and grounds vehicles.</u>
<u>Assistant Superintendents</u>	<u>Actual and necessary expenses incurred in the performance of the job duties.</u> <u>Expenses related to professional development.</u>
<u>Building Principals</u>	<u>Purchases of materials and supplies for his or her building that must be made quickly and/or are too small to process through the regular procedure.</u> <u>Expenses from student activity funds for educational, recreational, or cultural purposes.</u> <u>Expenses related to professional development.</u>
<u>Athletic Directors</u>	<u>Actual and necessary expenses incurred in the performance of the job duties.</u>

~~Receipts and documentation form shall be attached to the credit card bill prior to submission for payment.~~

~~Notation shall be made on the receipts indicating purpose of expenditure and account to be credited.~~

~~Travel expenditure shall be in compliance with Regulation 4133 and 8140.~~

~~The Business Office should facilitate payment of the credit card bill in such a manner as to avoid payment of any finance or service charges whenever possible.~~

Administrative Adoption: May 15, 1995  
Reviewed: ~~February 27, 2006~~  


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January 13, 2014 January 13, 2020  
Amended: ~~March 23, 2009~~ January 13, 2020

## **BUSINESS**

### **Accounting and Audits**

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

### **Annual Audit**

At the close of each fiscal year, the Superintendent or designee shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board Member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Educational Service Region Superintendent.

### **Inventories**

The Superintendent or designee is responsible for developing and maintaining the inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

### **Annual Financial Report**

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

### **Capitalization Threshold**

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

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#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

#### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

#### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

#### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent

employee action.

Leg. Ref.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/10-21.4, and 5/17-1 et. Seq.  
[Ill. Rev. Stat., ch.105 &&2-3.27, 2-3.28, 10-21.4 abd 17-1 et.seq]  
23 Ill Adm. Code, ch. 110 and 125

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Reviewed: ~~December 4, 2000~~  
~~February 27, 2006~~  
~~January 30, 2012~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~January 13, 2014~~  
~~January 23, 2017~~ January 13, 2020

## Operational Services

### Inventory Management for Federal and State Awards

This procedure applies to property acquired by the District under federal grant awards or State grant awards governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

#### Definitions

Property - real or personal property. 2 C.F.R. §200.81.

Equipment - Tangible personal property (including information technology systems) having a useful life of more than one year and per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000. 2 C.F.R. §200.33

Supplies - All tangible personal property other than equipment. 2 C.F.R. §200.94

Acquisition Cost - The cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the District's regular accounting practices. 2 C.F.R. §200.2

#### Roles and Responsibilities

<u>Actor</u>	<u>Responsibility</u>
<u>Business Manager and/or Designee</u>	<u>Recordkeeping – 2 C.F.R. §200.313(d)(1) and (2)</u> <ol style="list-style-type: none"> <li><u>1. Ensures all equipment purchased with grant funds is identified and marked as such.</u></li> <li><u>2. Maintains an inventory list that includes the following:</u> <ol style="list-style-type: none"> <li><u>a. a description of the property</u></li> <li><u>b. a serial number or other identification number</u></li> <li><u>c. the source of funding for the property (including the Federal Award Identification Number (FAIN), if applicable)</u></li> <li><u>d. who holds title</u></li> <li><u>e. the acquisition date</u></li> <li><u>f. cost of the property</u></li> <li><u>g. percentage of federal or State participation in the cost of the property</u></li> <li><u>h. the location, use and condition of the property</u></li> <li><u>i. any ultimate disposition data including the date of</u></li> </ol> </li> </ol>

<u>Actor</u>	<u>Responsibility</u>
	<p data-bbox="558 457 922 483"><u>disposal and sale price of the property.</u></p> <p data-bbox="488 489 1084 543"><u>3. Takes a physical inventory of the property and reconciles the results with the records at least once every two years.</u></p> <p data-bbox="451 575 1000 600"><u>Maintenance and Safeguarding – 2 C.F.R. §200.313(d)(4)</u></p> <p data-bbox="488 611 1084 716"><u>1. Budgets for and schedules regular maintenance of the equipment when it is recommended by the manufacturer and arranges for repair of equipment when economically feasible.</u></p> <p data-bbox="488 730 1084 785"><u>2. Oversees implementation of the internal controls for the safeguarding of equipment and supplies.</u></p> <p data-bbox="488 800 1084 854"><u>3. Reports (or receives reports, if so designated) any fraud, waste, or abuse of property.</u></p> <p data-bbox="488 869 1084 974"><u>4. Investigates reports of property loss, damage, or theft. If appropriate, and in consultation with the Superintendent, makes a report to law enforcement for further investigation.</u></p> <p data-bbox="451 1005 873 1031"><u>Title and Use – 2 C.F.R. §200.313(a) and (c)</u></p> <p data-bbox="488 1041 1084 1146"><u>1. Ensures the equipment is used for the authorized purposes of the grant during the period of the grant, or until the property is no longer needed for the purposes of the project.</u></p> <p data-bbox="488 1161 1084 1350"><u>2. During the time that equipment is used on the project or program for which it was acquired, designates equipment available for use on other projects or programs currently or previously supported by the federal or State government, provided such use will not interfere with the work for which it was originally acquired, in the following order of priority:</u></p> <p data-bbox="521 1365 1084 1440"><u>a. First preference is given to other programs or projects supported by the awarding agency that financed the equipment.</u></p> <p data-bbox="521 1455 1084 1614"><u>b. Second preference is given to programs or projects under awards from other awarding agencies (in the case of federal awards, to activities under federal awards from other federal awarding agencies; this includes consolidated equipment for information technology systems).</u></p> <p data-bbox="488 1629 1084 1684"><u>3. If the equipment is to be used for non-federally or non-State-funded programs or projects, considers charging user</u></p>

<u>Actor</u>	<u>Responsibility</u>
	<p data-bbox="521 457 1089 590"><u>fees. Any fees charged for equipment services acquired under an award must be equal to or greater than what private companies charge for equivalent services, unless specifically authorized by statute, for as long as the government retains an interest in the equipment.</u></p> <p data-bbox="488 600 1089 657"><u>4. Ensures that title to the property is not encumbered without the approval of the awarding agency.</u></p> <p data-bbox="451 663 789 690"><u>Disposition – 2 C.F.R. §200.313(e)</u></p> <p data-bbox="488 697 1089 884"><u>1. Unless the awarding agency requires an equipment transfer, when equipment acquired under an award is no longer needed for the original project or program or for any other activities supported by a federal or State awarding agency, requests disposition instructions from the awarding agency, if required by the terms and conditions of the award.</u></p> <p data-bbox="488 894 1089 1035"><u>2. If an item of equipment has a current per unit fair market value of \$5,000 or less, arranges for the retention, sale, or disposal of the equipment with no further obligation to the awarding agency. Notes the disposition of such items in the District’s property records.</u></p> <p data-bbox="488 1045 1089 1186"><u>3. Except for awards exempted under 2 C.F.R. §200.312(b), or if the awarding agency fails to provide requested disposition instructions within 120 days, arranges for the retention or sale of items of equipment with a current per-unit fair-market value in excess of \$5,000.</u></p> <p data-bbox="521 1192 1089 1409"><u>The awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the awarding agency may permit the District to deduct and retain from the agency share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.</u></p> <p data-bbox="488 1419 1089 1560"><u>4. If applicable, arranges for the transfer of title to the property to the federal or State government or to an eligible third party, provided that in such cases, the District is entitled to compensation for its attributable percentage of the current fair market value of the property.</u></p> <p data-bbox="488 1570 1089 1673"><u>5. If the District is authorized or required to sell the property, ensures compliance with Board policy <i>Accounting and Audits</i>, regarding the disposition of property, and follows proper sales procedures to ensure the highest possible</u></p>

<u>Actor</u>	<u>Responsibility</u>
	<p><u>return.</u></p> <p><u>6. For items of equipment with an acquisition cost of \$5,000 or more:</u></p> <p><u>a. Obtains two signed bids from potential purchasers or two appraisals from authorized appraisers to determine the per unit current fair market value.</u></p> <p><u>b. If the per unit current fair market value is \$5,000 or more, follows the procedures outlined in the Ill. State Board of Education's <i>State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures</i> to obtain ISBE's approval, available at:</u></p> <p><u>www.isbe.net/Documents/fiscal_procedure_handbk.pdf.</u></p> <p><u>7. When appropriate, arranges for the trade-in of equipment to be replaced or sale of the property when acquiring replacement equipment. Proceeds from the trade-in or sale may be used to offset the cost of the replacement equipment.</u></p> <p><u><b>Note:</b> If the District fails to take appropriate disposition actions, the awarding agency may direct the District to take disposition actions.</u></p>
<p><u>Staff Members Who Receive Equipment/Supplies as Part of Their Job Duties</u></p>	<p><u>Use the equipment/supplies for the purposes authorized by the grant during the grant period, or until the property is no longer needed for the purposes of the project.</u></p> <p><u>Properly use the equipment in accordance with the manufacturer's instructions.</u></p> <p><u>Produce the equipment/supplies when requested by the Business Manager or designee, whether for inventory, scheduled maintenance, repair, or other purposes.</u></p> <p><u>Take reasonable steps to prevent damage to equipment and supplies.</u></p> <p><u>Report any fraud, waste, or abuse of property.</u></p> <p><u>Immediately report lost or stolen equipment/supplies to the Business Manager or designee.</u></p> <p><u>Return the equipment/supplies when requested by the Business Manager or designee or if it is no longer needed.</u></p>

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**BUSINESS**

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**Insurance Management**

The Superintendent or designee shall annually review the insurance program which shall include:

1. Liability coverage to insure against any loss or liability of the District, and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of work-related injury, certain types of disease, or death incurred in an employee-related situation.

**Student Insurance**

The Superintendent or designee shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage and any contract is between the parent and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.  
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
215 ILCS 5/  
820 ILCS 305/.

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Amended: January 25, 2010  
January 11, 2016  
~~May 13, 2019~~ January 13, 2020

Reviewed: ~~December 4, 2000~~  
~~February 27, 2006~~  
~~January 30, 2012~~  
~~November 30, 2015~~ January 13, 2020

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**BUSINESS**

**Identity Protection**

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District’s collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. All employees must be advised of this policy’s existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. All employees must be advised of this policy’s existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
- 5-7. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

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No District employee shall collect, store, use, or disclose an individual’s social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) protected personally identifiable information, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as personally identifiable information (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, sensitive information), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

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LEGAL REF.: 5 ILCS 179/, Identity Protection Act.

2 C.F.R. §200.303(e).

30 ILCS 708/, Grant Accountability and Transparency Act

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

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Adopted: Board of Education  
Woodridge School District  
January 30, 2012

Amended: ~~January 13, 2014~~ January 13, 2020

**BUSINESS**

**Protecting the Privacy of Social Security Numbers**

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Much of the District’s collection, storage, use, and disclosure of social security numbers apply to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers. When student social security numbers are involved, consult the Board attorney about the intersection of the Identity Protection Act (5 ILCS 179/), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/).

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<u>Actor</u>	<u>Action</u>
<p><u>Superintendent and business manager, and their designees</u></p>	<p><u>Identify the approved purposes for collecting SSNs, including:</u></p> <ol style="list-style-type: none"> <li><u>1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare.</u></li> <li><u>2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans’ programs.</u></li> <li><u>3. Filing insurance claims.</u></li> <li><u>4. Internal verification or administrative purposes.</u></li> <li><u>5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5 ILCS 179/10(c)):</u> <ol style="list-style-type: none"> <li><u>a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;</u></li> <li><u>b. Disclosing SSNs pursuant to a court order, warrant, or subpoena;</u> <u>and</u></li> <li><u>c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.</u></li> </ol> </li> </ol> <p><u>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b)(1).</u></p> <p><u>Inform all employees of the District’s efforts to protect the privacy of SSNs.</u></p> <p><u>Maintain a written list of each staff position that allows or requires access to SSNs.</u></p> <p><u>The existence of a written list, even though not required, is important for recordkeeping and accountability purposes.</u></p> <p><u>Require that employees who have access to SSNs in the course of performing their duties be trained to protect the confidentiality of SSNs. 5 ILCS 179/35(a)(2).</u></p> <p><u>Direct that only employees who are required to use or handle information or documents that contain SSNs have access to such information or documents. 5 ILCS 179/35(a)(3).</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>Require that SSNs requested from an individual be provided in a manner that makes the SSN easily redacted if the record is otherwise required to be released as part of a public records request. 5 ILCS 179/35(a)(4).</u></p> <p><u>Require that, when collecting SSNs or upon request, a <i>statement of the purpose(s)</i> for which the District is collecting and using the SSNs be provided. 5 ILCS 179/35(a)(5). Require that, when employees who are required to use or handle information or documents that contain SSNs learn of a breach, they:</u></p> <ol style="list-style-type: none"> <li><u>1. Notify District administrators immediately, and</u></li> <li><u>2. Ensure that notifications to the proper individuals occur.</u></li> </ol> <p><u>Enforce the requirements in Board policy 4:15, <i>Identity Protection</i>, and this procedure.</u></p>
<u>Records Custodian and Head of Information Technology (IT)</u>	<p><u>Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:</u></p> <ol style="list-style-type: none"> <li><u>1. The display of SSNs on computer terminals, screens, and reports;</u></li> <li><u>2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database;</u></li> <li><u>3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and</u></li> <li><u>4. Alternate mechanisms for integrating data other than the use of SSNs.</u></li> </ol>
<u>Training</u>	<p><u>Design and execute a training program (GCN) on protecting the confidentiality of SSNs for employees who have access to SSNs in the course of performing their duties.</u></p> <p><u>The training should include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. 5 ILCS 179/35(a)(2).</u></p>
<u>Assistant Superintendents</u>	<p><u>Require each staff member whose position allows or requires access to SSNs to attend training on protecting the confidentiality of SSNs.</u></p> <p><u>Instruct staff members whose positions allow or require access to SSNs to:</u></p> <ol style="list-style-type: none"> <li><u>1. Treat SSNs as confidential information.</u></li> <li><u>2. Never publically post or display SSNs or require any individual to verbally disclose his or her SSN.</u></li> <li><u>3. Dispose of documents containing SSNs in a secure fashion, such as, by shredding paper documents and by deleting electronic documents as instructed by the IT Department.</u></li> <li><u>4. Use SSNs as needed during the execution of their job duties and in accordance with the training and instructions that they received.</u></li> </ol> <p><u>Instruct staff members whose positions do not require access to SSNs to notify a supervisor and/or the IT Department whenever SSNs are found in a document or other material, whether in paper or electronic form.</u></p>

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<u>Actor</u>	<u>Action</u>
<u>Freedom of Information Officer</u>	<u>Redact every SSN before allowing public inspection or copying of records responsive to a FOIA request. 5 ILCS 179/15.</u>
<u>Employees</u>	<p><u>Do not collect, use, or disclose another individual's SSN unless directed to do so by an administrator.</u></p> <p><b><u>If the employee is in a position that requires access to SSNs: Treat SSNs as confidential information and follow the instructions learned during training.</u></b></p> <p><b><u>If the employee is not in a position that requires access to SSNs: Notify his or her supervisor and/or the IT Department whenever the employee comes across a document or other material, whether in paper or electronic form, that contain SSNs.</u></b></p>

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Administrative Adoption: January 13, 2020

## Operations

### Treatment of Personally Identifiable Information Under Grant Awards

This procedure implements identification, handling, storage, access, disposal, and the overall confidentiality of personally identifiable information under grant awards in the subhead Treatment of Personally Identifiable Information Under Grant Awards in Board policy 3570, *Identity Protection*. Use it when the District is a recipient of a federal grant award or State grant award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and, as a result, must handle personally identifiable information (defined below) in its administration of the award.

#### Definitions

Personally identifiable information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public Web sites. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII (or *protected personally identifiable information*) whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

Protected personally identifiable information (Protected PII) is a subset of PII; it means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include personally identifiable information that is required by law to be disclosed. 2 C.F.R. §200.82.

#### Safeguarding Requirement

GATA and 2 C.F.R. §200.303(e) require grant recipients to take reasonable measures to safeguard (1) *protected personally identifiable information*, (2) other information that the awarding or pass-through agency designates as sensitive, such as *personally identifiable information*, and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively referred to in this Procedure as *sensitive information*).

The Superintendent or designee will ensure that the District:

1. Implements reasonable security measures, such as physical and technological safeguards, for the protection of sensitive information that meets or exceeds industry standards designed to protect such information from unauthorized access, destruction, use, modification, or disclosure.

2. Complies with all applicable laws, such as the Identity Protection Act (5 ILCS 179/) (IPA), Personal Information Protection Act (815 ILCS 530/10) (PIPA) and Student Online Personal Protection Act (105 ILCS 85/27, added by P.A. 101-516, eff. 7-1-21) (SOPPA) in the event of a breach of sensitive information.
3. Notifies, if appropriate, members of the school community impacted by a breach when notification is not specifically required by law.
4. Educates staff members involved in the administration of grants that in addition to federal regulation 2 C.F.R. §200.303(e) and the terms of a specific award, multiple laws may apply to personally identifiable information, depending upon the type of information/record including: IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), SOPPA (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).
5. Consults with the Board Attorney as needed to ensure compliance.

#### Disposal of Sensitive Information

When disposal of sensitive information is authorized by law and/or Board policy, the Superintendent or other administrator overseeing the administration of the grant award will ensure the District follows the disposal standard under the Personal Information Protection Act (815 ILCS 530/40) and renders the information unreadable, unusable, and undecipherable.

#### Training for Employees and Contractors

District employees and contractors responsible for the administration of a federal or State award for the District will receive training on the safeguarding of sensitive information.

The Superintendent or designee will ensure:

1. Employees receive training upon their assignment to perform work under the award. The training shall include education on this procedure and the District's policies and procedures listed above that govern the District's handling of sensitive information for various types of information/records.
2. Documentation of employee training on the handling of personally identifiable information is maintained, including the dates(s) of the training and attendance/completion of the training.
3. District contractors performing work under the grant award regularly receive training from the District or other comparable training on the management of sensitive information.

