

## AGENDA – Policy Committee Meeting

Thursday, February 18, 2016 at 2:30 p.m. in the Board Conference Room

### 1. Discussion Agenda

Number	Name	Proposed Changes
4:45-AP1	Administrative Procedure – Insufficient Fund Checks	Revise collections procedure.
4:140	Waiver of Student Fees	Review fees and fines.
6:180-AP2	Administrative Procedures – Summer School	Review fees and fines.
6:190	Extracurricular and Co-Curricular Activities	Review fees and fines.
6:190-AP2	Administrative Procedure – Eligibility for Participation in Extracurricular Activities	Review fees and fines.
4:110	Transportation	Review bus fees.
4:110-AP1	Administrative Procedure – Transportation Services Provided	Review bus fees.
2:150	Committees	Add Parent-Teacher Advisory Committee as required by School Code.
4:170-AP8	Administrative Procedures – Identification Badges	Review student identification cards.
7:245	Student Athlete Concussions and Head Injuries	Update pursuant to Youth Sports Concussion Safety Act, 105 ILCS 5/22-80.

### 2. Consent Agenda

Number	Name	Proposed Changes
2:200	Types of School Board Meetings	Include school building safety and security into closed session items pursuant to 5 ILCS 120/2(c)(8).
2:220-E2	Exhibit – Motion to Adjourn to Closed Meeting	Update in response to 5 ILCS 120/2(c)(8).
2:250-E2	Exhibit – Immediately Available Public Records and Web-Posted Reports and Records	Update in response to 105 ILCS 5/2-3.163(d).
4:15	Identity Protection	Include procedures for credit cardholder information.
4:50-AP1	Administrative Procedure – Request for Payments	Eliminate outdated language.
4:140-E	Exhibit – Application of Waiver of Fees	Update form.
4:170	Safety	Implement carbon monoxide alarm procedures pursuant to 105 ILCS 5/10-20.56.
4:170-AP1	Administrative Procedure –	See 2:220, 4:170 and 7:290.

	Comprehensive Safety and Security Plan	
5:50	Drug and Alcohol-Free Workplace	Prohibit employees being under the influence of alcohol or illegal drugs or working when alcohol or illegal drug consumption is detectable.
5:90	Abused and Neglected Child Reporting	Non-substantive changes.
5:100	Staff Development Program	See 7:290.
5:100-AP1	Administrative Procedure – Staff Development Program	Non-substantive changes.
5:120-AP1	Administrative Procedure – Statement of Economic Interests for Employees	Update in response to P.A. 99-108.
5:270-AP	Administrative Procedure – Terms and Conditions of Employment for Confidential Staff	Match dental insurance with NTSS annual rate.
6:15	School Accountability	Update in response to P.A. 99-193.
6:15-E <b>DELETED</b>	Exhibit – Resolution Declining Requests to Accept Non-Resident Choice Students	No longer needed as NCLB’s choice provisions do not apply in Illinois.
6:60	Curriculum Content	Update in response to P.A. 99-434 and P.A. 99-284.
6:160 <b>RENAMED</b>	English Learners	Update in response to P.A. 99-30.
6:235-E2	Exhibit: Authorization for Computer and Network Access	Include language about 4:15 and 4:15-AP.
6:270	Guidance and Counseling Program	Update cross references.
7:50-AP1	Administrative Procedure – School Admissions and Student Transfers To and From Non-District Schools	Non-substantive changes.
7:100	Health Examinations; Immunizations; and Exclusion of Students	Reformat.
7:130	Student Rights and Responsibilities	Update in response to P.A. 99-410.
7:140	Search and Seizure	Reword social network paragraphs.
7:290 <b>RENAMED</b>	Suicide and Depression Awareness and Prevention	Rewritten in compliance with 105 ILCS 5/2-3.173(c)
7:290-AP1 <b>RENAMED</b>	Administrative Procedure – Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	Rewritten in compliance with 105 ILCS 5/2-3.173(c)

7:300	Extracurricular Activities	Rewritten in compliance with 105 ILCS 5/22-80.
7:340	Student Records	Release student records without consent to the appropriate school districts when students transfer out of D219.
7:340-AP1	Administrative Procedure – School Student Records	Update pursuant to the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/.
7:340-AP1, E1	Exhibit – Notice to Parent(s)/Guardian(s) and Students of Their Rights Concerning a Student’s School Records	Update pursuant to 325 ILCS 50/5(b)(1) and School Code.
8:30	Visitors to and Conduct on School Property	Prohibit visitors with detectible alcohol or illegal drug consumption.