#### Resources

##### Ill. State Board of Education –

Checklist for Protection of Personally Identifiable Information, available at [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

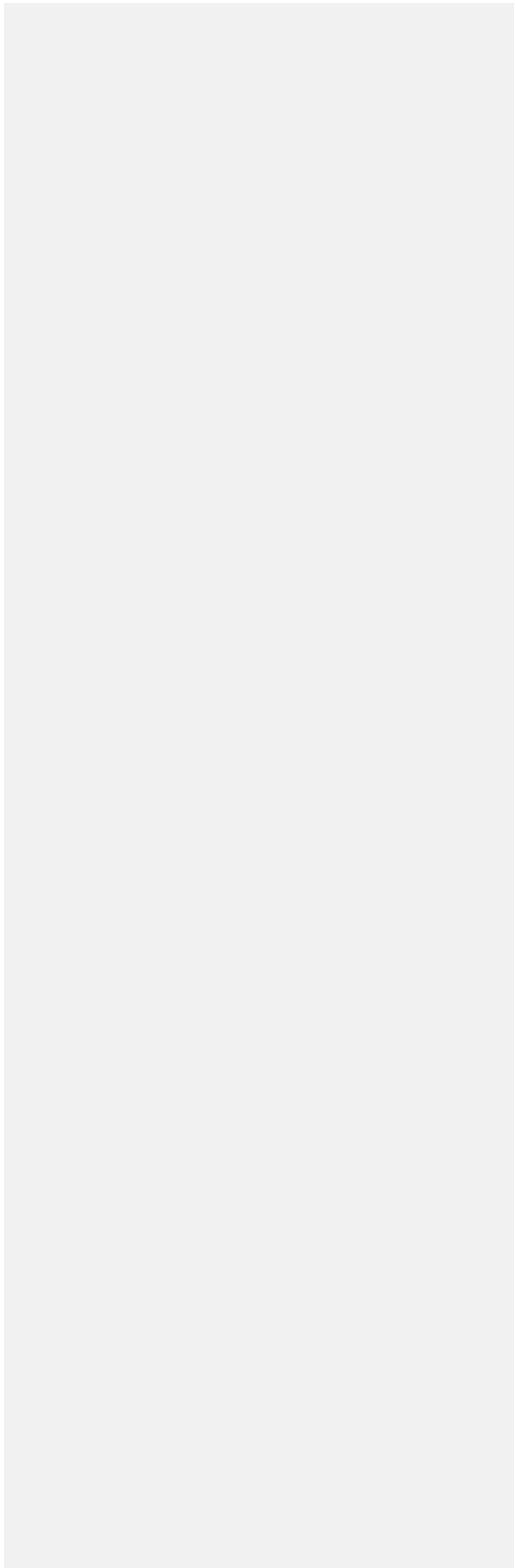
##### U.S. Dept. of Education –

Privacy Technical Assistance Center's Protecting Student Privacy Service, at [www.studentprivacy.ed.gov](http://www.studentprivacy.ed.gov).

##### Ill. Attorney General –

[www.illinoisattorneygeneral.gov/consumers/hotline.html#dbreport](http://www.illinoisattorneygeneral.gov/consumers/hotline.html#dbreport).

| Administrative Adopted: January 13, 2020



## **BUSINESS**

### **Transportation**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one mile or more from their assigned school, or (2) residing within one mile from their assigned school where walking would constitute a serious hazard due to [either a](#) vehicular traffic or rail crossing, [or b\) a course or pattern of criminal activity, as defined in the IL Streetgang Terrorism Omnibus Prevention Act](#), and adequate public transportation is not available as determined by the Illinois Department of Transportation (IDOT). A student's parent(s)/guardian(s) may file a petition with the Board requesting a review for transportation due to the existence of a serious safety hazard if they believe one exists, but has not been declared by IDOT.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent, or designee's, approval and direction. In adjusting the routes, every effort should be made to have the pickup and discharge points as safe and convenient for students as possible.

Free transportation services and vehicle adaptations for special education students shall be provided if included in a student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney- Vento Homeless Assistance Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes, at the time for transportation to and/or from school, that location may be considered for purposes of determining the one mile allowance from the school attended, assuming that location is within the home school's bussing and attendance area. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care, the location must be along the individual School/District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

No school employee may transport students in school via private vehicles unless authorized by the administration.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers, and approved in advance by the Superintendent, or designee.

### **Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee, or private sector school bus company, if transportation is

provided by the private sector company, shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers on the bus.

The Superintendent is authorized to provide a transportation program for students who reside less than one (1) mile from school and are not on a designated serious hazard route if operationally and economically feasible. The program shall include a transportation fee payable by the parent or guardian. Such fee shall be determined by the actual cost of a bus run divided by the bus ridership, as provided for in the State Transportation Claim Reimbursement filing from the previous year.

Leg. Ref.: 105 ILCS 5/10-22.22 and 5/29.1 et seq. [Ill. Rev. Stat., ch. 105, && 10-22.22 and 29.1 et seq.].  
625 ILCS 5/6-106.1 and 5/13-109 [Ill. Rev. Stat., ch. 95 1/2, && 6-106.1 and 13-109].  
23 Ill. Admin. Code. " 1.510a and 226.935.  
McKinney Homeless Assistance Act, 42U.S.C.'11431 et.seq.

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Reviewed: ~~February 27, 2006~~  
~~January 30, 2012~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~December 18, 2000~~  
~~November 18, 2002~~  
~~January 11, 2016~~  
~~January 23, 2017~~  
~~January 22, 2018~~  
~~January 14, 2019~~  
~~May 13, 2019~~ January 13, 2020

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## BUSINESS

### Facility Management and Expansion Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

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#### Facility Development and Expansion Programs

~~It shall be the policy of the Board to authorize the construction of a sufficient number of school buildings to meet demands of present and future student enrollments and in doing so, provide the highest quality of educational environment for students at the lowest expenditure of tax dollars.~~

~~When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff, the community, the Illinois State Board of Education and educational and architectural consultants as it deems appropriate. The Board establishes these goals for the District's development and expansion program:~~

- ~~1. Integrate facilities planning with other aspects of planning and goal setting.~~
- ~~2. Base educational specifications for school buildings on identifiable learner needs.~~
- ~~3. Design the sufficient flexibility to permit new or modified programs.~~
- ~~4. Design buildings for maximum potential for community use.~~
- ~~5. Provide for the financing of any construction project in accordance with the provisions of the school code.~~
- ~~6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.~~
- ~~7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.~~

#### Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Managing Buildings and Grounds

The Superintendent or designee shall develop procedures for managing and maintaining District buildings and grounds. The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural

Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Facility Development and Expansion Programs

It shall be the policy of the Board to authorize the construction of a sufficient number of school buildings to meet demands of present and future student enrollments and in doing so, provide the highest quality of educational environment for students at the lowest expenditure of tax dollars.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff, the community, the Illinois State Board of Education and educational and architectural consultants as it deems appropriate. The Board establishes these goals for the District's development and expansion program:

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable learner needs.
3. Design the sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Provide for the financing of any construction project in accordance with the provisions of the school code.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Leg. Ref.: [42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.](#)  
[20 ILCS 3130/, Green Buildings Act.](#)  
[105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.](#)  
[105 ILCS 140/, Green Cleaning Schools Act.](#)  
[105 ILCS 230/, School Construction Law.](#)  
[410 ILCS 25/, Environmental Barriers Act.](#)  
[410 ILCS 35/25, Equitable Restrooms Act.](#)  
[820 ILCS 130/, Prevailing Wage Act.](#)  
[23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.](#)  
[71 Ill.Admin.Code Part 400, Ill. Accessibility Code.](#)  
[105 ILCS 5/2-3.12, 5/2-3.25, 5/19-2, 5/19-3, 5/19-11](#)  
[225 ILCS 235/, Structural Pest Control Act.](#)  
[415 ILCS 65/, Lawn Care Products Application and Notice Act.](#)  
[820 ILCS 255/, Toxic Substances Disclosure to Employees Act. \(inoperative\)](#)  
[23 Ill.Admin.Code §1.330, Toxic Materials Training.](#)  
[Green-Cleaning School Act \(105 ILCS 140, as added by P.A. 95-84\)](#)

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~~23 Ill. Admin. Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800 Green Cleaning for Elementary and Secondary Schools.~~

Adopted: Board of Education  
Woodridge School District  
December 18, 1995

Reviewed: ~~December 4, 2000~~  
~~February 27, 2006~~  
~~January 30, 2012~~  
~~December 1, 2014~~  
~~November 30, 2015~~ [January 13, 2020](#)

Amended: ~~January 12, 2015~~  
~~January 11, 2016~~  
~~May 13, 2019~~ [January 13, 2020](#)

## GENERAL PERSONNEL

### Equal Employment Opportunity and Minority Recruitment

The District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status, provided the individual is authorized to work in the United States, ~~use of lawful products while not at work,~~ being a victim of domestic ~~violence,~~ ~~or~~ sexual violence, gender violence; genetic information, ~~physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth or related medical conditions,~~ credit history, unless required as an established bona fide occupational requirement of a particular position, and other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis ~~Pilot~~ Program Act, 410 ILCS 130/.

#### Minority Recruitment

The District will aggressively recruit minority employees through such activities as advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. The goal of the District will be that the staff population mirrors the student population. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

#### Complaint Resolution

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. The Nondiscrimination Coordinator and/or a Complaint Managers' names, addresses and telephone numbers shall be prominently displayed on the District's website.

#### Nondiscrimination Coordinator:

Dr. William Schmidt

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7925 Janes Avenue

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Woodridge, IL 60517

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630-967-2030

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**Complaint Managers:**

Dr. Anne Bowers

Dr. William Schmidt

2525 Mitchell Drive

7925 Janes Avenue

Woodridge, IL 60517

Woodridge, IL 60517

630-967-2012

630-967-2045

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §' 621 et seq.  
Americans With Disabilities Act, Title I, 42 U.S.C§ 12111 et seq.  
Equal Pay Act, 29 U.S.C. § 206 (d).  
Ill. Constitution, Art. 1 §§ 17, 18, and 19.  
Immigrant Reform and Control Act, 8 U.S.C. § 1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
Title VII of Civil Rights Act, 42 U.S.C.' 2000e et seq., 29 C.F.R. Part1 601.  
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq., 34 C.F.R. Part 106  
820 ILCS 105/1 et seq.  
775 ILCS 5/1-103 and 5/2-102  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-  
4, 5/24-4.1, and 5/24-7.  
23 Ill. Admin. Code § 1.230.

Adopted: Board of Education  
Woodridge School District  
June 22, 1998

Amended: ~~November 18, 2002~~  
~~February 27, 2006~~  
~~March 23, 2009~~  
~~January 31, 2011~~  
~~January 14, 2013~~  
~~January 13, 2014~~  
~~January 12, 2015~~ January 13, 2020

Reviewed: ~~December 1, 2014~~  
~~November 30, 2015~~ January 13, 2020

## GENERAL PERSONNEL

### Hiring Process

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board and shall ensure the District provides equal employment opportunities to all persons. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code. All applicants must complete a District application in order to be considered for employment.

### Job Descriptions

The Superintendent or designee shall develop and maintain a current, comprehensive job description for each position, other than the Superintendent's job description, which is developed and maintained by the Board of Education. A provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal background investigation check and a check of the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database are performed on each applicant as required by State Law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. A conviction record shall be kept confidential and shared only with the Board, Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision, or for purposes of clarifying the information, the IL. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose fingerprint-based criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents, If an indicated finding of abuse or neglect of a child has been issued by the IL. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry

prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 4010, *Equal Employment Opportunity and Minority Recruitment.*

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~~The District shall not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.~~

#### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. All physical fitness examinations must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The physical examination must have been taken by the employee no more than 90 days before the employee's submitting evidence of same to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, and approved

in advance by the Superintendent or designee if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, their school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form.

Orientation for all new teachers prior to the start of the school term may be required. Such orientation shall be considered a pre-condition to employment and shall not carry any added salary or stipend. The decision to provide the program, and any related decisions about the content of the program, shall be determined by the Superintendent or designee.

LEGAL REF.: Employee Credit Privacy Act, 820 ILCS 70/  
Right to Privacy in the Workplace Act, 820 ILCS 55/  
Americans With Disabilities Act, 42 U.S.C. § 12112, 29

C.F.R. Part 1630  
Immigration Reform and Control Act, 8U.S.C. §'1324a et seq.  
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,  
5/22-6.5 , and 5/24-5.

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1<sup>st</sup>Dist.Ill1985)  
Kaiser v. Dixon, 468 N.E.2d 8ss (2<sup>nd</sup> Dist. Ill. 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (5<sup>th</sup> Dist. Ill 1982).

Those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17,  
11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-  
14.1, 12-15, and 12-16 of the Criminal Code of 1961.

Those defined in the Cannabis Control Act, 720 ILCS 550/1 et. seq., except  
720 ILCS 550/4(a), 550/4(b), and 550/5(a).

Those defined in the Illinois Controlled Substances Act, 720 ILCS 570/100  
et. seq.

Adopted: Board of Education  
Woodridge School District  
June 22, 1998

Reviewed: ~~December 1, 2014~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~November 18, 2002~~  
~~March 21, 2005~~  
~~February 27, 2006~~  
~~March 23, 2009~~  
~~January 12, 2015~~  
~~January 11, 2016~~  
~~January 23, 2017~~ January 13, 2020

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**GENERAL PERSONNEL**

**Administrative Procedure—Job Interviews**

Anti-discrimination laws affect all steps of the employee hiring process. Knowledge of the characteristics on which these laws prohibit inquiry is especially critical when conducting interviews. Any employer that asks applicants to record video interviews and uses an artificial intelligence analysis of the applicant-submitted videos must comply with the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20. Sloppy interview practices can result in the appearance of illegal discrimination or even actual discrimination.

Interviewers should avoid seeking information that will not be used to make an employment decision. Assume that a rejected applicant may believe that all information acquired was used. The District, if challenged, must explain why it asked for the information – a very difficult task when the information involves race, sex, religion, age, disability, etc. Information needed for insurance, tax, social security, or similar purposes should be obtained after employment. The following list of protected characteristics may not be complete because of the rapidly changing nature of discrimination laws.

<b><u>Protected Status</u></b>	<b><u>Do not ask</u></b>	<b><u>Permissible to ask</u></b>
<u>Race and color</u>	<u>What race are your parents?</u>	
<u>Alienage, ancestry, national origin, nationality, and citizen status (provided the individual is authorized to work in the U.S.)</u>	<u>In what country were you born?</u> <u>In what country were your parents born?</u> <u>Are you a naturalized citizen?</u>	<u>Are you legally authorized to work in the United States?</u> <u>What languages do you read, speak, or write fluently?</u>
<u>Marital status</u>	<u>Are you married? Single?</u> <u>Divorced? Engaged?</u> <u>Are you living with someone?</u> <u>Would your spouse move with you if you got this position?</u> <u>What is your maiden name?</u>	
<u>Gender, including parent and pregnancy status</u>	<u>What are your future family plans?</u> <u>Are you pregnant?</u> <u>Do you have children? What are their ages?</u> <u>Do you have child care?</u>	<u>Is there anything that would interfere with regular work attendance?</u> <u>Are you available to work overtime?</u>
<u>Sexual orientation, including actual or perceived heterosexuality, homosexuality,</u>	<u>Do you have a spouse or partner – which?</u>	<u>How do you feel about supervising a diverse workplace?</u>

<u>Protected Status</u>	<u>Do not ask</u>	<u>Permissible to ask</u>
<u>bisexuality, or gender-related identity</u>		
<u>Religion or creed</u>	<u>What religious holidays do you celebrate?</u>	<u>We need you to work on [insert days]. Are you available to work those days?</u>
<u>Age</u>	<u>When do you plan to retire?</u> <u>When do you plan to collect your pension?</u>	<u>What are your long-term career goals?</u>
<u>Military status</u>	<u>Will you miss work because you are a member of a U.S. Reserve unit, such as, Army Reserve or Marine Corps Reserve, or a member of a National Guard unit?</u>	<u>How does your military training or experience prepare you for this job?</u>
<u>Unfavorable discharge from military service</u>	<u>Under what circumstances were you discharged from the service?</u>	
<u>Arrest record</u> <u>Conviction that is not on the School Code's list of disqualifying convictions</u>	<u>Have you ever been arrested?</u> <u>Spent time in jail?</u>	<u>Have you ever been convicted of attempting to commit, conspiring to commit, soliciting, or committing any crime in the following list?</u> <u>(1) any sex offense or drug offense, as defined in Sec. 21B-80(a) of the School Code, (2) first degree murder or a Class X felony, or (3) any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. 105 ILCS 5/21B-80, amended by P.A. 101-531.</u>
<u>The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. Thus, school employers should limit their requests for criminal convictions to job-disqualifying convictions.</u>		
<u>Use of lawful products during non-working hours</u>	<u>Do you smoke or use tobacco products during non-working hours?</u> <u>Do you consume alcoholic beverages during non-working hours?</u>	<u>Have you been disciplined by an employer for violating its rules forbidding the use of alcohol or tobacco products?</u>
<u>Genetic information</u>	<u>What were the results of any diagnostic, predictive, or pre-symptomatic genetic testing that you've had?</u>	<u>See section on disability below.</u>
<u>Whether applicant has ever filed a claim or</u>	<u>Have you ever filed a claim or received benefits under the</u>	

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<u>Protected Status</u>	<u>Do not ask</u>	<u>Permissible to ask</u>
<u>received benefits under the Illinois Workers' Compensation Act or Workers' Occupational Diseases Act</u>	<u>Illinois Worker's Compensation Act or Workers' Occupational Disease Act?</u>	
<u>Credit history/report, unless the Employee Credit Privacy Act permits a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. 820 ILCS 70/10(b).</u>	<u>Unless specifically permitted, do not ask: Do you have a good credit score? Have you been denied a credit card within last 5 years? Have you ever filed bankruptcy?</u>	<u>How long have you lived at your current address?</u>
<u>Wage or salary history, including benefits or other compensation, unless: the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer. 820 ILCS 112/10, amended by P.A. 101-177. For further discussion see f/n 19 in policy 5:30, <i>Hiring Process and Criteria</i>.</u>	<u>What is your current wage/salary? What was your previous wage/salary? What benefits or other compensation do you currently receive? What benefits or other compensation did you previously receive? What was your highest paid position? This position pays \$X; is that more or less than what you are making now?</u>	<u>This position provides the following wage/salary, benefits, and compensation: [insert details]. Does that meet your expectations? What are you looking for in terms of wage/salary, benefits, and other compensation for this position?</u>
<u>Victim of domestic violence or being protected under an order of protection</u>	<u>Have you ever requested a restraining order or order of protection against your spouse or other person?</u>	

Disability

Inquiries that are likely to elicit information about a disability, before a bona fide job offer is made, are prohibited. Inquiries about the ability to perform job functions that do not ask about disabilities are permissible.

<u>Protected Status</u>	<u>Do not ask</u>	<u>Permissible to ask, provided all applicants are asked</u>
<u>Disability</u>	<u>Have you had any recent illnesses or operations?</u> <u>Do you have AIDS?</u> <u>Do you have asthma?</u> <u>Do you have a disability which would interfere with your ability to perform the job?</u> <u>How many days were you sick last year?</u> <u>Have you ever filed for Workers' Compensation?</u> <u>Have you ever been injured on the job?</u> <u>How much alcohol do you drink each week?</u> <u>Have you ever been treated for alcohol problems?</u> <u>Have you ever been treated for mental health needs?</u> <u>What prescription drugs are you currently taking?</u>	<u>Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation?</u> <u>Please describe/demonstrate how you would perform these functions (essential and/or marginal).</u> <u>Have you ever been disciplined (oral or written reprimand, suspension or termination) for attendance violations or problems?</u> <u>Are you a current user of illegal drugs?</u> <u>Do you have the required licenses to perform this job?</u>

The anti-discrimination laws affect all steps of the employee hiring process. Knowledge of the characteristics on which these laws prohibit inquiry is especially critical when conducting interviews. Sloppy interview practices can result in the appearance of illegal discrimination or even actual discrimination.

Interviewers should avoid seeking information that will not actually be used to make an employment decision. Assume that a rejected applicant may believe that all information acquired was used. Remember, it will be the District's burden to explain that not all information elicited was used—a very difficult burden when the information involves race, sex, religion, age, disability, etc. Information needed for insurance, tax, social security, or similar purposes should be obtained after employment.

**Race and Color**

*For example, do not ask:*

- — What race are your parents?

**Alienage, Ancestry, National Origin, Nationality, and Citizen Status**

*For example, do not ask:*

- — In what country were you born?

- In what country were your parents born?

*Permissible to ask*

- Are you a United States citizen? PROVIDED you also ask: "If not, do you have a work permit?"

### **Marital Status**

*For example, do not ask:*

- Are you married? Single? Divorced? Engaged?
- Are you living with someone?
- Would your spouse move with you if you got this position?

### **Sex, Including Children and Pregnancy**

*For example, do not ask:*

- What are your future family plans?
- Are you pregnant?
- Do you have children? What are their ages?
- Do you have child care?

### **Religion or Creed**

*For example, do not ask:*

- What religious holidays do you celebrate?

**Age**

*For example, do not ask:*

- When do you plan to retire?

**Disability**

Inquires that are likely to elicit information about a disability, before a *bona fide* job offer is made, are prohibited. Inquiries about the ability to perform job functions are not disability-related inquiries, and thus are permissible.

*For example, before a bona fide job offer is made, do not ask:*

- Do you have AIDS? Do you have asthma?
- Do you have a disability which would interfere with your ability to perform the job?
- How many days were you sick last year?
- Have you ever filed for Workers' Compensation? Have you ever been injured on the job?
- How much alcohol do you drink each week? Have you ever been treated for alcohol problems?
- Have you ever been treated for mental health problems?
- What prescription drugs are you currently taking?

*Permissible to ask, provided that all applicants are asked:*

- Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation?
- Please describe/demonstrate how you would perform these functions (essential and/or marginal).
- Do you have a cold? Have you ever tried Tylenol for fever? How did you break your leg?
- Can you meet the attendance requirements of this job? How many days did you take leave last year?
- Do you illegally use drugs? Have you used illegal drugs in the last two years?
- Do you have the required licenses to perform this job?
- How much do you weigh? How tall are you? Do you regularly eat three meals per day?
- 

**Unfavorable Discharge from Military Service**

*For example, do not ask:*

- Under what circumstances were you discharged from the service?

**Arrest Record**

*For example, do not ask:*

- Have you ever been arrested? Spent time in jail?

**Financial Status and Housing**

*For example, do not ask:*

- Have you ever filed bankruptcy?
- Do you own your home?

**Use of Lawful Products During Nonworking Hours**

*For example, do not ask:*

- Do you smoke or use tobacco products during nonworking hours?
- Do you consume alcoholic beverages during nonworking hours?

**~~Whether Applicant Has Ever Filed a Claim or Received Benefits Under the Illinois Workers' Compensation Act or Workers' Occupational Diseases Act~~**

*For example, do not ask:*

- ~~Have you ever filed a claim or received benefits under the Illinois Workers' Compensation Act or Workers' Occupational Disease Act?~~

Administrative Adoption: June 22, 1998

Reviewed: November 4, 2002

March 21, 2005

~~March 23, 2009~~ January 13, 2020

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**GENERAL PERSONNEL**

**Investigations**

**Immigration Investigation**

All newly hired employees must complete section one of the U.S. Citizenship and Immigration Services Form I-9 (Form I-9) no later than three business days following their first working day (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2), [www.uscis.gov/i-9](http://www.uscis.gov/i-9). If an individual is unable to provide the required documents to complete it, the individual may present a receipt for the application of the required documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: [www.uscis.gov/e-verify/what-e-verify](http://www.uscis.gov/e-verify/what-e-verify). See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Information Check (105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 101-531)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

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

\*These checks must be conducted by the District or the Regional Superintendent once every five years that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.A. 101-531.

See also policy 4:175, Convicted Child Sex Offender: Screening; Notifications, and administrative procedure 4:175-AP1, Criminal Offender Notification Laws; Screening. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting

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authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

**Note:** The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: [www.isp.state.il.us/docs/5-727.pdf](http://www.isp.state.il.us/docs/5-727.pdf).
2. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).

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The following individuals are responsible for the actions listed:

**Applicant** - Each applicant for employment in any position (except bus drivers employed by a private student transportation contractor) must provide a written authorization for a complete criminal history records check at the time he or she submits the application.

**Individual Student Teaching or beginning a required internship** - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), amended by P.A. 101-531.

**Superintendent or designee** - **Note:** Add any additional steps to efficiently receive a complete criminal history records check.

1. Fingerprint-Based Criminal History Records Check:

For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) amended by P.A. 101-531.

The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a conviction of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), amended by P.A. 101-531.

**Note:** For substitute teachers, superintendents will need to ensure that their districts perform these checks. Contact the board attorney and/or ISBE regarding the validity of a certificate of authorization, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent of Schools or Suburban Cook County Intermediate Service Center, whichever is appropriate, was allowed to issue certificates of authorization to substitute teachers. Issuance of a certificate of authorization was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted certificates of authorization, substitute teachers

no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), amended by P.A. 101-531, and policy 5:260, *Student Teachers*). For more information, see also ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf).

2. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.A. 101-531. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

a. The Statewide Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), as authorized by the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.), and

b. The Statewide Murderer and Violent Offender Against Youth Registry [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/), as authorized by the Murderer and Violent Offender Against Youth Community Notification Act (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-531. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.9(e), amended by P.A. 101-531.

**ISP and FBI** - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board...". See 105 ILCS 5/10-21.9(a) and (g), amended by P.A. 101-531. 20 ILCS 2630/3.3, added by P.A. 100-718, establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. *Rap Back Service* is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI *Rap Back Service* to be retained for the purpose of being searched by future submissions to the FBI *Rap Back Service*. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf)).

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**Board President** - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the ISP and/or Statewide Sex Offender Registry. See 105 ILCS 5/10-21.9(b), amended by P.A. 101-531, and 105 ILCS 5/21B-10. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Investigations*.

**Regional Superintendent/Suburban Cook County Intermediate Service Center** - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/), as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-72.

**Contractors** - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students (105 ILCS 5/10-21.9(f)). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a complete criminal history records check, (2) agree to a contract provision that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

**Note:** The provisions in 105 ILCS 5/10-21.9(f) and (g), amended by P.A. 101-531, apply to employees of contractors who have “direct, daily contact” with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on all employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee’s criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy, *Convicted Child Sex Offender; Screening; Notifications*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors’ employees, the District must provide the information to another school or school district that requests it (105 ILCS 5/10-21.9(f-5)). For more information, see ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: [www.isbe.net/Documents/guidance\\_chr.pdf](http://www.isbe.net/Documents/guidance_chr.pdf). Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for

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damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report (20 ILCS 2635/7(A)(3)).

**District** - The School District complies with 105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 101-531, and 5/21B-80, amended by P.A. 101-531. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:
  - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b) (each amended by P.A. 100-27), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 et seq., except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
  - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
  - e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
  - a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
  - b. Attempting to commit, conspiring to commit, soliciting, or committing any sex offense. Sex offense means any offense defined in:
    - i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
    - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
    - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
    - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
  - c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES *New Hire Reporting Form* for each newly hired employee with the Ill. Dept. of Employment Security. See 820 ILCS 405/1801.1. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

Immigrant Investigation

~~All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3 day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 21 days of the hire.~~

Criminal Background Investigation

~~Applicants for the following positions must provide a written authorization for a fingerprint criminal history background investigation and a check of the statewide based Sex Offender Database:~~

- ~~X~~ — any employee seeking employment;
- ~~X~~ — a certified teacher seeking concurrent part-time employment positions with one or more school districts; and
- ~~X~~ — an educational support personnel employee seeking concurrent part-time employment positions with one or more school districts.

~~Each contract with the School that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student shall require the contractor to provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a fingerprint based criminal history background investigation. No person may work on school grounds who has been convicted of committing or attempting to commit any one or more of the offenses cited in 1-4 below.~~

~~The Board shall not knowingly employ a person who has been convicted of committing or attempting to commit any one or more of the following offenses:~~

- ~~1. — Attempted first degree murder or first degree murder or any Class X felony.~~
  - ~~2. — Those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 1961.~~
  - ~~3. — Those defined in the Cannabis Control Act, 720 ILCS 550/1 et. seq., except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).~~
  - ~~4. — Those defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 et. seq.~~
-

~~5. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.~~

~~6. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.~~

~~The District will keep a conviction record confidential and share it only with the Board, Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision.~~

Administrative Adoption: June 22, 1998

Reviewed: ~~November 4, 2002~~  
~~March 23, 2009~~ January 13, 2020

Amended: ~~March 21, 2005~~  
~~February 27, 2006~~ January 13, 2020

**GENERAL PERSONNEL**

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**Abused and Neglected Child Reporting**

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Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or an abused or neglected individual with a disability, shall immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE (1-800-252-2873 within Illinois); ~~1-or~~ 217/524-2606 (outside Illinois), or 1-800-358-5117 (TTY) and (2) follow any additional directions given by the Illinois Department of Children and Family Services (DCFS) ~~concerning filing to complete a report within 48 hours with the nearest DCFS field office.~~ ~~Any District employee who believes a student is in immediate danger of harm, shall first call 911.~~ The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. ~~Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS,-~~

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Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at report.cybertip.org/ or www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

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Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect

All District employees before beginning employment, shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained. All employees shall complete mandated reporter training as required by law within ~~one year~~ three months of initial employment and at least every ~~five~~ three years after that date.

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~~Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at report.cybertip.org/ or~~

~~[www.cyberline.com](http://www.cyberline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.~~

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Alleged Incidents of Sexual Abuse: Investigations

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children’s Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, Harassment of Students Prohibited.

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Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 4030 *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

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The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

School Board Member Responsibilities

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Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act’s requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

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LEG. REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq.  
20 ILCS 2435/.  
325 ILCS 5/.

Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998

Amended: ~~November 18, 2002~~  
~~January 14, 2013~~  
~~January 11, 2016~~ January 13, 2020

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Reviewed: ~~March 23, 2009~~  
~~January 13, 2014~~  
~~November 30, 2015~~  
~~January 22, 2018~~ January 13, 2020

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**GENERAL PERSONNEL**

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

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In keeping with the Board commitment to provide a safe and healthful work environment, and in accordance with the Drug-Free Schools and Community Act of 1986 and the Drug-Free Workplace Act of 1988, the following policy is hereby adopted.

**I. POLICY**

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The Board finds and determines that the use of illegal or controlled substances and the unlawful possession and unlawful use of alcohol can be a detriment to safe and healthful schools and work environments.

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being 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. 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 the specific articulable symptoms listed in the Cannabis Regulation and Tax Act (CRTA).
- ~~3. Possession or use of medical cannabis.~~

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For the purposes of this policy, controlled substances are defined as any substance which is not legally obtainable and/or any substance which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages, or referenced in federal or State controlled substance acts.

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, District premises means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school

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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.

II. COMPLIANCE WITH POLICY

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her 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 calendar days after such a conviction.

III. POLICY COMMUNICATION

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. 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.

IV. TOBACCO PROHIBITION - Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in Board policy 1500, *Visitors to and Conduct on School Property*. 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.

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~~IV. PENALTIES FOR VIOLATION~~ District Action Upon Violation of Policy

A violation of any aspect of this policy may render employees subject to disciplinary action up to and including termination and referral for prosecution. Alternatively, if deemed appropriate by the Board under the particular circumstances, an employee who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board. The Board 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 State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate 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.

~~LEG. REF.:~~ Drug-Free School and Communities Act Amendments of 1989, 20 U.S.C. § 3171 et seq.  
Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11-1308.15.  
Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.  
Americans With Disabilities Act, 42 U.S.C. § 12114.  
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998

Amended: ~~November 18, 2002~~  
~~January 13, 2014~~  
~~January 11, 2016~~ January 13, 2020

Reviewed: ~~March 23, 2009~~  
~~November 30, 2015~~ January 13, 2020

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**GENERAL PERSONNEL**

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**Ethics and Conduct**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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The following employees must file a “Statement of Economic Interests” as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

**Ethics and Gift Ban**

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School Board policy 7200, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

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**Outside Employment and Conflict of Interest**

In accordance with Section 22-5 of the School code, no school officer or teachers shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected, except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict

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of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee’s fairness and impartiality, including a member of the employee’s immediate family or household;
2. An employee’s business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 7200, *Ethics and Gift Ban*.

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Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.

- 5 ILCS 420/4A-101 and 430/.
- 50 ILCS 135/.
- 105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.
- 775 ILCS 5/5A-102.
- Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
- Garcetti v. Ceballos, 547 U.S. 410 (2006).

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Adopted: Board of Education  
Woodridge School District 68  
January 13, 2014  
January 11, 2016

Reviewed: ~~November 30, 2015~~ January 13, 2020

Amended: January 13, 2020

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## PROFESSIONAL PERSONNEL

### Terms and Conditions of Employment

#### Evaluation

Teacher evaluation will be conducted in accordance with the district plan filed with the Illinois State Board of Education.

#### Assignment and Transfer

It shall be the responsibility of the Superintendent or designee to assign and to transfer all professional employees. Reassignment can be made at anytime based upon the best interest of the District.

#### Employees Represented by the Woodridge Education Association

Other terms and conditions of employment for employees represented by the Woodridge Education Association are provided for in the "Professional Agreement Between the Board of Education and the Woodridge Education Association." Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

#### Administrators

Other terms and conditions of employment for administrators are provided for in administrative employment contracts.

#### Compensation for Substitute Teachers

It shall be the responsibility of the Administration to recommend and the Board to establish a compensation schedule for substitute teachers. Substitute teachers shall not be included in the benefit plans of the District.

#### Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act, P.A. 92-0068.

LEG. REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/18-8, 5/24-2, 5/24-8, 5/24-9, 5/24-21, 5/24A-4, and 5/24A-5.  
Metzl v. Leininger, 57 F.3d 618 (7<sup>th</sup> Cir. 1995).  
P.A. 92-0068 (Nursing Mothers in the Workplace Act)

Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998

Amended: ~~November 18, 2002~~ January 13, 2020  
Reviewed: ~~March 23, 2009~~

~~January 13, 2014~~  
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## PROFESSIONAL STAFF MEMBERS

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### Leaves

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Each of the provisions in this policy applies to all professional staff members to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

### Sick and Bereavement Leave

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Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

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As a condition for paying sick leave after three (3) days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) ~~an~~licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three (3) days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

### Child Bereavement Leave

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State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law.

Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

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Personal Leave

Professional staff members are granted one (1) personal leave day per year. A personal leave day is defined as a day to allow professional staff members time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

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The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three (3) days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

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Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

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Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three (3) semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

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A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess. Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave. A

professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

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General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

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Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

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School Visitation Leave

An eligible professional staff member is entitled to eight (8 hours) during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or classroom activities academic meetings related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave. The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

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Leaves for Victims of Domestic or Sexual Violence, or Gender Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or gender violence, or (2) has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic, or sexual, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

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The Victims' Economic Security and Safety Act govern the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 workweeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State

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**LEAVES**

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Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

**Sick and Bereavement Leave**

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Full-time educational support personnel who work at least 600 hours per year receive 15 paid sick leave days per year. Sick leave days will accumulate and be earned at the rate of 1.25 days per month. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year. If personal illness or injury of an Educational Support Personnel employee prolongs the absence from duty beyond an employee's cumulative days of sick leave, and the employee has exhausted other discretionary leave rights, the employee will no longer be considered an employee of the District and shall be advised, if eligible, to request disability benefits as provided by the Illinois Municipal Retirement Fund.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents in-law, sisters in-law, brothers in-law, and legal guardians. The Superintendent may extend the definition of immediate family to include other people of exceptionally close relationship.

This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

As a condition for paying sick leave after three (3) days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three (3) days for personal illness, the District shall pay the expenses incurred by the employee.

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The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

No sick leave will be paid out upon termination. If an employee terminates employment prior to the end of the school year, any previously paid sick and/or personal days will be pro-rated and deducted, if necessary, from the final paycheck.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

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<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
<u>Beginning of year 2</u>	<u>End of year 5</u>	<u>0.83 Days</u>	<u>10 Days per year</u>
<u>Beginning of year 6</u>	<u>End of year 15</u>	<u>1.25 Days</u>	<u>15 Days per year</u>
<u>Beginning of year 16</u>	<u>End of year</u>	<u>1.67 Days</u>	<u>20 Days per year</u>

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The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation, provided the employee has not been advanced vacation days, in which case upon termination those days will be deducted from final pay.

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Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

<u>New Year's Day</u>	<u>Labor Day</u>
<u>Martin Luther King Jr.'s Birthday</u>	<u>Columbus Day</u>
<u>Abraham Lincoln's Birthday</u>	<u>Veteran's Day</u>
<u>Casimir Pulaski's Birthday</u>	<u>Thanksgiving Day</u>
<u>Memorial Day</u>	<u>Christmas Day</u>
<u>Independence Day</u>	

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A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

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Personal Leave

Full-time educational support personnel have two (2) paid personal leave days per year. One (1) unused personal leave day may accumulate annually. Any remaining unused personal leave days shall be added to the employee's accumulated sick leave. The maximum number of personal leave days available for any year shall be three (3) days.