## Operational Services

### Administrative Procedure - Insufficient Funds Checks

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

1. The Assistant Superintendent for Business/Chief School Business Officer or designee will ~~contact~~ send a letter to the individual as soon as the check is returned to the District ~~or the credit card is refused~~. The individual will be asked to pay the returned check and the \$25.00 returned check fee. A written demand is necessary to become eligible for any costs and expenses in excess of the \$25.00 collection fee (810 ILCS 5/3-806).
2. If the amount due is not paid after initial contact, the Assistant Superintendent for Business/Chief School Business Officer or designee will ~~send a letter~~ contact the individual requiring immediate payment. ~~A written demand is necessary to become eligible for any costs and expenses in excess of the \$25.00 collection fee (810 ILCS 5/3-806).~~
3. If the amount due is still not paid after two (2) contacts, the Assistant Superintendent for Business/Chief School Business Officer or designee will forward the matter to the Cook County State's Attorney's Office.
- ~~3.4. If the amount due is still not paid after two (2) contacts,~~ 4.5. The Assistant Superintendent for Business/Chief School Business Officer or designee may contact a collection agency.
- ~~4.5.~~ If the collection agency is unsuccessful in recovery of owed funds, the Superintendent will determine, with Board approval, appropriate further action, including filing suit for the amount of the insufficient funds, court costs, attorney's fees, the return check fee and other fees.

Board Review: November 3, 2015

## **Operational Services**

### **Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption what a schedule of fees, if any, will be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books (see Board procedure 6:220-AP2, *Instruction Materials – Rental and Purchase*) or other school-owned materials.

Payments for fees must be paid by January 1 of each school year. Fee schedules shall only be altered with the Superintendent's or designee's approval.

Until fees are paid, students with unpaid fees will be excluded from or denied:

1. D219 official transcripts;
2. Diplomas;
3. Graduation tickets; and
4. Prom tickets.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parent(s)/guardian(s) complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the same income, guidelines with the same limits based on household size, that are used for the federal free meals program.

Students receiving a fee waiver are not exempt from optional fees (transportation, parking, yearbook, athletic pass, memberships in parent groups, etc.), or from fines for lost and damaged books, locks, materials, supplies, and equipment.

Until fines are paid, students with fines from the previous school year will be excluded from or denied:

1. D219 official transcripts;
2. Diplomas;
3. Summer camps and summer courses other than core-curriculum and remedial courses;
4. Graduation tickets;
5. Prom tickets;
6. Parking privileges;
7. Yearbooks; and
8. Extracurricular activities.

Payments received will be applied in the following order:

1. outstanding fees and fines
2. school fees
3. fines
4. Driver Education
5. optional fees

The Building Principal will give additional consideration where financial hardship is caused by conditions such as the following:

- Major illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Emergency situations.

#### Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Building Principal shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

#### Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.

23 Ill. Admin. Code § 1.245 [unenforceable].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED: November 3, 2015

## Instruction

### Administrative Procedures: Summer School

#### Admission

Any resident student qualified to attend high school (including entering eighth graders) or any district resident under age 21 shall be eligible to attend summer school, provided his or her record of deportment is acceptable to the summer school administrators. Resident students, whether or not they attend a District 219 school during the year, are given priority in registration.

Resident students who owe fines from the previous school year(s) must pay them before being allowed to register for summer camps and school courses other than core curriculum and remedial courses. Fees may not be waived or reduced unless the student and parent are determined to be eligible through policy 4:140.

Beginning with summer 2010, incoming 9<sup>th</sup> grade students who do not qualify for Algebra 12-22 will be required to take a summer math readiness program. There will be no charge for this course.

#### Tuition and Other Summer School Costs

Annually, the Summer School Principal shall propose and the Board shall set a tuition rate to be sufficient to cover salaries and other costs of operating summer school.

Tuition is due in advance of the summer school term. Tuition shall be non-refundable unless the course is cancelled. Summer school is self-supporting and students are not entitled to tuition or transportation waivers on the basis of need.

#### Terms and Hours

The Summer School Principal shall recommend the dates of each summer school term, for approval by the Board of Education. The term must include sufficient classroom hours for accreditation by the Illinois State Board of Education.

#### Credits Earned

Credits in the District 219 Summer School by a District 219 student will be applied toward credits for graduation. Credits earned by a District 219 student in another district's summer school will be applied toward graduation credits pursuant to policy 6:282.