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The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.

2. No personal leave day may be used immediately before or immediately after a holiday, vacation, or an unexcused absence, unless approved by the Superintendent or designee.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used when the employee's absence would create an undue hardship.

#### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

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#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

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1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Leave to serve as an election judge.

#### Religious Observances

Upon the approval of the Superintendent or designee, an employee may be granted leave with pay for the observance of religious holidays. No more than two (2) days of leave for observance of religious holidays shall be granted in any school year. If such a leave is desired, it shall be the responsibility of the employee to submit in writing a request for a leave to the principal.

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#### Bereavement

A maximum of five (5) days absence shall be allowed at full pay in the case of death in the "immediate family" of an Educational Support Personnel employee. Any time required beyond five (5) days shall be assessed against the accumulated sick leave.

In the case of bereavement, "immediate family" shall be defined as parent, husband, wife and child.

A maximum of four (4) days absence shall be allowed at full pay in the case of death in the "family" of an Educational Support Personnel employee. Any time required beyond four (4) days shall be assessed against the accumulated sick leave.

In the case of bereavement, "family" shall be defined as sister, brother, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt and legal guardian.

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A maximum of two (2) days absence shall be allowed at full pay in the case of death of a niece or nephew of an employee. Any time required beyond two (2) days shall be assessed against the accumulated sick leave.

#### Jury Duty

The Superintendent or designee shall grant leave at full salary for an employee to be absent from

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assigned responsibilities for the purposes of fulfilling jury duty. Any compensation which an employee received for jury duty, with the exception of the stipend paid for meals and travel, shall be remitted to the District.

Subpoena Day

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An employee shall be allowed one (1) paid leave day annually to comply with a legally-approved, District-related subpoena, provided that the purpose of the subpoena shall not require the employee to testify against the Board. A copy of the subpoena must be submitted for prior approval of such leave.

Leave for Service with Peace Corps and Other Educational Foreign Assignments

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The Board is cognizant that service in the Peace Corps or other recognized educational assignments sponsored by the Federal Government have a minimum tour of duty of at least two years, and that such service may be of value to the country as well as the local school system. Upon the recommendation of the Superintendent, it shall be the policy of the Board to grant a leave, without pay, to an employee for service in the Peace Corps or another recognized assignment.

If the period of duty extends beyond two (2) years, the employee may request that the leave be continued. After reviewing the request, it shall be the responsibility of the Superintendent to recommend to the Board to either continue or to terminate such a leave.

Child Rearing Leave

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A male employee shall be entitled to a child-rearing leave of absence upon the anticipated birth of a child which the employee has fathered or upon his planned adoption of a child. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in "General Conditions for Leaves of Absence" section of this policy.

Leaves for Extended Periods of Time

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Leaves of absence for extended periods of time, without pay, may be granted by the Superintendent with the approval of the Board. Upon the proper application to the Superintendent and with the approval of the Board, any Educational Support Personnel employee may be granted a leave of absence for illness or injury.

Military

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Educational Support Personnel employees who are called upon to enter military service in defense of their country shall be granted a military leave without pay.

Following their discharge from military service, Educational Support Personnel employees shall be restored to their former positions or similar positions for which they are qualified. Any Educational Support Personnel employee who chooses to remain in military service longer than six (6) months after becoming eligible for discharge shall forfeit all rights of reinstatement.

Upon receipt of notification for military service, it shall be the responsibility of all Educational Support Personnel employees to notify the Superintendent in order that a replacement can be employed.

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Leaves for Victims of Domestic, ~~or~~ Sexual, or Gender, Violence

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An unpaid leave from work is available to any staff member who: (1) is a victim of domestic, ~~or~~ sexual, ~~or~~ gender violence, or (2) has a family or household member who is a victim of domestic, ~~or~~ sexual, ~~or~~ gender violence whose interests are not adverse to the employee as it relates to the domestic, ~~or~~ sexual, ~~or~~ gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

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The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period.

Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

#### Maternity Leave

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An Educational Support Personnel employee shall be eligible for maternity leave without pay or other benefits subject to the following conditions and to the general conditions for unpaid leaves set forth in the "General Conditions for Leaves of Absence" section of this policy:

1. An Educational Support Personnel employee who desires a maternity leave shall request approval for such leave in accordance with the "General Conditions for Leaves of Absence" section of this policy. The effective dates of the leave shall be determined pursuant to the "General Conditions for Leaves of Absence" section of this policy. A maternity leave may extend up to a maximum of two (2) years. A maternity leave must begin no later than the actual date of delivery of the child. Post delivery disability may postpone the onset of a leave only with a physician's verification and only for such period of time as the actual disability exists. If a court of competent jurisdiction rules otherwise, the parties agree to reopen this provision and negotiate the issue.
2. Sick leave shall not be applicable during the period of the maternity leave. Any accumulated sick leave available at the commencement of the maternity leave shall be available to the Educational Support Personnel employee upon return to employment in the District.
3. Nothing in this section shall be construed as requiring any Educational Support Personnel employee to apply for maternity leave. An Educational Support Personnel employee not desiring maternity leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or the delivery of the child.

If such Educational Support Personnel employee shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay or other benefits during such period of disability due to pregnancy in accordance with the "General Conditions for Leaves of Absence" section in this policy.

Such Educational Support Personnel employee shall return to employment immediately following the termination of such disability.

### School Visitation Leave

An eligible employee is entitled to eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or classroom activities/academic meetings related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the Educational Support Personnel employee, except sick and disability leave.

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### Family and Medical Leave

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks during any rolling calendar.

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Other available paid vacation, personal, or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. A maximum of eight (8) weeks of sick leave may be utilized for post-delivery disability. Other available paid vacation, personal, or sick leave will be substituted for family and medical leave necessitated by a family member's or employee's own serious health condition. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave.

Family and medical leave is available in one or more of the following instances:

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. the serious health condition of an employee's spouse, parent, or child; and
4. the employee's own serious health condition

Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is 3 or 4, above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent or designee makes a request, an employee must support a request for a family and medical leave when the reason for the leave is 3 or 4, above, with a certificate completed by the employee's or family member's health care provider. Failure to provide certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12-weeks for family and medical leaves when the reason for the leave is 1 or 2, above, or to care for a sick parent.

#### A. Eligibility

To be eligible for family and medical leave, an employee must:

Have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave.

B. Notice

If possible, employees must provide at least 30 days' notice to the District of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given within two (2) business days of when the need becomes known to the employee.

Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

C. Continuation of Health Benefits

During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working.

D. Return to Work

An employee returning from a family and medical leave will be given an equivalent position to his or her position before the leave, subject to the District's reassignment policies and practices.

Leave to Serve as an Election Judge

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Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Absence from Duty - Temporary

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When it becomes necessary for an Educational Support Personnel employee to be absent, it shall be the responsibility of the employee to inform his immediate supervisor as soon as possible.

Pre-approval shall be obtained from the Superintendent and/or his designee for all absences due to legal commitments and transactions, personal business, religious observance, military commitments, and emergency days.

Child Bereavement Leave

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State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other

existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

General Conditions for Leaves of Absence

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Unless otherwise set forth in this Article, any leave of absence afforded by the Board is subject to the following general terms and conditions:

1. Time Lines for Requesting Leaves:

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Application for an unpaid leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 1 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.

2. Medical Substantiation:

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Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the employee's ability to perform all assigned duties shall be submitted at least thirty (30) calendar days prior to the return of any employee on an unpaid leave for personal medical reasons.

3. Structuring of Leave:

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The employee and the Superintendent or designee shall agree upon a plan for the commencement and termination of the leave.

In developing this plan, they shall consider the continuity of instruction to the maximum possible degree and the pertinent time factors related thereto. An unpaid leave may extend up to a maximum of two (2) years. Every effort shall be made to have such leave terminate immediately prior to the start of a new school year.

4. Insurance Benefits:

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An employee granted an unpaid leave may make arrangements during his/her leave to continue hospitalization and surgical insurance coverage as provided herein at his/her own expense.

5. Notice of Intent to Return:

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Any employee granted an unpaid leave of six (6) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than March 1 prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.

6. Position Upon Return:

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An employee returning from an approved leave of absence shall be assigned to a position

for which the employee is legally qualified.

7. Early Return from Leave:

An employee on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the leave no longer exist. In such event, the Board shall offer the requesting employee the first available vacancy for which the employee is qualified.

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LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/.

School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

**820 ILCS 180/**

School Visitation Rights Act, July 1, 1993

Family and Medical Leave Act, 29 U.S.C. 2601 et seq., 29 C.F.R. Part 825

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Adopted: Board of Education  
Woodridge School District 68  
June 22, 1998

Reviewed: ~~December 1, 2014~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~November 18, 2002~~  
~~March 21, 2005~~  
~~March 23, 2009~~  
~~January 12, 2015~~  
~~January 11, 2016~~  
~~March 21, 2016~~  
~~January 23, 2017~~ January 13, 2020

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**EDUCATIONAL SUPPORT PERSONNEL**

**School Visitation Leave**

Eligible employees

An employee is eligible for a school visitation leave if he or she has worked for the District at least six consecutive months immediately before the request and works at least one-half of the full-time equivalent position. Periods when school is not in session will not count as a break in consecutive service.

School Conference and Activity Leave

An employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or ~~classroom activities~~ academic meetings related to the employee's child, if the conference or activity cannot be scheduled during non work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave, and other leave that may be granted to the employee, except sick and disability leave.

Request

An employee must request a school conference and activity leave in writing at least seven days in advance; in an emergency situation, 24 hours notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time.

Compensation

A school visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make-up the time taken for such a leave. The employee taking a visitation leave will not lose any benefits.

Verification

An employee returning from a school visitation leave must provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within two working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work.

Administrative Adoption: June 22, 1998

Reviewed: November 4, 2002  
March 21, 2005  
March 23, 2009 January 13, 2020

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**EDUCATIONAL SUPPORT PERSONNEL**

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**Non-RIF Dismissal**

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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 their 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 School Board 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/.

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**Reduction in Force and Recall**

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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.

LEG. REF.: 105ILCS 5/10-23.5

Adopted: Board of Education  
Woodridge School District 68  
March 14, 2005

Reviewed: ~~March 23, 2009~~  
~~January 13, 2014~~  
~~November 30, 2015~~ January 13, 2020

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Amended: ~~January 11, 2016~~ January 13, 2020

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## **STUDENTS**

### **Harassment of Students is Prohibited**

#### **Sexual Harassment**

It is the policy of this District to provide for its students an educational environment free of sexual advances, request for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or District agent's sexual advances, requests for sexual favors, and other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, that have the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) or depriving a student of educational aid, benefits, services or treatment or (d) making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating, hostile, and offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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#### **Making a Complaint**

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Non-discrimination Coordinator, Complaint Manager as listed in policy 7260 *Uniform Grievance Procedure*, building principal, associate principal, dean, or social worker, or any staff member with whom the student is comfortable. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building principal, associate principal, dean, building assistant, or any staff member with whom the student is comfortable for appropriate action.

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks, and on the District's website.

**Non-Discrimination Coordinator:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge, IL 60517  
schmidtw@woodridge68.org  
(630) 967-2033

**Complaint Managers:**

Dr. Anne Bowers  
2525 Mitchell Drive  
Woodridge, IL 60517  
630-967-2012

Dr. William Schmidt  
7925 Janes Avenue  
Woodridge, IL 60517  
630-967-2033

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~~An allegation that one student was sexually harassed by another student shall be referred to the building principal, associate principal, dean, or building assistant for appropriate action.~~

~~The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.~~

Investigation Process

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Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

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An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

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Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 4060, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

Enforcement

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Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited

by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEG. REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).  
~~Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.~~  
~~34 C.F.R. Part 106.~~  
~~105 ILCS 5/10-22.5 and 5/27-1.~~  
~~23 Ill. Admin. Code § 200.10 et seq.~~  
~~Franklin v. Gwinnett Co. Public Schools, 122 S.Ct.1028(1992).~~  
~~Gebster v. Lago Vista Independent School District, \_\_\_\_\_ U.S. \_\_\_\_\_(1998).~~

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Amended: ~~October 20, 2003~~  
~~January 28, 2008~~  
~~May 20, 2013~~  
~~January 13, 2014~~  
~~January 12, 2015~~ January 13, 2020

Reviewed: ~~January 25, 2010~~  
~~December 1, 2014~~ January 13, 2020

**STUDENTS**

**Agency and Police Interviews**

1. The Superintendent or designee shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, (3) Recognize the potential impact an interview may have on an individual student, and (4) comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:

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- a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
- b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
- c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

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LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-85

- 55 ILCS 80/, Children's Advocacy Center Act.
- 325 ILCS 5/, Abused and Neglected Child Reporting Act.
- 720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
- 725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~ January 13, 2020

Amended: ~~January 13, 2014~~ January 13, 2020

## STUDENTS

### Prevention of and Response to Bullying, Intimidation, and Harassment

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Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. The District is committed to preventing bullying, intimidation and harassment in all of its forms, as well as educating students, staff and the public about the types of behaviors that could result in bullying, intimidation or harassment. It is the District's goal to prevent and eliminate these disruptive behaviors before they rise to the level of bullying, intimidation or harassment, and to address these behaviors as soon as practicable.

Under State and federal law, bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

#### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication,

including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Non-Discrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Non-Discrimination Coordinator, as listed in policy 7260 Uniform Grievance Procedure, or any staff member. Anonymous reports are also accepted.

**Non-Discrimination Coordinator:**

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<u>Woodridge, IL 60517</u>	<u>Woodridge, IL 60517</u>
<u>630-967-2012</u>	<u>630-967-2033</u>

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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District

provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The District's bullying prevention plan must be consistent with other Board policies.

LEG. REF.: 405 ILS 49/1 et seq.  
105ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code § 1.240 and 1.280.

Adopted: Board of Education  
Woodridge School District 68  
January 28, 2008

Reviewed: ~~December 1, 2014~~

~~December 5, 2016~~January 13, 2020

Amended: January 25, 2010

~~January 31, 2011~~

~~January 13, 2014~~

~~January 12, 2015~~

~~January 23, 2017~~

~~January 22, 2018~~January 13, 2020

## **STUDENTS**

### **Administering Medicines To Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Superintendent/designee shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students within 15 days after the beginning of each school year, or within 15 days of starting classes for a student transfer.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, medication required under a qualifying plan, or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, asthma medication, medication required under a qualifying plan, and/or ~~medication or the~~ storage of the medication by school personnel.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis ~~Pilot~~ Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. ~~A~~ parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - ~~a.~~ Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - ~~b.~~ Copies of the registry identification cards are provided to the District; and
  - ~~c.~~ That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.
  - ~~d.~~ After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

~~After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus.~~ The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Void Policy**

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The *Designated Caregiver Administration of Medical Cannabis* section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

LEG. REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled  
to be repealed on July 1, 2020.  
720 ILCS 550/, Cannabis Control Act.  
~~23 Ill.Admin.Code §1.540, 105 ILCS 5/10-20.14b and 5/10-22.21b and 5/22-~~  
~~30~~

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Amended: ~~November 18, 2002~~  
~~June 27, 2011~~  
~~January 14, 2013~~  
~~January 12, 2015~~  
~~January 23, 2017~~  
~~January 14, 2019~~ January 13, 2020

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~  
~~January 13, 2014~~  
~~December 1, 2014~~  
~~December 5, 2017~~ January 13, 2020

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**STUDENTS**

**Dispensing Medication**

<b><u>Actor</u></b>	<b><u>Action</u></b>
<p>1. <u>Parents/Guardians</u></p>	<p>2. <u>Ask the child’s physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. Medication includes an epinephrine injector, e.g., EpiPen®, asthma medication (105 ILCS 5/22-30(a), amended by P.A.s 100-201, 100-513, and 100-726), medical cannabis (105 ILCS 5/22-33(g), added by P.A. 100-660), glucagon (105 ILCS 14/27, added by P.A. 101-428), and any medication required under a plan listed in 105 ILCS 5/10-22.21b(c), added by P.A. 101-205, for a student’s self-administration of medication.</u></p> <p><b><u>For a student using medical cannabis:</u></b> <u>The parent/guardian is responsible for providing the school with copies of the valid registry identification cards issued to their child and the child’s designated caregiver as required by the Ill. Dept. of Public Health. The student’s parent/guardian must also ask the student’s health care provider to complete a School Medication Authorization Form – Medical Cannabis. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20.</u></p> <p><u>The designated caregiver shall be allowed to administer a medical cannabis infused product (product) to the student on the premises of the child’s school or on the child’s school bus. The product must be immediately removed from school premises or the school bus after administration. 105 ILCS 5/22-33(b), added by P.A. 100-660 and amended by P.A.s 101-363 and 101-370, eff. 1-1-20.</u></p> <p><b><u>Note:</u></b> <u>State law does not require school personnel to administer medical cannabis to students. The school nurse or an administrator is allowed to administer a product to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student attends before-school or after-school care on school-operated property or while being transported on a school bus. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. The District may also allow a qualifying student to self-administer product if the self-administration takes place under the direct supervision of a school nurse or administrator. Id.</u></p> <p><u>A product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored at school with the school</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or an administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, eff. 1-1-20.</u></p> <p><b><u>For a student with diabetes:</u></b> <u>The parent/guardian is responsible for sharing the health care provider’s instructions. When the student is at school, the student’s diabetes will be managed according to a diabetes care plan, if one exists. To the extent there is any conflict between the diabetes care plan and this Procedure, the diabetes care plan shall control. See Care of Students with Diabetes Act, 105 ILCS 145/. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/).</u></p> <p><b><u>For a student with epilepsy:</u></b> <u>The parent/guardian is responsible for sharing the health care provider’s instructions. When the student is at school, the student’s epilepsy will be managed according to a seizure action plan, if one exists. To the extent there is any conflict between the seizure action plan and this Procedure, the seizure action plan shall control. See Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20.</u></p> <p><b><u>For a student with asthma:</u></b> <u>The parent/guardian is responsible for sharing the student’s asthma action plan. When the student is at school, the student’s asthma will be managed according to an asthma action plan, if one exists. To the extent there is any conflict between the student’s asthma action plan and this Procedure, the asthma action plan shall control. See 105 ILCS 5/22-30(j-5). Asthma emergencies shall be managed pursuant to the District’s asthma emergency response protocol. 105 ILCS 5/22-30(j-10).</u></p> <p><b><u>Note:</u></b> <u>The Ill. State Board of Education’s model asthma episode emergency response protocol required by 105 ILCS 5/22-30(j-10), that must be incorporated in the District’s procedure is available at:</u>  <u><a href="http://www.isbe.net/Documents/asthma_response_protocol.pdf">www.isbe.net/Documents/asthma_response_protocol.pdf</a>.</u></p> <p><u>When developing the District’s model protocol, consider that a district may be liable for injury to an asthmatic student during a medical emergency if the district does not respond by immediately calling 911. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district’s appeal denied).</u>  <u>Consult the board attorney about: (1) whether all asthma</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>action plans should require immediate 911 calls based upon Stewart; and (2) the duties and responsibilities of a district when it asks for, but does not receive, an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart.</u></p> <p><u>A student with asthma is allowed to self-administer and self-carry asthma medication if the student’s parents/guardians provides the school with: (1) written authorization for the self-administration and/or self-care of asthma medication; and (2) the prescription label containing the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b), amended by P.A. 100-513.</u></p> <p><u><b>For a student self-administering medication:</b> A student with an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act is allowed to self-administer medication if the student’s parent/guardian provides the school with: (1) written permission for the student’s self-administration of medication; (2) written authorization from the student’s physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication; and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under with the medication is to be administered. 105 ILCS 5/10-22.1b(c), added by P.A. 101-205, eff. 1-1-20.</u></p> <p><u><b>3. If the child’s physician, physician assistant, advanced practice registered nurse, dentist, or other health care provider who has authority to prescribe medications authorizes a child to self-administer medication, then ask the health care provider to complete a School Medicine Authorization Form (SMA Form). This form must be completed and given to the school before the school will store or dispense any medication, before a child may possess asthma medication or an epinephrine injector, and before a child will be allowed to self-administer any medication.</b></u></p> <p><u>4. If a student is on a medication on an indefinite or long-term basis, file a new SMA Form every year.</u></p> <p><u>5. Bring the medication to the school office. If the medicine is for asthma or is an epinephrine injector, a student may keep possession of it for immediate use at the student’s discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. 105 ILCS 5/22-30(e).</u></p> <p><u>6. Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display:</u></p> <ul style="list-style-type: none"> <li><u>Student's name</u></li> <li><u>Prescription number</u></li> <li><u>Medication name and dosage</u></li> <li><u>Administration route and/or other direction</u></li> <li><u>Date(s) and Time(s) to be taken</u></li> <li><u>Licensed prescriber's name</u></li> <li><u>Pharmacy name, address, and phone number</u></li> </ul> <p><u>Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</u></p> <p><u>7. At the end of the treatment regime, remove any unused medication from the school.</u></p>
<p><u>8. School Office Personnel</u></p>	<p><u>9. Provide a copy of these procedures, as well as a SMA Form, to inquiring parents/guardians.</u></p> <p><u>10. If the building has no school nurse and a student is identified as having asthma, request the student's parent/guardian to share their child's asthma action plan. If the plan is provided, keep it on file in the school nurse's office or, in the absence of a school nurse, the Building Principal's or designee's office. Tell the school nurse or Building Principal or designee of the receipt of the plan as soon as possible so that he/she may provide copies of it to appropriate school staff interacting with the student on a regular basis and, if applicable, attach it to the student's Section 504 plan or Individualized Education Program (IEP). 105 ILCS 5/22-30(j-5).</u></p> <p><u>11. Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</u></p> <p><u>12. If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed SMA Form and the medication is packaged in the appropriate container.</u></p> <p><u>13. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</u></p>
<p><u>14. School Nurse (certificated school nurse or non-certificated registered professional nurse)</u></p>	<p><u>15. Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure.</u></p> <p><u>16. If a student is identified as having asthma, request the student's parent/guardian to share their child's asthma action plan. If the plan is provided, keep it on file in the school nurse office. Provide copies</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>of it to appropriate school staff who interact with the student on a regular basis and, if applicable, attach it to the student’s Section 504 plan or IEP. 105 ILCS 5/22-30(j-5).</u></p> <p><u>17. In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to self-administer medication in accordance with 105 ILCS 5/10-22.1b(c), added by P.A. 101-205, eff. 1-1-20. A student may be permitted to self-administer a medical cannabis infused product in accordance with 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. A student will be permitted to carry and self-administer medication for asthma or an epinephrine injector.</u></p> <p><u>18. Develop an emergency action plan for a student who self-administers medication in accordance with 105 ILCS 5/10-22.21b(c), added by P.A. 101-205, eff. 1-1-20. The plan must include (105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20):</u></p> <ol style="list-style-type: none"> <li><u>1. A plan of action in the event a student is unable to self-administer medication, and</u></li> <li><u>2. The situations in which a school must call 911.</u></li> </ol> <p><u>19. Prior to administering a medical cannabis infused product in accordance with ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20, annually complete the medical cannabis infused product administration training curriculum developed by the Ill. State Board of Education. ILCS 5/22-33(f-5), added by P.A. 101-370, eff. 1-1-20.</u></p> <p><u>20. Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an epinephrine injector. Medications requiring refrigeration should be refrigerated in a secure area.</u></p> <p><u>21. Plan with the student the time(s) the student should come to the nurse’s office to receive medications.</u></p> <p><u>22. Document each dose of the medication in the student’s individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</u></p> <p><u>23. Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.</u></p> <p><u>24. Document whenever the medication is not administered as ordered along with the reasons.</u></p> <p><u>25. If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</u></p>

<u>Actor</u>	<u>Action</u>
<u>Building Principal</u>	<p><u>26. Supervise the use of these procedures.</u></p> <p><u>27. Perform any duties described for school office personnel, as needed.</u></p> <p><u>28. Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators. 105 ILCS 5/10-22.21b(b), amended by P.A. 101-205, eff. 1-1-20.</u></p> <p><u>29. Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip.</u></p>

LEGAL REF: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
23 Ill.Admin.Code §1.540.  
In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016).  
In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017).

### Students Medication

~~Only medicines prescribed by a physician which are essential for the child to remain in school shall be given under the conditions outlined below and with the approval of the school administration. Supervision must be provided when the child takes medication. It is recommended that parents/legal guardians consult with their doctor to see if mid-day medication can be adjusted and given at another time.~~

- ~~A. Prior to giving medication at school, the School Medication Permission form shall be completed by the parents/guardian and physician authorizing the school to administer the medication. Permission forms shall be renewed every school year and filed in the student's health record.~~
- ~~B. A permanent log shall be kept on all medications given. It shall include: Name – Age – Medication Dosage – Date Given – By Whom. The log shall be reviewed regularly by the nurse.~~
- ~~C. Medication shall be brought to the school by the parent or guardian in a container with an original pharmaceutical label clearly marked with the child's name, the name of the medication, the name of the physician, and pertinent instructions. Unused medications shall be picked up by the parent or guardian at the end of each semester.~~
- ~~D. The parent/legal guardian must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.~~
- ~~E. Medications are to be administered by the <sup>134</sup>person designated by the Principal. The~~

designated person shall be instructed in correct procedures by the school nurse.

~~F. The school nurse will inform those administering medicine and the child's teacher of the potential benefits and side effects of the drug being administered. The school nurse will interpret to school personnel and parents, if necessary, the need for observation of the child's reaction to the medication.~~

~~**P.R.N. MEDICATIONS** (those given "as needed") for children with asthma or severe allergies may be given in accordance with the above regulations. When an injectable medication is prescribed by a physician for a child subject to anaphylactic shock, two people regularly in the school shall be trained by the District Nurse to administer the medication. The circumstance under which the injection is to be given must be defined in writing by the physician for the school. The nurse should administer the medication if she is in the school. Following the administration of the injectable medicine the paramedics shall be called and the child taken to the hospital for immediate medical follow-up. A parent/legal guardian shall be notified immediately.~~

**SHORT TERM MEDICATIONS** are those medications prescribed for a child by a physician for a period of less than 15 consecutive days following an acute illness. They may be given when:

1. ~~Prior to giving medication at school, the School Medication Permission form shall be completed by the parents/guardian and physician authorizing the school to administer the medication;~~
2. ~~The medication is sent to the school in a container with a pharmaceutical label or with a physician's prescription. The name of the child who is to receive the medication; the name, dosage, and dose interval for the medication; the dates for which the medication is to be given, and the physician's name, address and phone number are to be clearly indicated.~~

Administrative Adoption:    October 25, 1999

Amended:                      ~~January 22, 2018~~January 13, 2020

**School Medication Authorization Form - Medical Cannabis**

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority.*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

IDPH registry ID card for student is valid [insert dates]: \_\_\_\_\_

IDPH registry ID card for designated caregiver is valid [insert dates]: \_\_\_\_\_

*Attach copies of both registry identification cards*

Time medication is to be administered or under what circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?     Yes     No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

**For only parents/guardians of students who want to grant their child permission to self-administer a medical cannabis infused product under direct supervision by a school nurse or administrator:**

I grant permission for my child to self-administer his or her medical cannabis infused product required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. I understand that my child's self-administration will only occur under direct supervision by a school nurse or school administrator. 105 ILCS 5/22-33(b-5), amended by P.A. 101-370, eff. 1-1-20.

Medical cannabis infused product child is permitted to self-administer:

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*Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer a medical cannabis infused product.*

Parent/Guardian Initials

By signing below, I acknowledge, understand and agree as follows:

1. The only individual(s) who may possess and administer medical cannabis to my child at school or on the school bus is: a) his/her registered designated caregiver as identified by the Ill. Dept. of Public Health (IDPH); or b) a school nurse or school administrator.
2. Both my child and his/her registered designated caregiver possess valid registry identification cards issued by the IDPH, copies of which I have provided/will provide to the District.
3. After administering the medical cannabis to my child, the designated caregiver shall immediately remove the product from school premises or the school bus.
4. The designated caregiver may not administer a medical cannabis infused product in a manner that, in the opinion of the District or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
5. Children under age 18 cannot smoke or vape medical cannabis. Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.
6. The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to my child if the District or school would lose federal funding as a result.
7. I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medical cannabis that I authorize by my signature below.

\_\_\_\_\_  
Parent/Guardian Printed Name

Address (if different from Student's above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year:*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

IDPH registry ID card for student is valid [insert dates]: \_\_\_\_\_

IDPH registry ID card for designated caregiver is valid [insert dates]: \_\_\_\_\_

~~Attach copies of both registry identification cards~~

~~Time medication is to be administered or under what circumstances:~~ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

By signing below, I acknowledge, understand and agree as follows:

~~The only individual(s) who may possess and administer medical cannabis to my child at school or on the school bus is his/her registered designated caregiver as identified by the Illinois Department of Public Health.~~

~~Both my child and his/her registered designated caregiver possess valid registry identification cards issued by the Department of Public Health, copies of which I have provided/will provide to the District.~~

~~After administering the medical cannabis to my child, the designated caregiver shall immediately remove the product from school premises or the school bus.~~

~~The designated caregiver may not administer a medical cannabis infused product in a manner that, in the opinion of the District or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.~~

~~Children under age 18 cannot smoke or vape medical cannabis. Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.~~

~~The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to my child if the District or school would lose federal funding as a result.~~

~~I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medical cannabis that I authorize by my signature below.~~

---

Parent/Guardian Printed Name

Address (if different from Student's above):

Home Phone:

Cell Phone:

Emergency Phone:

---

Parent/Guardian Signature

---

Date

**STUDENTS**

**School Medication Authorization Form**

*To be completed by the child's parent(s)/guardian(s).*

*This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances:

\_\_\_\_\_  
\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?     Yes     No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_

Prescriber's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:**

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

Yes     No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

For only parents/guardians of students who need to self-administer medication required under a qualifying plan:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving : \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

**Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.**

\_\_\_\_\_  
Parent/Guardian Initials

**For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:**

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

**Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.**

\_\_\_\_\_  
Parent/Guardian Initials

**For all parents/guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student's above):

Home Phone:

Cell Phone:

Emergency Phone:

Parent/Guardian Signature

Date

## **STUDENTS**

### **~~Administrative Procedure~~—Student Records**

#### Maintenance of School Student Records

The District maintains 2 sets of school records for each student: a *permanent* record and a *temporary* record.

The *permanent* record shall include:

- basic identifying information
- evidence required by the Missing Children’s Records Act
- academic transcripts
- attendance record
- health reports
- information pertaining to release of this record

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

The *temporary* record shall include:

- family background
- intelligence and aptitude scores
- psychological reports
- achievement test results
- participation in extracurricular activities
- accident reports
- honors and awards
- disciplinary information
- special education files
- verified reports or information from non-educational persons
- verified information of clear relevance to the student’s education
- ~~information provided~~Any final finding report received from a Child Protective Service Unit provide to the school under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6); no report other than what is required under Section 8.6 of that Act shall be placed in the student record, including any final reporting received from a Child Protective Service Unit.
- Completed Home Language Survey
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the MHDDCA or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted pursuant to 105 ILCS 5/10-20.53,

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and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.

- Accident report, defined by ISBE rule as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
- Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred. 23 Ill.Admin.Code §375.75(e).
- Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d). 105 ILCS 10/2(f), amended by P.A. 101-515.

Information in the temporary record will indicate authorship and date. The District will maintain the student’s temporary record or at least 5 years after the student has transferred, graduated, or permanently withdrawn from the District. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Notice of destruction will be provided pursuant to 105 ILCS 10/4(h).

The Principal shall be responsible for the maintenance, retention, or destruction of a student’s permanent or temporary records in accordance with the District’s procedure established by the Superintendent. Student records shall be reviewed at least every 4 years, or upon a student’s change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

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**A. Access to School Student Records**

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The phrase “access to a school student record” means any release or disclosure of information from a student’s school record, whether or not any record is copied, and should be broadly interpreted. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Ill. School Student Records Act, 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Board Attorney concerning any questions.

**Access to Parent/Guardian or Eligible Student**

1. A student’s parent(s)/guardian(s) or eligible student, or designee, are entitled to inspect and copy information in the student’s school record; a student less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 business days after the receipt of such a request. 105 ILCS 10/5(c), amended by P.A. 100-532. The District may extend this timeline by up to five additional business days if one or more of these six reasons applies:
  - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
  - b. The request required the collection of a substantial number of specified records;
  - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
  - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
  - e. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
  - f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

105 ILCS 10/5(c-5), amended by P.A. 100-532.

The District and the person making the request may also agree in writing to extend the timeline for response. Id. The response to an access request for a special education student’s records shall include those school student records located in the special education office.

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2. The parent(s)/guardian(s) or the District may request a qualified professional to be present to interpret the student’s records. 105 ILCS 10/5(b). If the District makes the request, it is responsible for securing and bearing the cost of the professional’s presence.
3. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Ill. Marriage and Dissolution of Marriage Act, indicating otherwise:

- a. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. 750 ILCS 5/602.11.
- b. The Building Principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request. 105 ILCS 5/10-21.8.
  - 1) Academic progress reports or records
  - 2) Emotional and physical health reports
  - 3) Notices of school-initiated parent-teacher conferences
  - 4) School calendar regarding the student
  - 5) Notices about open houses, graduations, and other major school-sponsored events including student-parent/guardian interaction
4. The school will deny access to a student's school records to a parent against whom an *order of protection* (OP) was issued if the OP prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. See the Ill. Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11(a), and 750 ILCS 60/214(b)(15), and 222(f). Also see **Orders of Protection**, below.
5. Parent(s)/guardian(s) or the student shall not be granted access to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to 1-1-75, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e).

**Access With Consent of Parent/Guardian or Eligible Student**

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill.Admin.Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).
2. Access to any record that is protected by the MHDDCA, specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4 and 5.

**Access Without Notification to or Consent of Parent/Guardian or Eligible Student**

1. District employees or officials of the ISBE will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).

2. Access will be granted, without parental/guardian consent or notification, to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).
3. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).
4. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act (FERPA). 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in FERPA. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.
6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
7. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings, unless the student's parent/guardian submits a written request that such information not be released without the prior written consent of the parent/guardian or eligible student. Only this written consent process may be used, no other processes, such as an opt-in process, etc., may be used. Military recruiters and institutions of higher learning have access to students' names, addresses, and phone numbers even if the District does not release directory information. 20 U.S.C. §7908. For more information, see 7:340-API, E3, *Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information*; 7:340-API, E4, *Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information*; ISBE Military Recruitment Access Reminder, announced in State Superintendent Smith's *Weekly Message*, 11-27-18, at: [www.isbe.net/Documents/Military-Access-Reminder.pdf](http://www.isbe.net/Documents/Military-Access-Reminder.pdf). The requirements in this paragraph apply only if the District receives funds under the Elementary and Secondary Education Act. Id.

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**Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student**

1. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than five school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill.Admin.Code §375.70(d).

For the purposes of these procedures, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge, 23 Ill.Admin.Code §375.40(a).

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2. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The Building Principal shall make this decision taking into consideration the seriousness of the threat, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill.Admin.Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

3. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill.Admin.Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill.Admin.Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

## **B. Record of Release**

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name and capacity of the requesting person and the purpose for the request;
4. The date of release; and
5. A copy of any consent to a release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order. 20 U.S.C. §1232(g)(j)(4).

## **C. Orders of Protection**

Upon receipt of a court OP that prohibits a Respondent's access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the OP. No information or records shall be released to the Respondent named in the OP. 750 ILCS 60/222(f).

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#### **D. Parenting Plans**

Upon receipt of a parenting plan under the Ill. Marriage and Dissolution of Marriage Act (750 ILCS 5/), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

#### **E. Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill.Admin.Code §§375.70 and 375.75.**

The Building Principal shall:

1. Upon the student's request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, transfer a certified copy of the student's record (that is, the student's permanent and temporary record) to the official records custodian of the appropriate school and retain the original records. See policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
2. Determine if the school or special education office has any record that is protected by the MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5. This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill.Admin.Code §375.10.
3. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent's/guardian's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and 10 calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.
4. Destroy any biometric information collected and do not transfer it to another school district.
5. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
6. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall: 23 Ill.Admin.Code §375.75(i)

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.

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<sup>1</sup> See f/n 4 above.

2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a; 23 Ill.Admin.Code 375.75(j).

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for: (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

#### **F. Student Record Challenges**

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill.Admin.Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge:

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing each party shall have the right to:
  - a. Present evidence and to call witnesses;
  - b. Cross-examine witnesses;
  - c. Counsel;
  - d. A written statement of any decision and the reasons therefore; and
  - e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
6. The written decision of the hearing officer shall, no later than ten school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the School District. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a. To retain the challenged contents of the school student record;
  - b. To remove the challenged contents of the school student record; or
  - c. To change, clarify, or add to the challenged contents of the school student record.