#### Standards

Standards of scholarship, quality of instruction, discipline, and administrative supervision and control shall be the same for summer school as for regular school.

#### Administration

The summer school shall be administered by a Summer School Principal, who shall have the duties and responsibilities of a Building Principal. The Summer School Principal shall report to the Assistant Superintendent for Curriculum and Instruction.

*For other procedures concerning summer school, see the Agreement between the Niles Township Board of Education and the Niles Township Federation of Teachers.*

Board Review: November 3, 2015

## Instruction

### Extracurricular and Co-Curricular Activities

The Superintendent or a designee shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, good citizenship, or general growth of members.
2. Membership is limited to students currently enrolled in the District.
3. Fees are reasonable for all students and do not exceed the actual cost of operation.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.
6. Funds are available and allocated in the budget or costs are paid by participants, per administrative procedure.
7. All meetings and events will take place on school grounds under the supervision of the activity sponsor unless approved in advance by the Building Principal or designee.

Building Principals or designees are responsible for the scheduling and announcing of student extracurricular and co-curricular activities, and will make an annual report to the Board. The annual report shall state the number of participants for each extracurricular and co-curricular activity and how often each extracurricular and co-curricular activity meets.

Non-school sponsored student groups are governed by the Board Policy, 7:330, *Student Use of Buildings – Equal Access*.

#### Academic Criteria for Participation

Selection of members or participants is at the discretion of the sponsors or coaches, provided that the selection criteria conform to the District's policies. Students must comply with the activity's rules and the student conduct code and satisfy the following academic standards:

- Participation in co-curricular activities is dependent upon course selection and successful progress in those courses.
- Participation in any school-sponsored or school supported athletic or extra-curricular activity is dependent upon the student satisfying the [Illinois High School Association's scholastic standing requirement](#).

Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met, as defined in the administrative procedures.

#### Other Criteria For Participation

Students who owe school fines may not participate in extra-curricular activities, including athletics until all fines are paid from the previous school year(s). In accordance with IHSA rules, students must be District residents to participate in athletics.

CROSS REF.: 4:170 (Safety and Crisis Management), 7:40 (Nonpublic School Students, Including Parochial and Home Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of School Buildings)

ADOPTED: November 3, 2015

## Instruction

### Administrative Procedure: Eligibility for Participation in Extracurricular Activities

The following chart describes in chronological order the duties of administrators, coaches or activity sponsors, and students applying the academic and fiscal criteria for extra-curricular participation:

Actor	Action
Building Principal	Include in the student handbook the minimum academic criteria for participation and the requirement that all fines from the previous school year(s) be paid prior to participation.
Assistant Principal for Operations	<ul style="list-style-type: none"> <li>• On a weekly basis, arrange for all coaches and sponsors to have access to their student-participants' grades.</li> <li>• At the beginning of the semester, notify coaches and sponsors of all students who are ineligible to participate for failing to pay fines from the previous school year(s).</li> </ul>
Coach or Sponsor	Before allowing a student to join an extracurricular activity, ensure that he or she meets both the academic and fiscal criteria.
Coach or Sponsor	Explain the minimum academic and fiscal criteria for participation to student-participants.
Student	In order to be eligible to participate, complete passing work and be enrolled in a minimum of twenty-five (25) credit hours per week. (Driver Education does not count for eligibility.) Make prompt payment of all fines owed from the previous school year(s) before participation.
Coach or Sponsor	Determine whether any student(s) fails to meet the academic or fiscal criteria.
Coach or Sponsor	<i>For any student who fails to meet the academic criteria:</i> meet with the student and explain why he or she is suspended from the activity.
Coach or Sponsor	<i>For any student suspended for not meeting the academic criteria, at the end of the suspension, determine whether the student now meets the District's academic criteria:</i> If the student now meets these criteria, notify the student that he or she is now eligible to participate. If the student does not meet these criteria, notify the student that he or she will remain ineligible to participate until he or she meets the academic criteria.
Coach or Sponsor	<i>For any student suspended for failure to pay fines from the previous school year(s):</i> notify student when such money owed has been paid and allow the student to resume participation.

Board Review: November 3, 2015

## Operational Services

### Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. The District may provide and charge a fee for transportation of students residing within one and one-half miles from their assigned school. Free transportation services and vehicle adaptation is provided for a special education student if included in the 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 Homeless Assistance Act. Students receiving free or reduced-price meals are only responsible for one-half (1/2) of the school year and summer bus fees.

Bus schedules and routes shall be determined by the Building Principal or designee in cooperation with the Assistant Superintendent for Business/ Chief School Business Officer and shall be altered only with the Assistant Superintendent for Business/ Chief School Business Officer's approval and direction. In setting the routes, the pickup and discharge points should be as safe for students as possible.

No school employee may transport a student or students, or otherwise operate a vehicle on school business, unless authorized in writing by the Principal or designee. In the event that an authorized employee needs to transport a student or otherwise drive on school business, only District vehicles will be used.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

### Charter Bus Service

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Charter buses may be requested only for trips exceeding 150 miles, unless otherwise authorized by the Assistant Superintendent for Business/ Chief School Business Officer.

### Post-Trip Vehicle Inspection

The Assistant Superintendent for Business/Chief School Business Officer or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill. Admin. Code §§ 1.510a and 226.750; Part 120.

92 Ill. Admin Code §440-3.

CROSS REF.: 4:170 (safety), 5:100 (staff development), 5:120 (ethics), 5:280 (duties and qualifications); 6:140 (education of homeless children); 6:140-AP (administrative procedure - education of homeless children), 7:220 (bus conduct)

ADMIN. PROC.: 4:110-AP2 (post-trip inspection), 6:140-AP (education of homeless children)

ADOPTED: December 1, 2015

## **Operational Services**

### **Administrative Procedure: Transportation Services Provided**

#### Requests for Bus Transportation

A student's parent(s)/ guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Upon receipt of a petition from a parent/guardian, the Assistant Superintendent for Business/ Chief School Business Officer or designee will conduct a safety study in accordance with Illinois State Law (Section 29-3 of the School Code).

#### Bus Routes

The Assistant Superintendent for Business/Chief School Business Officer or designee shall publish bus routes on the District website before the beginning of each school year. The bus routes shall also be included in the summer mailing to parents.

#### Bus Fees:

The Superintendent or designee annually recommends to the Board of Education a bus fee for students living within 1 1/2 miles. Paying riders, who enroll after the opening of the school year, shall be permitted to ride and be charged by semester only if there is room available on the bus route serving the paying riders' residence area. Fees will not be refunded. Students receiving free or reduced-price meals are only responsible for one-half (1/2) of the school year and summer bus fees.

#### Non-Public School Students

Non-public school students who live in the district may use the district's transportation along established routes. Those living less than one and one-half miles from school shall be charged the same annual per pupil charge established by the Board of Education for students attending the district schools. Students living more than one and one-half miles from school may use the district's transportation free of charge.

#### Activity Transportation

All requests for transportation services must come through the Security Office, where final approval is given and arrangements are made. Staff members may not rent or otherwise arrange for the use of vehicles to transport students on activity trips.

Budgeted funds (including grant money) may only be used to cover transportation costs for some types of activity travel. For other events and where budgeted funds are insufficient to cover allowable costs, transportation costs must be charged back to students or to an activity fund. The Business Office will return student transportation money to the appropriate building budget. The following chart shows allowable sources of funding for transportation costs:

<b>TYPE OF EVENT</b>	<b>SCHOOL/DISTRICT FUNDS</b>	<b>ACTIVITY FUNDS</b>	<b>STUDENT FEES</b>
IHSA sponsored contests and other events	Up to 100%	If needed	If needed
Trips for other statewide student organizations incorporated in IL.	Up to 100%	If needed	If needed
Trips for other student groups	0%	100%	100%
Community and metropolitan area appearances and meetings in which students represent the school or district	100%	0%	0%
Field trips (associated with a course)	Transportation approved by the Board	All remaining costs	All remaining costs
Out-of-state-trips (for any group) that are overnight	0%	100%	100%
Summer trips (unless sponsored by state association)	0%	100%	100%
National Competitions	100% of sponsor* cost Up to 30% of student cost, after petitioning the Board	70% or more of student cost	70% or more of student cost

\*Sponsor is defined as the individual or designee who is receiving the stipend for the club/activity. The appropriate number of sponsors must align with: venue, event and need for student supervision.

The Superintendent or designee is authorized to make final decisions about who is responsible for transportation costs.

Size of Van

Students may be transported in a van which holds up to 11 persons, plus the driver.

Board Review: December 1, 2015

## Board of Education

### Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments, subject to Board approval. Board committee meetings comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board; it may only make recommendations to the Board.

#### 1. Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

#### 2. Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee: This committee researches policy issues and provides information and recommendations to the Board.
2. Building and Grounds Committee: This committee provides operational oversight for the District's physical plant.
3. Finance Committee: This committee provides direction in the fiscal affairs of the District.