7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent or appropriate Intermediate Service Center, within 20 school days after the decision is transmitted. The parent(s)/guardian(s), if they appeal, shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent or appropriate Intermediate Service Center. The school may initiate an appeal by the same procedures.

8. The final decision of the Regional Superintendent or appropriate Intermediate Service Center may be appealed to the circuit court of the county in which the school is located.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

Access to Student Records

The District shall grant access to student records as follows:

1. ~~The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.~~
2. ~~The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request.~~

~~Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents/guardians at either one's request, unless a court order indicates otherwise:~~

- a. ~~Academic progress reports or records;~~
- b. ~~Health reports;~~
- e. ~~Notice of parent teacher conferences;~~
- d. ~~School calendars distributed to parents/guardians; and~~
- e. ~~Notices about open houses, graduations, and other major school events including pupil parent(s)/guardian(s) interaction.~~

~~When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to a parent(s)/guardian(s) become exclusively those of the student.~~

3. ~~The District may grant access to, or release information from, student records to employees or officials of the District or the Illinois State Board of Education provided a current demonstrable, educational or administrative need is shown, without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.~~
4. ~~The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.~~
5. ~~The District shall grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.~~

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- ~~6. The District shall grant access to or release information from any student record as specifically required by federal or State status.~~
- ~~7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.~~

8. ~~The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.~~
9. ~~Prior to the release of any records or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.~~
10. ~~The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.~~
11. ~~The District shall grant access to or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "juvenile authorities" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.~~
12. ~~A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, records custodian, or other person. The record of release shall include:
  - a. ~~Information released or made accessible.~~
  - b. ~~The name and signature of the records custodian.~~
  - c. ~~The name and position of the person obtaining the release or access.~~
  - d. ~~The date of the release or grant of access.~~
  - e. ~~A copy of any consent to such release.~~~~

### District Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be limited to:

- name
- ~~address~~
- ~~gender~~
- grade level
- ~~birth date and place~~
- ~~parents'/guardians' names and addresses~~
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- ~~period of attendance in school~~
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

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No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80. The notification to parent(s)/guardian(s) and students concerning school records will inform them of their right to object to the release of directory information.

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### Student Record Challenges

~~The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:~~

- ~~the right to present evidence and to call witnesses;~~
- ~~the right to cross-examine witnesses;~~
- ~~the right to counsel;~~
- ~~the right to a written statement of any decision and the reasons therefore;~~
- ~~the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.~~

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

### Orders of Protection

Upon receipt of a court order of protection, the Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

LEG. REF.: 20 U.S.C. §1232g, Family Education Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
105 ILCS 10/2, Illinois School Student Records Act, implemented by 23 Ill.Admin.Code Part 375.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
750 ILCS 5/, Illinois Marriage and Dissolution of Marriage Act.  
~~Family Educational Rights & Privacy Act, 20 U.S.C.' 1232(G); 34 C.F.R. Part 99~~  
~~105 ILCS 5/10 21.8 and 10/1 et seq.~~  
~~23 Ill. Admin. Code § 375.~~

Administrative Adoption: October 25, 1999  
Administrative Revision: ~~January 9, 2001~~  
~~December 2, 2002~~  
~~February 27, 2006~~January 13, 2020

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## **INSTRUCTION**

### **Curriculum**

#### **Subject Fields**

The district shall provide as a minimum all curriculum subjects required by the Illinois School Code.

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6420 *Access to Electronic Networks and Information Services*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
4. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, *increases students' knowledge, offers direct opportunities to learn* how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the BOE, but at minimum of 3 days per 5-day week.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 5440, Prevention of and Response to Bullying, Intimidation, and Harassment.

~~5-6~~. In all schools, citizenship values must be taught, including: (a) patriotism, (b)

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democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

~~6-7.~~In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

~~7-8.~~In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, and (d) the relationship between learning and work. A career awareness and exploration program must be available at all grade levels.

~~8-9.~~In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

~~9-10.~~ In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.

~~10-11.~~ In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

~~11-12.~~ In grade 7 concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

~~12-13.~~ In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

~~13.14.~~ In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

~~14.15.~~ In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

~~15.16.~~ In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

~~16.17.~~ In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### Extended Instructional Programs

The District may offer various extended instructional programs in accordance with state law and the District's educational philosophy.

#### Introduction/Deletion of Course Offerings

All administrative recommendations regarding the introduction or deletion of course offerings shall include a justification and any resulting staffing or budget changes. All such course offerings shall be subject to Board approval.

#### Changes

The modification of existing instructional methods or materials as specified in the district curriculum guides shall be made only with the prior approval of the central office if those changes supplant rather than supplement those methods or materials. Any proposed change shall be submitted to the Assistant Superintendent for Teaching & Learning by the building principal for review. The Assistant Superintendent shall determine whether the proposed change should be designated as a "curriculum modification request" falling within the scope of this policy and regulation.

#### Guides

Curriculum guides for every major subject area shall be developed and periodically updated by the professional staff under the direction of the Assistant Superintendent for Teaching & Learning or a designate to be used to guide the professional staff in the planning of sequential instructional activities so that the educational experiences of the students form a well-articulated continuum of development from one grade level to the next and from school to school.

Legal Reference: 105 ILCS 5/2-3.63, 2-3.64, 27, 863  
5 ILCS 465/3 and 465/3a. 20 ILCS 2605/2605-480

105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7,  
5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5,  
5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10,  
5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.

Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

Amended: ~~March 21, 2005~~  
~~January 13, 2014~~  
~~January 11, 2016~~  
~~January 22, 2018~~  
~~January 14, 2019~~ January 13, 2020

Reviewed: ~~January 31, 2011~~  
~~November 11, 2015~~ January 13, 2020

**INSTRUCTION**

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**School Calendar, School Day, Emergency School Closings**

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**School Calendar**

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The school calendar shall be established by the Board on recommendation of the Superintendent at a regular meeting of the Board not later than May 1 of the preceding school year. The school calendar shall meet the requirements of the School Code. Parents shall be notified of the school calendar.

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The school calendar may be amended by the action of the Board. Parents shall be notified of any such amendments as soon as possible by the administration.

**School Day**

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The length of the school day shall be set by the Board at a regular meeting based on the recommendation of the Superintendent and shall fall within the limits established by the School Code. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

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**Commemorative Holidays**

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

**Emergency Closings**

In the event of severe weather, natural disaster, critical damage to a building, malfunction of a building's internal environmental support system, etc., school closings shall be decided upon by the Superintendent or designee. Closings will be announced through annually established channels. If a building is evacuated for a lengthy period of time or is unusable due to an emergency, natural disaster, substantial damage to a building, or malfunction of a building's internal environmental support system the procedures outlined in the Crisis Manual will be followed.

Legal Reference: 105 ILCS 5/10-19, 5/10-19.05, 5/18-8, and 5/24-2.  
23 Ill. Admin. Code § 1.420(f).

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Metzl v. Leininger, 1995 WL 3640017 (7<sup>th</sup> Cir. 1995)

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Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

Amended: ~~March 21, 2005~~  
~~January 13, 2014~~  
~~January 11, 2016~~ January 13, 2020

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Reviewed: ~~January 31, 2011~~  
~~November 30, 2015~~ January 13, 2020

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## Instruction

### Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home/hospital services or the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.  
23 Ill.Admin.Code §§1.610 and 226.300.

Adopted: January 11, 2013

Amended: ~~January 12, 2015~~ January 13, 2020

Reviewed: ~~December 1, 2014~~ January 13, 2020

**INSTRUCTION**

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**School Accountability**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

**Quality Assurance**

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The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State Board of Education rules, by:

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to monitor each school's process for continuous school improvement.
2. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec.2-3.153 of the School Code, annually administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6-4 through 8 and teachers.

**LEGAL REF.:**

No Child Left Behind Act, §1116, 20 U.S.C. §6316.  
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, added by P.A. 98-972, 5/10-21.3a, and §5/27-1.  
23 Ill.Admin.Code §§1.10, 1.20, and 1.30.

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**CROSS REF.:**

6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

Adopted: Board of Education  
Woodridge School District 68  
January 28, 2008

Reviewed: ~~January 31, 2011~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~January 11, 2016~~  
~~January 23, 2017~~ January 13, 2020

**BOARD OF EDUCATION**

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**Powers and Duties of the School Board**

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

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

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17. Entering into joint agreements with other school boards to establish cooperative educational programs or provide educational facilities;
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual School board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse;
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

#### Indemnification

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

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LEGAL REF.: 105 ILCS 5/2-3.25d,5/10-1 et seq.,5/17-1 and 5/27-1.  
115 ILCS 5/1 et seq.  
325 ILCS 5-4.

Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

Amended: ~~January 28, 2002~~  
~~January 28, 2008~~  
~~January 25, 2010~~  
~~January 14, 2013~~  
~~January 15, 2015~~  
~~January 11, 2016~~  
~~May 13, 2019~~ January 13, 2020

Reviewed: ~~December 1, 2014~~  
~~November 30, 2015~~ January 13, 2020

**BOARD OF EDUCATION**

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**Filling Vacancies**

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Elective office of a Board member becomes vacant before the expiration of the term of such office on the happening of any of the following events:

1. Death of the incumbent
2. Resignation in writing filed with the Secretary of the Board
3. Legal disability of the incumbent
4. Ceasing to be a resident of the District for which the member was elected
5. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath
6. Removal from office
7. The decision of a competent tribunal declaring his or her election void
8. An illegal conflict of interest
9. Acceptance of a second public office that is incompatible with Board membership.

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five (5) days after its occurrence and proceed to fill the vacancy until the next regular school election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45-60 days after it occurred by a public vote at a meeting of the Board.

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Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

Legal Reference: 105 ILCS 5/10-10, 5/10-9, 5/10-11

Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

Reviewed: ~~September 17, 2001~~  
~~December 11, 2007~~

~~December 5, 2016~~January 13, 2020

Amended: ~~January 14, 2013~~

~~January 23, 2017~~January 13, 2020

## **BOARD OF EDUCATION**

### **Board Member Conflict of Interest**

No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State Law.

School Board members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each School Board member is responsible for filing the statement with the county clerk of the county in which the Board member resides by May 1.

#### Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: 5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 105/3.  
105 ILCS 5/10-9.  
2 C.F.R. §200.318(c)(1).

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~~LEG. REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, 420/A-107, and 425/1 et seq.  
50 ILCS 5/10-9  
105 ILCS 5/10-9~~

Adopted: Board of Education  
Woodridge School District  
October 22, 1996

Amended: ~~June 21, 1999~~  
~~January 14, 2013~~ January 13, 2020

Reviewed: ~~September 17, 2001~~  
~~December 11, 2007~~ January 13, 2020

## **BOARD OF EDUCATION**

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### **Board Officers**

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The Board officers are: President, Vice President, Secretary, and Treasurer.

#### **President**

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The Board elects a President from its members for a 2-year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments;
3. Be an ex-officio member of all Board committees;
4. Appoint Board members to represent the Board on other boards or agencies;
5. Ensure that a quorum of the Board is physically present at all Board meetings;
6. Sign official District documents requiring the President's signature. Including Board Minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Review appeals of record access requests that were denied;
9. Serve as the Board's official spokesperson to the media.

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9.10. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official.

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The President is permitted to participate in all Board meetings in a manner equal to all other Board members.

A vacancy in the Presidency is filled by the Vice President.

#### **Vice President**

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The Board elects a Vice President from its membership for a 2-year term. The Vice President performs the duties of the President if:

- the office of President is vacant;
- the President is absent; or
- the President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by special Board election.

#### **Secretary**

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The Secretary shall be appointed by the Board and shall serve a 2-year term. The Secretary will receive reasonable compensation as fixed by the Board before his/her appointment.

The Secretary shall perform the following duties:

1. Post notice for Board meetings;
2. Keep Board meeting minutes for all Board Meetings and keep the verbatim record for all closed Board Meetings;
3. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting.
4. Mail meeting notification and agenda to news media who have officially requested copies;
5. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the First Monday of April and October and on such other times as the Treasurer requests;
6. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature;
10. Maintain Board policy, financial reports, publicity, and correspondence;
11. Act as the local election ~~authority-official~~ for the District.

#### Treasurer

The treasurer of the Board shall be either an elected member of the Board who serves a one-year term or an appointed non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by the Board.

LEGAL REF.: 5 ILCS 420/4A-106.  
105 ILCS 5/8-1,5/8-2,5/8-3,5/8-6,5/8-16,5/8-17, 5/10-1, 5/10-5,5/10-7,  
5/10-8, 5/10-13,5/10-13.1,5/10-14, and 5/17-1.

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Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

Amended: ~~January 25, 2010~~  
~~January 13, 2014~~  
~~January 12, 2015~~  
~~January 11, 2016~~ January 13, 2020

Reviewed: ~~September 17, 2001~~  
~~December 11, 2007~~  
~~December 1, 2014~~  
~~November 30, 2015~~ January 13, 2020

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**School Board**

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**Uniform Grievance Procedure**

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A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) (student and employee claims of harassment will be referred to the procedures identified in Board Policy 4180 and 5440)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of District funds including but not limited to funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs (challenges to textbook and instructional materials will be referred to the procedures under Board Policy 6400)
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.
16. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29)

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The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

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All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. As used in this policy, "school business days" means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 5440 *Prevention and Response to Bullying*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 4180, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 7260, *Uniform Grievance Procedure*.

#### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint ~~of sexual harassment~~ contains allegations involving the Superintendent ~~or Board member(s)~~, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

#### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. All decisions shall be based on the preponderance of evidence standard.

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Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

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The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination/Title IX -Coordinator:**

Dr. William Schmidt

7925 Janes Avenue

Woodridge, IL 60517

630-967-2030

**Complaint Managers:**

Dr. Anne Bowers

2525 Mitchell Drive

Woodridge, IL 60517

630-967-2012

Dr. William Schmidt

7925 Janes Avenue

Woodridge, IL 60517

630-967-2045

**LEGAL REF.:**

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.60, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200-40.

Adopted: Board of Education  
Woodridge School District  
January 30, 2012

Reviewed: ~~January 14, 2013~~  
~~November 30, 2015~~ January 13, 2020

Amended: ~~January 11, 2016~~  
~~January 22, 2018~~ January 13, 2020

## **BOARD OF EDUCATION**

### **Types of Board Meetings**

#### **General**

For all Board meetings and meetings of Board committees, the Superintendent or designee shall satisfy all notice and posting requirements contained in this policy, as well as the Open Meetings Act. This shall include mailing meeting notification to news media that have officially requested them, and to others as approved by the Board. All meetings are to be held at a location that is open and convenient to the public.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### **Regular Meetings**

The Board shall hold its regular meetings at times and on dates designated on a calendar adopted by the Board at the beginning of each fiscal year. The regular meeting calendar may be changed with 10 days notice in accordance with state law. A meeting agenda shall be posted at the District administrative office and the Board meeting room, at least 48 hours before a regular meeting is held. Items not specifically on the agenda may still be discussed during the meeting. Notice of each regular meeting of the Board with agenda and supporting information shall be delivered to each member at least 48 hours prior to each meeting.

#### **Closed Meetings**

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office,

when the public body is given power to remove the occupant under law or ordinance.

4. Evidence or testimony presented in open hearing or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments or investment contracts.
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications management association or self insurance pool of which the public body is a member.
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

The Board may hold a closed meeting, or close a portion of the meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, shall be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted by a Board quorum when such meetings will involve the same particular matters and are scheduled to be held within 3

months of the vote.

No final Board action shall be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail, at least 48 hours before the meeting, or by personal service, at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's Administration Office at least 48 hours before the meeting; and by notifying the news media which have filed a written request for notice. News media which have given the Board an address or telephone number within the territorial jurisdiction of the District shall be given notice in the same manner as that given Board members. A meeting agenda shall accompany the notice.

No matters shall be discussed, considered, or brought before the Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practicable, but in any event, before the meeting to news media that have filed an annual written request for notice.

#### Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

Legal Reference: 5ILCS 120/1~~et seq.~~  
105 ILCS 5/10-6 and 5/10-16

Adopted: Board of Education  
Woodridge School District 68  
January 26, 1976

Reviewed: ~~December 11, 2007~~  
~~December 1, 2014~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2020

Amended: ~~January 9, 1995~~  
~~November 13, 1995~~  
~~August 21, 1996~~  
~~October 22, 1996~~  
~~December 18, 2000~~  
~~January 28, 2002~~  
~~November 18, 2002~~  
~~February 27, 2006~~  
~~January 14, 2013~~  
~~January 12, 2015~~  
~~January 11, 2016~~  
January 23, 2017 January 13, 2020

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## **BOARD OF EDUCATION**

### **Board Meeting Procedure**

The Superintendent shall prepare an agenda for each Board meeting. Any member of the Board may submit suggestions for items to be included on the agenda. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion ~~or explanation~~ before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not specifically on the agenda may still be discussed during the meeting.

The Superintendent will provide a copy of the agenda, with adequate data and background information, to each Board member at least two business days before each regular meeting. Board members are expected to contact the Superintendent or other appropriate staff members to request additional information that may be deemed necessary to assist them in their decision making responsibilities.

### **Voting Method**

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated. Such items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present. However, no action will be taken.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

### **Minutes**

The Secretary shall keep written minutes of all open and closed Board meetings, which shall be signed by the President and the Secretary.

The minutes shall include:

1. The date, time, and place of the meeting;
2. Board members recorded as either present or absent;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

4. On all matters requiring a roll call vote a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the member making the motion and the second;
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary and President upon approval.

The official minutes are in the custody of the Secretary. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later. The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within ten days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

#### Minutes - Closed Meeting

The Board Secretary shall keep in a punctual, orderly and reliable manner a general description of all issues presented and discussed and a record of any procedural votes taken. No final action votes may be taken during the closed meeting.

Closed meeting minutes should be read for possible edits and corrections prior to acceptance and approval by Board members.

Minutes of closed meetings shall be provided to Board Members for review by the next regularly scheduled Board meeting.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

Minutes from closed meetings are available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and

(2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

Once the Board has determined the minutes of a closed meeting are no longer confidential, they shall become available for inspection at the office of the Superintendent during regular business hours in the presence of either the Board Secretary or the Superintendent or a Board member.

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location.

The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District Administrative Office.

During the Board's semi-annual meetings to review the closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether: (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, and matter concerning: (1) a names student, (2) an employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the District, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.

Access to the verbatim recordings is available at the District's administrative offices. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Quorum

A Board member unable to attend a meeting will contact the Board President, and either the Board secretary or Superintendent, prior to the Board meeting to inform them of any absence.