3.4. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.

The Behavioral Interventions Committee, coordinated by the Assistant Superintendent for Special Education and Student Services, develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, Misconduct by Students with Disabilities Committee reports and recommendations are made to the Board of Education upon its request.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct By Students With Disabilities)

ADOPTED: August 4, 2014

## **Operational Services**

### **Administrative Procedure: Identification Badges**

In accordance with Board Policy 4:170, *Safety*, all District personnel and students must wear a District-issued photo identification badge while in the schools, during the regular school day. Additionally, District personnel must wear the identification badge while working in the schools, whether during or outside of school hours.

Beginning with the 2013-2014 school year, District employees will be issued a photo identification badge which will also serve as a key fob. The identification badge will be required for entrance to the schools and certain areas within the schools. Individuals that are not issued an identification badge must obtain a visitor identification badge from the main entrance security desk upon entering a school.

No alterations are to be made to permanent or visitor identification badges. Identification badges must be worn above the waist during regular school hours.

Employees and students are issued one photo identification badge. If an employee loses their identification badge, they must obtain a replacement at the security office between the hours of 7:30 a.m. and 10:30 a.m. If a student loses their identification badge, they must obtain a replacement in the bookstore.

Under no circumstances may an employee or student permit their identification badge to be used by another person. An employee who observes an individual who is not wearing a District-issued photo identification badge or visitor identification badge must report the individual to the Assistant Principal of Operations. Failure of a District employee to wear a District-issued photo identification badge while in school during the regular school day, or failure to report non-badge wearing persons to the Assistant Principal of Operations, may result in disciplinary action.

Board Review: June 3, 2013

## Students

### Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by ~~student athletes~~ students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention.
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt from each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from a physical education class or an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from physical education class or interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
- ~~1.2.~~ Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance

problems) in a practice or game shall be immediately removed from participation or competition at that time.

- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the Illinois High School Association's video about concussions.

2.5. Inform student athletes and their parents/guardians about this policy in the *Niles Township High Schools Extra-Curricular Permit Card*, 7:240-E1, or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

3.6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

4.7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/10-20.53

105 ILCS 5/22-80

105 ILCS 25/1.15

CROSS REF.: 4:170 (Safety), 7:240-E1 (Extra-Curricular Permit Card), 7:300 (Extracurricular Athletics)

ADOPTED: June 4, 2012

## **Board of Education**

### **Types of Board of Education Meetings**

#### **General**

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board of Education 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~~ 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 of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. 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's main office and the Board's meeting room or other location where the meeting is to be held, at least 48 hours before a regular meeting. Items not on the agenda may be discussed during the meeting, but no final action may be taken on such items.

#### **Closed Meetings**

The Board of Education and Board of Education 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 or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
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. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings 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. 5 ILCS 120/2(c)(3).
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 the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

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. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
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. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
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. 5 ILCS 120/2(c)(11).
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 from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
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. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings 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. 5 ILCS 120/2(c)(21).
15. Meetings between internal and 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. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will 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 when such meetings will involve the same particular matters and are scheduled to be held within three (3) months of the vote.

No final Board of Education action will 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 three (3) members of the Board of Education 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 main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board of Education at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting, to news media that have filed a written request for notice.

#### Posting on the District 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 of Education approves a new schedule of regular meetings; (2) a public notice of all Board of Education Meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:       5 ILCS 120/, Open Meeting Act.  
                          5 ILCS 140/, Freedom of Information Act.  
                          105 ILCS 5/10-6 and 5/10-16.

CROSS REF.:       2:110 (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED:         January 14, 2013

**Board of Education**

**Exhibit – Motion to Adjourn to Closed Meeting**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

A motion was made by: \_\_\_\_\_ and seconded by: \_\_\_\_\_

to adjourn to closed meeting to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
- Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-judicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
- The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- 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. 5 ILCS 120/2(c)(8), ~~as~~ amended by P.A. ~~93-79 and P.A. 93-42299-235~~.
- Student disciplinary cases. 5 ILCS 120/2(c)(9).
- The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).
- The establishment of reserves or settlement of claims as provided in the Local Government 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 from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
- Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
- Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
- 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. 5 ILCS 120/2(c)(~~298~~), ~~amended by P.A. 97-318~~.

Closed Meeting Roll Call:

"Yeas"	"Nays"
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Motion: - eCarried: Failed

Board Review: January 14, 2013

**School Board**

**Exhibit - Immediately Available Public Records and Web-Posted Reports and Records**

The District’s Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the District’s website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District’s administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
*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	5 ILCS 120/2.02.
*Official open meeting minutes that are posted within 7 days of the Board’s approval and remain posted for at least 60 days	5 ILCS 120/2.06(b).
*Description of the District and its records including:  Summary of the District’s purpose Functional subdivisions Total amount of operating budget Number and location of all of its separate offices Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District’s Statement of Affairs)  Identification and membership of the Board  Brief description of the methods whereby the public may request information and public records  Directory information for the Freedom of Information Officer	5 ILCS 140/4.  The District must prominently post the list at each administrative office and make it available for inspection and copying.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<p>Address where requests for public records should be directed</p> <p>Fees</p>	
<p>*A hyperlink to an email address for members of the public to communicate with members of the Board</p>	<p>50 ILCS 205/20, added by P.A. 980930, eff. 1-1-2015.</p> <p>The hyperlink must be easily accessible from the District’s home page.</p>
<p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using ISBE’s School District Budget Form 50-36 or the summary pages from it.</p> <p>The District must notify its students’ parents/guardians when the budget is web-posted along with its website address.</p>
<p>*District Report card and a Report Card for each School (the Report Cards will be provided by ISBE by October 31 of each year)</p>	<p>105 ILCS 5/10-17a.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them to the District’s website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians.</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website’s address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.</p>
<p>* A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative.</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before December 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	the previous year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by December 1, submit the Statement to ISBE for posting on ISBE’s website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
<p>*Board policy, 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>*Information developed as a result of the evaluation and assessment of the bullying policy’s outcomes and effectiveness</p>	105 ILCS 5/27-23.7(b)(10) & (11), amended by P.A. 98-669.
<p><u>*Board policy, 7:290, <i>Suicide and Depression Awareness and Prevention</i></u></p>	<u>105 ILCS 5/2-3.163, added by P.A. 99-443.</u>
<p>Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent, all administrators and teachers). The report should include, without limitation:</p> <ul style="list-style-type: none"> <li>• Base salary</li> <li>• Bonuses</li> <li>• Pension contributions</li> <li>• Retirement enhancements</li> <li>• Cost of health insurance</li> <li>• Cost of life insurance</li> <li>• Paid sick and vacation day payouts</li> <li>• Annuities</li> <li>• Other forms of compensation or income paid on behalf of the employee; e.g., travel and business expense reimbursements, non-base compensation such as use of a District vehicle, wellness incentives, gym memberships, etc.</li> </ul>	105 ILCS 5/10-20.47. Annually on or before October 1: (1) the Report must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>*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; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.</p>	<p>5 ILCS 120/7.3. The report must be posted within 6 business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted.</p>	<p>5 ILCS 120/7.3. The report must be posted at least 6 days before the District approves an employee's total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>*Names of Board members who have completed professional development leadership training</p>	<p>105 ILCS 5/10-16a. Requires the District to post on its website the names of all Board members who have completed professional development leadership training (required for board members taking office after 6/13/2011). The web-posting may be expanded to log all Board members' training and development activities. 5 ILCS 120/1.05(b) and (c). Require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the School Board. 105ILCS 5/24-16.5 Require each Board member to complete a training program on performance evaluation before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
	Reform Act.
Immunization data reported to ISBE by each Nov. 15	105 ILCS 5/27-8.1  By Dec. 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The data, not its format, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.

Board Review: February 9, 2015

## Operational Services

### Identity Protection

The collection, storage, use, and disclosure of social security numbers and credit cardholder information by the School District shall be consistent with State and federal laws and Payment Card Industry (PCI) security standards. The goals for managing the District's collection, storage, use, and disclosure of social security numbers and credit cardholder information are to:

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

The Superintendent is responsible for ensuring that the District complies with State and federal law, including the Identity Protection Act, 5 ILCS 179/, and PCI security standards. Compliance measures shall include each of the following:

1. All employees having access to social security numbers and/or credit cardholder information in the course of performing their duties shall be trained to protect the confidentiality of social security numbers and credit cardholder information. Training should include instructions on the proper handling of information containing social security numbers and credit cardholder information 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 and/or credit cardholder information shall have access to such information or documents.
3. Social security numbers and credit cardholder information requested from an individual shall be provided in a manner that makes the social security number and credit cardholder information easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number and/or credit cardholder information or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number and credit cardholder information 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.