A majority of the full membership of the Board shall constitute a quorum. Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### Parliamentary Procedure

The Board shall observe parliamentary procedure except as otherwise provided by law.

#### Broadcasting and Recording Board Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board meetings legally open to the public according to the following guidelines:

1. Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.
2. Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

The Board may make the necessary arrangements to have audio and/or video recordings of all regular meetings and any special meetings that it deems appropriate. Audio recordings are not to be considered part of the minutes of any meeting.

LEGAL REF: 5 ILCS 120/2a, 120/2.02, 120/2.05 and 120/2.06  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16  
Prosser v. Village of Fox Lake 438 N.E.2d 134 (1982)  
105 ILCS 5/24-12, 5/5-22, 5/10-22.11, 5/10-22.12, 5/10-22.25a

Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

Reviewed: ~~December 1, 2014~~

~~December 5, 2016~~January 13, 2020

Amended: ~~January 28, 2002~~  
~~December 15, 2003~~  
~~March 21, 2005~~  
~~February 27, 2006~~  
~~January 28, 2008~~  
~~January 30, 2012~~  
~~January 14, 2013~~  
~~January 12, 2015~~  
~~January 23, 2017~~January 13, 2020

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**BOARD OF EDUCATION**

**Administration Compliance with the Illinois Freedom of Information Act**

**Public Access to District Records**

The following procedures shall be applied when individuals seek access to public records under the Illinois Freedom of Information Act (“FOIA”) and District Policy 7510:

1. **Definition of Public Records.** “Public records” which may be available pursuant to District Policy and these Procedures means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the District, or as otherwise defined by applicable law.
2. **FOIA Requests to be in Writing.** Requests to inspect and/or copy District public records must be submitted in writing, and are expected to be directed to the District’s Freedom of Information Officer(s) (“FOIA Officer”). Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and Section 4.B. below, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.
3. **FOIA Officer(s).**
  - A. **Designation of FOIA Officer(s).** The Superintendent shall designate one or more employees to serve as the District’s FOIA Officer(s). If more than one, the Superintendent shall designate a Chief FOIA Officer and one or more Deputy FOIA Officers.
  - B. **Training of FOIA Officer(s).** Every FOIA Officer, including any deputies, must complete an electronic training curriculum developed by the Public Access Counselor’s office of the Attorney General by July 1, 2010. After July 1, 2010, whenever a new FOIA officer is designated, that person must complete the electronic training curriculum within 30 days

after assuming the position. After the initial training, all FOIA Officers must complete an annual training program by the Public Access Counselor.

C. **FOIA Officer Duties.** Upon receiving a request for a public record, the FOIA Officer shall:

- Note the date the public body receives the written request.
- Compute the day on which the period for response will expire (see Section 4 below) and make a notation of that date on the written request.
- Maintain an electronic or paper copy of each written request, including all documents submitted with the request until the request has been complied with or denied.
- Coordinate examination of responsive documents, notices to and follow-up with the Public Access Counselor, as necessary.
- Prepare and issue responses to requests on behalf of the District.
- Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.
- Place and maintain a copy of all notices of denial in a single central office file that is open to the public and indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

4. **Response to FOIA Request.**

- A. **Non-Commercial Purposes.** ~~The FOIA Officer shall respond to requests for non-commercial purposes within five business days after the District's receipt of the written request, unless the time period for response is extended in accordance with the requirements of FOIA and Section 5 below.~~

The FOIA Officer must:

1. Comply with or deny a request for inspection or copying within five business days of receiving a records request, unless the time for response is extended with requirements of FOIA and Section 5 below. 5 ILCS 140/3.
2. Redact any and all exempt portion(s) of requested records containing both exempt and non-exempt material and release the remaining material. 5 ILCS 140/7.
3. Comply with the Personnel Record Review Act (PRRA), 820 ILCS 40/, amended by P.A. 101-531.
  - a. The response to a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record.
    - 1) If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse or severe physical abuse,

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- the request must be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531.
- 2) If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531.
- 3) If the responsive record is four years old or less, it must be disclosed (regardless of its nature) and the employee must be notified in writing (first class mail) or by email, if available, on or before the day any such record is released, unless notice is not required under the PRRA. 5 ILCS 140/7.5(q); 820 ILCS 40/7. A notice to the employee is not required if:
- The employee specifically waived written notice as part of a written, signed employment application with another employer;
  - The disclosure is ordered to a party in a legal action or arbitration; or
  - Information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.
- b. A request for a performance evaluation(s) must be denied. 820 ILCS 40/11.

- B. Commercial Purposes.** The FOIA Officer shall respond to written requests for commercial purposes within 21 business days after receipt. The response shall (i) provide an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which the District may require the person to pay in full before copying the requested documents; (ii) deny the request if an exemption applies; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. Unless the records are exempt from disclosure, the FOIA Officer shall comply with the request within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. “Commercial purpose” means the use of any part of a public record, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sale or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purposes” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research for education.
- C. Format of Responsive Documents.** The FOIA Officer shall provide the record in the format requested by the requester, if feasible. The FOIA Officer may direct the requester to the District’s website for access to

responsive documents, unless the requester specifically requests another format of the responsive documents.

5. **Extensions.** If an extension of time is required, the FOIA Officer shall provide written notice to the requester of the date by which the records shall be available and the reason for the extension. Such extension notice shall be provided within five business days after the District's receipt of the original request to inspect and/or copy public records. Extensions for non-commercial requests shall be no more than an additional five business days after the original response is due, or such longer time as agreed to in writing with the requester. Extensions are warranted if one of the following applies or if otherwise authorized by FOIA or Illinois law:
  - The requested records are stored in whole or in part at other locations than the office having charge of the requested records; or
  - The request requires the collection of a substantial number of specified records; or
  - The request is couched in categorical terms and requires an extensive search for the records responsive to it; or
  - The requested records have not been located in the course of routine search and additional efforts are being made to locate them; or
  - The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under FOIA or should be revealed only with appropriate deletions; or
  - The request for records cannot be complied with within the prescribed time limit without unduly burdening or interfering with the operations of the District; or
  - There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having substantial interest in the determination or in the subject matter of the request.
6. **Inspection of Public Records.** Inspection of District public records not exempted from disclosure under FOIA shall be permitted during regular business hours at the District's office.
7. **Copy Charges and Waivers/Reductions.**
  - A. **Fee Schedule.** The Board of Education shall adopt a standard scale of fees, in accordance with FOIA and other laws. The current Fee Schedule is attached to these Administrative Procedures.
  - B. **Waivers/Reductions.** Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee

may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

8. **Denials.** A request may be denied when the material requested is (i) not a “public record” of the District, as defined by law; (ii) is exempt from disclosure under FOIA or any other State or federal law; or (iii) complying with the request would be unduly burdensome.

A. **Unduly Burdensome Requests.** Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request and the burden on the District outweighs the public interest in the information. Before invoking this exemption, the FOIA Officer shall extend to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions. However, repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome under FOIA and may be denied.

B. **Denials based on (1) the “personal information” exemption, or (2) the “preliminary drafts” exemption.** In the event the FOIA Officer intends to deny a request for public records, in whole or in part, based on FOIA’s exemptions for personal information (FOIA Section 7(1)(c)) or preliminary drafts (FOIA Section 7(1)(f)), the FOIA Officer shall, within the required time frame for a response set forth in Sections 4 and 5 above, notify the requester and the Public Access Counselor’s office of the Illinois Attorney General of the FOIA Officer’s intent to deny the request for one of these exemptions before issuing an official denial. The notice to both the requester and the Public Access Counselor shall include (i) a copy of the request; (ii) the District’s proposed response; and (iii) a detailed summary of the public body’s basis for asserting the exemption.

In such event, the time for the FOIA Officer’s official response shall be tolled until the FOIA Officer receives notice that the Public Access Counselor has concluded its inquiry into the intended denial. If the Public Access Counselor concurs with the FOIA Officer’s determination that the public record is exempt from disclosure, the FOIA Officer shall prepare a denial in accordance with Section 8.C below and deliver the denial to the requester. If the Public Access Counselor disagrees, the FOIA Officer should follow the directives of the Public Access Counselor. If the District disagrees with the conclusions or directives of the Public Access

Counselor, the District may consider filing a lawsuit and should consult with the District's attorney, as may be appropriate.

- C. **Contents of Denial.** In the event the FOIA Officer denies a request for access to public records, in whole or in part, for any reason, the FOIA Officer shall provide the requester with a written statement of the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, citation to supporting legal authority, which may include citation to the exemption claimed, and the names and titles or positions of each person responsible for the denial. The notice of denial shall inform the requester of the right to review by the Public Access Counselor's office of the Illinois Attorney General and provide the address and phone number for the Public Access Counselor. The notice of denial shall also inform the requester of his or her right to judicial review in accordance with Section 11 of FOIA.

9. **Exemptions.** Records exempt from disclosure include, but are not limited to:

- Private information, unless disclosure is required by another provision of FOIA, a State or federal law, or court order. Private information is defined as unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, personal email addresses, home address, and personal license plates (except as otherwise provided by law or when compiled without the possibility of attributing such information to any person).
- Personal information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. An unwarranted invasion of personal privacy is defined as the disclosure of information that is highly personal or objectionable to a reasonable person and in which the person's right to privacy outweighs any legitimate public interest in obtaining the information.
- Preliminary drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the District (e.g., the Superintendent).
- Test questions, scoring keys and other examination data used to administer examinations.

- Information concerning a school's adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student.
- Records relating to the District's adjudication of employee grievances or disciplinary cases, but not including the final outcome of cases in which discipline is imposed.
- Communications between the District and its attorney that would not be subject to discovery in litigation.
- Proposals and bids for any contract, grant, or agreement, until a final selection is made.
- Closed meeting minutes not yet available to the public under the Illinois Open Meetings Act.
- Collective bargaining documents or information, except for any final contracts or agreements.
- Information regarding real estate transactions until a sale is final.

When a request is made to inspect or copy a public record that contains information that is exempt from disclosure, but also contains information that is not exempt from disclosure, the District must make the non-exempt information available for inspection and copying. However, the FOIA Officer may redact the exempt information from the document before making it available.

10. **FOIA Information.** The District shall prominently display at each of its administrative offices and on its website the following information:

- A brief description of the District;
- A brief description of the methods whereby the public may request information and public records;
- A directory designating the District's FOIA Officer(s);
- The address where requests for public records should be directed; and
- Any fees allowable under FOIA.

The District shall also make the above information available for inspection and copying, and shall send such information through the mail if requested.

11. **Categories of Public Records.** As required by Section 5 of FOIA (5 ILCS 140/5), the FOIA Officer will maintain and make available for inspection and copying a reasonably current list of all types or categories of documents under its control. This list is attached to these Administrative Procedures.

12. **Immediately Available Documents.** As required by Section 3.5(a) of FOIA (5 ILCS 140/3.5(a)), the FOIA Officer will develop a list of documents or categories of records that the District will immediately disclose upon request. This list is attached to these Administrative Procedures.

### **Categories of the District's Public Records**

*As required by 5 ILCS 140/5*

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

### **List of Documents or Categories of Records that the District Shall Immediately Disclose Upon Request**

*As required by 5 ILCS 140/3.5(a)*

Board of Education policies  
Minutes of Board of Education meetings open to the public

- Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year
- Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded
- Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded
- Description of the District and its records
- A hyperlink to an email address(es) for members of the public to communicate with members of the Board
- District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31 of each year)
- A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative

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- Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness
- Board policy 7:290, *Suicide and Depression Awareness and Prevention*
- Administrator and Teacher Salary and Benefits Report
- Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination
- As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year
- As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year
- Names of Board members who have completed professional development leadership training

**FEE SCHEDULE FOR FOIA REQUESTS**

*Approved by the Board of Education on January 25, 2010*

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined in FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.
- Thereafter, a fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy.
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records.

Color Copies	\$0.25
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- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the

request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

| Amended: ~~January 14, 2019~~January 13, 2020

## **GENERAL PERSONNEL**

### **Workplace Harassment Prohibited**

#### Statement of Policy

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, or other protected status identified in Board policy 4010, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 5020 *Harassment of Students Prohibited*.

*The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.*

#### Definition of Sexual Harassment

“Sexual harassment” consists of unwelcome sexual advances; sexual advances to students by staff, whether welcome or unwelcome; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
2. Submission to or rejection of such conduct is used as the basis for any employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of any student or other employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's grades, educational opportunities, employment status, or

similar personal concerns.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

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Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

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Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees may also report claims using Board policy 7260, Uniform Grievance Procedure. If a claim is reported using Board policy 7260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

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Investigation Process

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Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

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Enforcement

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A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. ~~Making a Complaint; Enforcement~~

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~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee’s employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited.~~

~~Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.~~

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 7260 *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee’s same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. The names, addresses and phone numbers of the Nondiscrimination Coordinator and Complaint Managers will be prominently placed on the District’s website.~~

Discipline

~~Discipline for violations of this policy shall be in accordance with Administrative Regulation 4180R. Retaliation Prohibited~~

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An employee’s employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 7260, *Uniform Grievance Procedure*), and whistleblower protection may be

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available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies.

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

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LEGAL REF.: Title VII of the Civil Rights Act of 1964, Section 703  
Title IX of the Education Amendments, of 1972, 20 U.S.C.  
Section 1681 ~~-et seq.~~  
U.S. Equal Employment Opportunity Commission, 29 CFR Part 1604.11  
U.S. Department of Education, 34 CFR Part 1604.11  
U.S. Department of Health and Human Services, 45 CFR Part 86.8(b)  
Illinois Human Rights Act, 775 ILCS 5/2-102(D), 5/2-105

Adopted: Board of Education  
Woodridge School District  
June 22, 1998

Amended: ~~November 18, 2002~~  
~~January 11, 2016~~ January 13, 2020

Reviewed: ~~March 23, 2009~~  
~~January 13, 2014~~  
~~November 30, 2015~~ January 13, 2020

## **GENERAL PERSONNEL**

### **Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation**

State and federal law prohibit harassment on the basis of an individual's race, religion, national origin, sex (including pregnancy), sexual orientation, age, citizenship status, disability, or other protected status, as identified in Board policy 4010, *Equal Employment Opportunity and Minority Recruitment*. For the purpose of this procedure, sexual harassment includes harassment on the basis of sexual orientation, which means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity.

The person charged with conducting the internal harassment investigation must ascertain: (1) if the alleged conduct occurred; (2) if the conduct was unwelcome; (3) if the harassing conduct was based on any protected status of the complainant; and (4) whether the harassment created a *hostile environment* in that it ~~was so severe or pervasive as to affect a term or condition of the complainant's employment~~ had the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. The questions that follow are designed to help the investigator uncover this evidence. *The questions below serve as a general sample; they are not all-inclusive and the exact questions must be designed for the specific allegations in each case.*

#### **Did the alleged conduct occur?**

Investigators should consider a number of factors in evaluating whether the complained of conduct occurred, such as:

1. The level of detail provided by the complainant/witness;
2. The consistency within and between the witness' statement(s)
3. The consistency between the witness' statements and those of other witnesses;
4. Corroborating witnesses and other evidence;
5. Body language/eye contact of the witness (**Note:** the manner of a complainant's body language/eye contact during an interview may be attributable to the complainant's discomfort, rather than a lack of truthfulness);
6. The existence of a pattern of similar past behavior/harassment complaints involving the alleged harasser;
7. Does the witness have reason to be untruthful, such as a personal stake in the outcome?

#### **Is the conduct complained of unwelcome?**

*Unwelcome conduct* is that verbal or physical conduct which the employee did not solicit or incite and that which the employee regarded as undesirable or offensive. The Equal Employment Opportunity Commission (EEOC) evaluates the issue of welcomeness on a case-by-case basis, considering the totality of the circumstances. The wise investigator will do the same.

Below are sample questions that can be used to formulate actual questions for this part of the investigation.

1. Who is the alleged harasser? What is his/her name? Is he/she a co-worker or a supervisor?
2. Is the conduct complained of physical, verbal, and/or committed using an electronic device, such as, through email, text message, or a social networking website? Obtain relevant details for each incident (the *Five W's*: Who, What, Where, When, and Why).
3. If physical, describe with specificity the nature of the physical conduct. Describe all locations on the complainant's body that were touched and indicate when, how often, how the complainant was approached, who witnessed the physical conduct, and where was the complainant when the conduct took place? Did the physical conduct involve an injury to or destruction of the complainant's possession(s) and, if so, what was the property, what was the nature of the injury, when did it happen, and where is the property now?
4. If the unwelcome conduct was verbal, what was stated, when, how often, where were the parties when the statements were made, and who witnessed the statements being made?
5. If the conduct was committed using an electronic device, e.g., through email, text message, or social networking website, what was stated, where, when, how often, who saw it?
6. Did the complainant or any of the witnesses retain any evidence of the offensive conduct such as a picture, email message, text message, or video or audio recording?
7. Was a complaint or protest made to anyone employed by the District or to anyone else? If so, to whom did the complainant complain, when was the complaint made, what was stated therein, and were there any witnesses to this or these complaints?
8. What was the complainant's response to the conduct? Did the complainant tell the alleged harasser to stop? Did the complainant complain to others about the alleged harasser's behavior? Did the complainant ask co-workers, supervisors or managers to make the harassment stop? If so, obtain all relevant details (the *Five W's*).
9. Did the complainant engage in any conduct with the alleged harasser that could have encouraged his/her behavior? If so, what was the conduct, when and where did it occur, how often and who witnessed it?
10. Did the complainant make the alleged harasser aware at the point when the conduct became unwelcome? If so, when, how was this done, what was communicated to the alleged harasser, and were there any witnesses?
11. Did the complainant complain about the harassment to the alleged harasser, his/her supervisors, other managers or others? If so, when were the complaints made, what was said, who was present, and what was the response to each complaint?
12. If no prior complaints about the alleged harassment were made, why not?
13. What other actions, if any, did the complainant take to indicate to the alleged harasser that his/her conduct was unwelcome?
14. If they lack knowledge about the harassment, did co-workers, supervisors or managers notice any changes in charging party's behavior at work or in the alleged harasser's treatment of the charging party?
15. Has the alleged harasser been accused of harassment by other employees? If so, when, and were the allegations investigated? If so, what was the result of the investigation, and what was management's response, i.e., what remedy was imposed?

### Did the work environment become hostile?

To ascertain whether unwelcome conduct creates an unlawful *hostile environment*, the major inquiry is whether the conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment. In the sexual harassment context, trivial or annoying conduct such as sexual flirtation or innuendo or vulgar language would probably not establish a hostile environment. The challenged conduct must substantially affect the work environment of a reasonable person for a violation to be found.