No District employee shall collect, store, use, or disclose an individual's social security number and/or credit cardholder information unless specifically authorized by the Superintendent.

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

CROSS REF: 2:250 (access to district public records), 5:150 (personnel records), 7:340 (student records)

ADOPTED: May 9, 2011

## Operational Services

### Administrative Procedure - Request for Payments

Requests for Payments are used to process refunds to parent(s)/guardian(s), payments for athletic/academic events, and employee reimbursements. The following transactions are examples of expenditures that may be processed through a Request for Payment:

1. Textbook refunds.
2. Athletic/Conference fees.
3. Athletic/Academic competition fees.
4. Athletic Officials.
5. Employee expenses. Examples of acceptable reimbursable expenses are:
  - a. Hospitality expenses approved by the Building Principal
  - ~~b. Computer Buy reimbursement~~
  - ~~e.b.~~ Conference book purchases
  - ~~d.c.~~ Director approved purchases for miscellaneous classroom material excluding furniture, equipment, general office or computer supplies
  - ~~e.d.~~ Theater related expenses such as clothing, props, and scenery materials.

Reimbursable employee expenses that exceed \$200 (per receipt) require prior approval from the Business Office. Requests for Payment submitted after June 30 will not be reimbursed. Original receipts must be submitted along with the requests.

Petty cash may be used for employee expenses (excluding travel) not to exceed \$20.

Board Review: May 17, 2004

## Operational Services

### Exhibit: Application for Waiver of Fees

NILES TOWNSHIP DISTRICT 219 ~~— FEE WAIVER / LUNCH APPLICATION FOR~~  
~~WAIVER OF SCHOOL FEES~~  
**(One Application For Each Child)**

**~~School Fees are charged each school year for use of textbooks, consumable materials, extracurricular activities, and other school fees. Students whose parents are unable to afford student fees may apply for a wavier of fees.~~**

School Year: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

(Please Print) (Last) (First) (M)

Food Stamp # or TANF Case # \_\_\_\_\_ Please check here if applying for foster child: \_\_\_\_\_

In certain cases, foster children are eligible for free/reduced meals regardless of your household income.

List the foster child's monthly personal use income: \$ \_\_\_\_\_

**HOUSEHOLD MEMBERS AND MONTHLY INCOME**

LIST NAMES of ALL Household Members <del>including the student</del> (Related and Unrelated) Regardless of income	RELATIONS HIP TO STUDENT	GROSS MONTHLY EARNINGS (Before Deductions)		OTHER MONTHLY INCOME (Welfare, Child Support, Alimony, Pension, Social Security, Worker's Compensation, or Unemployment Compensation, Strike Benefits, etc.)
		Job #1	Job #2	
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				

I, the undersigned parent or guardian of \_\_\_\_\_, hereby request that the Board of Education  
 (Name of student)

of School District 219 waive the above mentioned fee(s) because:

\_\_\_\_\_The student is receiving public aid (Aid to Families with Dependent Children or "DCFS"). Evidence of participation in DCFS is attached.

\_\_\_\_\_The student lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. § 1758; 7 C.F.R. Part 245. Evidence of eligibility for free or reduced meals is attached.

\_\_\_\_\_ Other reasons why I am unable to afford the fees: \_\_\_\_\_

*Please keep in mind this waiver does not cover any optional fees which would include bus, parking, lost or damaged books, and other fees/fines.*

Parent/Guardian Information:

I am aware that providing false information to obtain a fee waiver is a felony under Illinois Law. I attest that all statements made herein are true and correct and that all household income has been reported. **I acknowledge that per Board procedure 4:140-AP1, Waiver of Student Fees, any fees paid will not be refunded if I am subsequently approved for a fee waiver.**

\_\_\_\_\_  
 (Date) (Print Name) (Signature) (Social Security)

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

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*For School Use Only – Do Not Write Below this Line*

Monthly income conversion: Weekly x 4.33 Every 2 weeks x 2.15 Twice a month x 2 Board Review:  
 Total Household Size \_\_\_\_\_ Monthly Income \_\_\_\_\_  Foster Child

Fee Waiver:  Approved Fee Waiver  Approved 50% Fee Reduction  Denied  
 Meals:  Approved Free  Approved Reduced Price  Denied  
 Reason for Denial:  Income too High  Incomplete Application

Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT ELIGIBILITY DOCUMENTATION**

Board Review: March 22, 2010

## Operational Services

### Safety

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Chief Legal Officer;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. Drivers are prohibited from operating a District owned vehicle while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the school district and used as a digital two-way radio, and (4) when the school bus is parked.