Consider the following additional questions for this part of the inquiry:

1. What effect, if any, did the alleged harassment have upon the complainant's ability to perform the complainant's job?
2. What effect, if any, did the alleged harassment have upon the complainant's mental or physical health or well-being? Was medical treatment/therapy sought?

3. Even if the alleged harassment had little, or no effect on the complainant's work performance or well-being, is there evidence, e.g., verbal or written comments, that the alleged harasser intended his or her conduct to have that effect?

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3-4. Additional question for sexual harassment complaints: What was the sexual character of the work environment before the complainant entered the environment? Were sexual comments and actions common? If so, what types, when did they occur? Who was involved? Supervisors? Co-workers?

4-5. Did the character of the workplace change after complainant joined the workplace? If so, how? What was complainant's behavior? How did the alleged harasser and other co-workers or supervisors respond to complainant's behavior?

5-6. Was the complaint of verbal or physical behavior directed at persons other than complainant? If so, who were they? What conduct was directed towards them, when, how frequently, who was present, where did it occur and who witnessed it? How did these persons react to the physical or verbal conduct?

6-7. Did the alleged harasser single out the charging party? If so, how, when, where, and why?

7-8. Did others join in perpetrating the harassment? If so, who? What was done; when, where, who witnessed the conduct, and were others harassed too?

8-9. If the complained of conduct was verbal, what were the remarks? Were they hostile and derogatory? What was the frequency and context of the comments? Were the parties inside or outside of the workplace when the comments were made?

9-10. Was the alleged harassment observed by supervisors, managers, or other co-workers? If so, by whom, when, where, and what was observed?

10-11. Was the alleged harassment observed by former employees or others outside the workplace? If so, by whom, when, where, and what was seen?

### Was the harassment committed by a supervisor?

The employer will be held responsible for acts of harassment committed by the employee's supervisor, meaning someone who was authorized by the employer to have authority over the complainant's terms and conditions of employment. To investigate harassment committed by the complainant's supervisor, include questions such as the following:

1. What conduct is the supervisor accused of? When, where, how often did it occur, and who observed?
2. Was the supervisor authorized to grant or deny tangible job benefits to the complainant? If so, what was the scope of that authority and what documents evidence it? If not, were the supervisor's recommendations concerning the complainant's terms and conditions of employment typically or routinely followed?

**Was the harassment *quid pro quo* (do this for that)?**

An employer will be held responsible for acts of *quid pro quo* sexual harassment, meaning that tangible job benefits were either (1) conditioned on submitting to sexual favors, or (2) denied because of the complainant's rejection of a sexual advance or request for sexual favors. *Quid pro quo*-type harassment can also occur in other contexts, such as religious discrimination, for example, if a person is required to abandon or alter his or her religious practice as a condition of employment.

1. How was the complainant's employment affected by the alleged harassment? Was he/she denied a salary increase, a promotion, a job transfer, etc.? If so, when?
2. Was the complainant treated differently from similarly situated employees in regard to the denied salary increase, promotion, job transfer, etc.? If so, who was treated differently by this same supervisor?
3. What other management employees were involved in decisions to grant or deny the tangible job benefit(s) to the complainant? Did they have knowledge of the sexual conduct?

Administrative Adoption: June 22, 1998  
Reviewed: ~~November 4, 2002~~  
~~March 23, 2009~~  
~~January 14, 2019~~ January 13, 2020

## **BOARD OF EDUCATION**

### **Ethics and Gift Ban**

#### **Prohibited Political Activity**

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

#### **Limitations on Receiving Gifts**

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather,

stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 7260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

*Political activity* means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

10. Preparing or reviewing responses to candidate questionnaires.

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Page 4 of 4

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

*Prohibited source* means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

*Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the

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Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

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If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

LEG. REF.:       5 ILCS 430/, State Officials and Employees Ethics Act.  
                        10 ILCS 5/9-25.1, Election Interference Prohibition Act.

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Adopted:           Board of Education  
                      Woodridge School District 68  
                      July 26, 2004

Amended:         ~~January 28, 2008~~  
                      January 13, 2014January 13, 2020

Reviewed:         ~~January 14, 2013~~January 13, 2020

## **Resolution to Prohibit Sexual Harassment**

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WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of *insert name* Woodridge School District 68, *insert county* DuPage County, Illinois, as follows:

Section 1: The Board adopts Board policies ~~2-1057200~~, *Ethics and Gift Ban*, and ~~5-204180~~, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies ~~2:1057200~~, *Ethics and Gift Ban*, and ~~5:204180~~, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ~~\_\_\_\_\_~~ 13th day of ~~\_\_\_\_\_~~, January, 20~~\_\_\_\_~~ 20.

Attested by: \_\_\_\_\_, Board President

Attested by: \_\_\_\_\_, Board Secretary

## **INSTRUCTION**

### Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis on the District website and distributed to students and parents through the student handbook, and that the community is informed about the progress of this policy's implementation.

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages health habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in a physical education course a minimum of 3 days per 5-day week.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and health as established by the Illinois Board of Education.

### Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of health and Human Services and the Department of Agriculture.

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods, comply with all ISBE rules, and prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 3700 *Food Services*, i.e. in-school marketing of food and beverage items must meet competitive foods standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law. ISBE rules prohibit EFDs for grades 8 and below in participating schools.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program.

#### Guidelines for Food Items at Birthday Celebrations, Holidays and Other Student Recognition

To promote overall wellness and the safety of students with health issues, only non-edible items will be used for birthday celebrations and other student recognition. In addition, only non-edible items may be used for rewards and incentives in the classroom. Options beyond food items are encouraged for holiday celebrations, or to support curricular purposes, and any food or beverage used for this purpose shall follow the intent of this wellness policy.

#### Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

#### Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public.

#### Recordkeeping

The Superintendent, or designee, shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

Legal Ref.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204  
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et. seq.  
 National School Lunch Act, 42 U.S.C. §1758  
 41 U.S.C. Sec. 1779, as implemented by 7 C.F.R. §210.11  
 105 ILCS 5/2-3.139  
 23 Ill.Admin.Code Part 305, Food Program

Cross Ref.

4:120 (Food Services)

Adopted: Board of Education  
 Woodridge School District 68  
 July 31, 2006

Reviewed: January 31, 2011  
November 30, 2015  
December 5, 2016

Amended: January 25, 2010  
January 11, 2016  
January 23, 2017  
January 22, 2018  
January 14, 2019

## INSTRUCTION

### Access to Electronic Networks and Information Services

Electronic networks including the Internet are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The District shall develop and maintain a technology plan.

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's technology plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network, must be in support of education and/or research, and be in furtherance of the Board's stated goal, or for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Access to Electronic Network and Information Services* contains the appropriate uses, ethics, and protocols. All electronic communications and downloaded material may be monitored or read by school officials in accordance with district, state and federal regulations.

### Network Filtering

Each District computer with Internet access shall have a filtering device that restricts entry to visual depictions that are obscene, pornographic, harmful, or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall establish network safety measures that:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,

4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

All approved users must sign the District’s *Authorization for Access to Electronic Network and Information Services* as a condition for using the District’s electronic network.

All users of the District’s computers or other means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against inappropriate access shall be taken before confidential student information is loaded onto the network.

The failure of any user to follow the terms of the *Authorization for Access to Electronic Network and Information Services*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Leg. Ref.: Children’s Internet Protection Act, P.L. 106-554.  
20 U.S.C. 6801 et.seq.  
47 U.S.C. 254(h) and (I).  
720 ILCS 135/0.01.

Neighborhood Children’s Internet Protection Act

Adopted: Board of Education  
Woodridge School District 68  
January 28, 2002

Reviewed: March 21, 2005  
April 21, 2008  
March 23, 2009  
January 25, 2010  
January 30, 2012  
January 14, 2013  
December 1, 2014

Amended: April 23, 2007  
January 31, 2011  
January 13, 2014  
January 15, 2015

## INSTRUCTION

### Software Regulation and Procedures

#### Purpose

The schools and district offices of Woodridge 68 license the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so, Woodridge 68 has no right to make copies of the software except for backup or archival purposes. The purposes of the regulation are to prevent copyright infringement and to protect the integrity of District 68's computer environment.

#### Guidelines

It is the position of the District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. The Director of Technology and Learning Resource Centers is the district's software manager, and is charged with the responsibility for enforcing these guidelines.

District employees may not duplicate any licensed software or related documentation for use either on the District premises or elsewhere unless the District is authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or the District to both civil and criminal penalties under the United States Copyright Act. Employees may not give standalone software to any other employee or any software to non-employees including students, parents and others. District employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

#### Software Compliance

Each District employee must complete a software compliance orientation, described in this regulation. New employees shall be provided with the same orientation within a month of commencing their employment.

#### Software Selection and Purchase Approval

Before ordering software for their schools and offices, employees must obtain approval of the network support staff at Information Technology. The "IT Review of Software Request" form must be used to process approval requests. Copies of software being considered for purchase should be reviewed and evaluated prior to recommendation for purchase.

#### Acquisition of Software

All software acquired by the District must be purchased using the school or district accounts. Software acquisition procedures are restricted to ensure that the District has a complete record of all software that has been purchased and can register, support, track and upgrade such software accordingly.

### Registration of Software

The schools and district must register every software package. Software must be registered in the name of the district or school/department in which it is used. Because of personnel turnover, software should never be registered in the name of the individual user. Each school will keep a record of its software licenses; IT will keep a record of all district-purchased licenses.

These records shall include the following information:

- Title and publisher of all software including freeware and public domain
- Date and source of the software acquisition
- Location of each installation as well as the serial number of the hardware on which each copy of the software is installed
- Name of the authorized user(s) - as applicable
- Existence and location of backup copies
- The software product's serial number

### Installation of Software

All newly purchased software will be delivered to the school LRC teacher. After registration requirements have been met, the IT team, the building LRC teacher, or the person using the software may install the software. Manuals, tutorials and other user materials will be provided to the user. A copy of the license agreement will be made available to the user.

### Storage and Security

After loading the program on the hard drive the LRC teacher or district tech person will keep the original CD or diskettes in a separate secured storage area. For some standalone software, the original software will be stored and the backup copy will be given to the user. Original software will be stored so it will not be subject to damage by environmental factors such as heat, fire and water.

### Backup and Disaster Recovery

The IT team, in cooperation with the school tech person, is responsible for backing up the network. Individual users of hard drive and standalone software are responsible for backing up their own data and software. The IT team may periodically "ghost" all networked machines and if data is stored only on the hard drive, it may be lost.

### Viral Infection Clean up

Virus software is installed on the network to protect all network computers. This software should be updated regularly.

### Documentation

Original manuals, tutorials and other user-oriented documentation should reside with the software users. In a networked environment, the manuals should be located in the LRC so all users have access to them.

### Non-District Owned Software

Only software purchased through approved procedures may be used on district computers. Employees are not permitted to install non-district owned software on district computers. Generally, district-owned software cannot be installed on non-district owned computers. However, if an employee requests to use software on a non-district owned computer, after appropriate approval, the District may purchase a separate package and record it in the software catalog.

Some software companies provide in their license agreements that home use is permitted under certain circumstances. Before installing any software, the license must be reviewed.

Sign-in and sign-out procedures must be followed.

### Software Audits

The IT team and LRC teachers will conduct an annual audit. Any non-licensed or unapproved software found on district/school computers will be uninstalled or the computer will be ghosted and returned to standard settings and programs.

### Software Inventory/Logs

Software inventories and logs of specialized software installed on specific computers will be kept by LRC staff in the buildings and reported periodically to IT.

### Consequences of Inappropriate Use

All students, staff and other users of the district computers will be subject to the penalties and reprimands as defined in Board Policy if they are found to be in violation of the Acceptable Use Standards or any law or statute under which the district operates.

### Basic Provisions

You MAY

- Make a copy of a program for archival purposes. Only one copy of the program, either the original or the copy, may be used at one time.
- Make a new copy of the archival program in the event the original is damaged or destroyed.

You MAY NOT

- Load a program onto multiple hard drives for simultaneous use without a license agreement that allows for such usage.
- Install a program onto a local area network or disk-sharing system absent a license agreement that allows for such usage.
- Make or use unauthorized copies of copyrighted software programs, or allow students or others to make or use unauthorized copies of software programs on school computer equipment.

Any additional questions should be addressed to the Director of Technology and Learning Resource Centers.

Administrative Adoption: January 28, 2002  
Reviewed: March 21, 2005  
Revised: December 1, 2014

*Woodridge District 68, Illinois – Inspiring Education and Innovation*

Acceptable Use Standards (AUS)

**AUTHORIZATION FOR ACCESS TO  
ELECTRONIC NETWORKS AND INFORMATION SERVICES**

*All users (i.e. students, staff, administration, parents, school board members, community members and others) must sign the "Acceptable Use Standards" before using the district's electronic network and information services. Please read this document carefully before signing.*

In a free and democratic society, access to information is fundamental to good citizenship. The Internet, telecommunications, and other new technologies shift the ways that information may be accessed, communicated, and transferred by people. Online electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communication and exploration. Woodridge District 68 has an educational responsibility to instruct students in the appropriate use of electronic resources.

The purpose of the District-provided access to electronic information resources is to facilitate communications in support of research and education. To remain eligible as users, utilization must be in support of and consistent with the educational objectives of Woodridge District 68 and the District's Acceptable Use Standards. Access is a privilege, not a right. Access entails responsibility.

In making decisions regarding student and staff access to information resources, Woodridge District 68 considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to electronic resources enables users to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The District expects that faculty will blend thoughtful use of electronic resources throughout the curriculum and will provide supervision, guidance, and instruction to students. Whenever possible, such resources will be previewed and evaluated prior to use. If students move beyond those resources to others that may not have been previewed by staff, they shall be provided with guidelines and/or lists of resources suited to their learning objectives.

Even though the District may institute technical methods or systems to regulate access, those methods will not guarantee compliance with the District's Acceptable Use Standards.

Nevertheless, the District believes that the benefits of such access exceed any potential for misuse of these resources.

Ultimately, however, school staff, parents, and guardians share a responsibility for setting and conveying the standards that students should follow when using media and information sources. Toward that end, Woodridge District 68 requires that all users adhere to the District's Acceptable Use Standards.

Users should be aware that some material accessible via electronic resources might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Woodridge District 68 makes no warranties of any kind, neither expressed nor implied, for the electronic resources it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data. Due to the potential of tampering with stored data, the District cannot be responsible for the accuracy, nature, or quality of electronically stored information on District media or through District-provided Internet sources. The District cannot be responsible for personal property used to access District data or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Individual buildings may create their own guidelines and procedures consistent with these standards. Such guidelines and procedures will be appropriate for the electronic information resources being used and the users served at the school. There will be consequences for any user who fails to follow District and building guidelines and standards. The consequences for users may include paying for damages, limited access to technology, detention, suspension, or expulsion. In severe cases, the District will involve law enforcement authorities.

Students utilizing District-provided electronic resources must first have the permission of and be supervised by Woodridge District 68 staff. Users utilizing school-provided technology are responsible for appropriate behavior.

All use of electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

## Terms and Conditions

Acceptable Use - All use of the District's electronic network must be a) in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes or b) for a legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, in conjunction with administration, will make all decisions regarding whether or not a user has committed a violation, and may deny, revoke, suspend access at any time; their decision is final. Violations of the codes of conduct or professional requirements may result in the loss of privileges and employee student discipline. Due Process will be given commensurate with the seriousness of the offense.

Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law or regulation, or local statute;

Unauthorized access, downloading and/or installation of software, regardless of whether it is copyrighted, devirused or licensed;

Downloading copyrighted material for other than personal use;

Using the network for private financial or commercial gain;

Wastefully using District resources, such as file space;

Hacking or gaining unauthorized access to, or tampering with, files, data, resources and/or entities.

Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;

Using another user's account or password;

Posting material authored or created by another without his/her consent;

Posting anonymous messages;

Using the network for commercial or private advertising;

Accessing, submitting, posting, publishing, and/or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

Using the network while access privileges are suspended or revoked;

Publishing or otherwise disseminating another person's identity, personal information, account, or password;

Promoting or encouraging the use of illegal or controlled substances;

Unauthorized use of the network to play computer games, enroll in list services, or participate in chat rooms, use external e-mail, or other forms of direct electronic communications;

To remove, install, or exchange any hardware or software component from any electronic system without the consent of the network administrator;

To allow any student to work under another student or staff member's ID;

To use personally owned computers to log into the network.

Creating, accessing and/or distributing at school any written or electronic material, including material from the internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in your messages to others.

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

Do not reveal personal identification (i.e. addresses, phone numbers, ID numbers, etc.) of students, colleagues, or other individuals.

Do not use the network in any way that would disrupt its use by other users.

Consider all communications and information accessible via the network to be the property of the District.

Be respectful.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services*.

Security - Network security is a high priority. If a user identifies a security problem on the Internet, he/she must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

Copyright Web Publishing Rules -

Copyright law and district policy prohibit the republishing of text or graphics found on the Web or on District Web Sites or file servers without explicit written permission.

For each re-publication (on a Web site or a file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Staff and students engaged in producing Web pages must provide the Building Web Master with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

#### Use of Electronic Mail -

The District's electronic mail system, and its constituent software, hardware, and data files are owned and controlled by School District 68. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

The District reserves the right to filter e-mail for content or viruses.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Any e-mail found to be relating to or in support of illegal activities may be reported to the authorities.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateways carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District.

Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and nature of the file so transmitted.

Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety -

Internet Access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services*, and otherwise follow this *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are 1) obscene, 2) pornographic, or 3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor Internet access.

Rights to Data Stored on Network - All data stored on the District network is assumed to be work related and therefore is the property of the School District. When an employee leaves the district for any reason he or she can expect that his or her data will be removed immediately or may be transferred to another employee.

Network users sign the attached *Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services* form for access to the district network every time they are enrolled/hired in the district and any time the policy is amended.

Administration Adoption:	January 28, 2002
Reviewed:	March 21, 2005
Revised:	December 1, 2014

**WOODRIDGE SCHOOL DISTRICT 68**  
*Inspiring Education and Innovation*

**ACCEPTABLE USE STANDARDS:**

**AUTHORIZATION FOR ACCESS TO  
ELECTRONIC NETWORKS AND INFORMATION SERVICES**

**USER AGREEMENT**

I understand and will abide by the above *The Acceptable Use Standards: Authorization for Access to Electronic Networks and Information Services*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and download material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

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User Signature

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Date