#### School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and
4. One law enforcement drill.

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved carbon monoxide alarms or carbon monoxide detectors.

2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Emergency Closing

The Superintendent or a designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

#### Annual Review

The Board of Education or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

- LEGAL REF.: 105 ILCS, 5/10-20.28, 5/~~10-20.56, 5/18-12, 5/18-12.5, 21B-80, 5/10-21.9~~, and 128/.  
210 ILCS 74/.  
~~625 ILCS 5/12-813.1.~~  
~~720 ILCS 5/11-9.3.~~  
~~730 ILCS 152/101 et seq.~~
- CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors To and Conduct on School Property) 8:100 (Relations with Other Organizations and Agencies)
- ADMIN. PROC.: 4:170-AP1 (Safety and Security Plan), 4:170-AP2 (Communications Concerning Safety and Security), 4:170-AP3 (Emergency Closing of School Buildings), 4:170-AP4 (Crisis Management), 4:170-AP5 (Unsafe School Choice Option), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities), 4:170-E1 (Student Accident and Injury Report), 4:170-E2 (Employee Accident and Injury Report), 5:30-AP2 (Investigations)
- ADOPTED: August 4, 2014

## Operational Services

### Administrative Procedure - Comprehensive Safety and Security Plan

#### Contents:

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#### Attachment - School Emergency Operations Plan Format

#### A. Safety and Security Related Administrative Procedures and Forms

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4:60-AP3 *Criminal History Records Check of Contractor Employees*
- 4:110-AP1 *School Bus Post-Accident Checklist*
- 4:110-AP3 *School Bus Safety Rules*
- 4:110-E *Emergency Medical Information for Students Having Special Needs or Conditions Who Ride School Buses*
- 4:160-AP *Environmental Quality of Buildings and Grounds*
- 4:170-AP1, E1 *Accident or Injury Form*
- 4:170-AP1, E2 *Memo to Staff Members Regarding Contacts by Media About a Crisis*
- 4:170-AP2 *Routine Communications Concerning Safety and Security*
- 4:170-AP2, E1 *Letter to Parents/Guardians Regarding Student Safety*
- 4:170-AP2, E2 *Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking*
- 4:170-AP2, E3 *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers*
- 4:170-AP4 *National Terrorism Advisory System*

- 4:170-AP5 *Unsafe School Choice Option*
- 4:170-AP6 *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*
- 4:170-AP6, E1 *School Staff AED Notification Letter*
- 4:170-AP6, E2 *Notification to Staff and Parents/Guardians of CPR and AED Video*
- 4:170-AP7 *Targeted School Violence Prevention Program*
- 4:170-AP7, E1 *Threat Assessment Decision Tree*
- 4:170-AP7, E2 *Threat Assessment Documentation and Response*
- 4:170-AP7, E3 *Targeted School Violence Prevention and Threat Assessment Education*
- 4:170-AP8 *Movable Soccer Goal Safety*
- 4:175-AP1 *Criminal Offender Notification Laws; Screening*
- 4:175-AP1, E1 *Informing Parents/Guardians About Offender Community Notification Laws*
- 4:180-AP1 *School Action Steps for Pandemic Influenza*
- 4:180-AP2 *Pandemic Influenza Surveillance and Reporting*
- 6:235-E4 *Keeping Yourself and Your Kids Safe On Social Networks*
- 6:235-E5 *Children's Online Privacy Protection Act*
- 7:280-AP *Managing Students with Communicable or Infectious Disease*
- 7:290-AP *~~Adolescent~~ Resource Guide for Implementation of Suicide and Crisis Intervention Depression Awareness and Prevention Program*

## B. Definitions

*EOP* is an Emergency Operations Plan (formerly *site-based safety plan*). Each school or facility has an EOP.

*First responders* are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

*Incident* means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

*District Safety Coordinator* is the individual who manages the District's safety and security efforts.

*Safety Team* is the Superintendent's administrative committee that is responsible for its respective school's EOP. Each school or facility has a Safety Team.

*SRO* means school resource officer.

## C. District Safety Coordinator and Safety Team; Responsibilities

The Superintendent appoints an administrator to be the **District Safety Coordinator** to manage the District's safety and security efforts and serve as the District's spokesperson during a crisis or emergency.

The Superintendent appoints members of a **Safety Team** for each school or facility, with input from the District Safety Coordinator and each school's Building Principal. The Building Principal and SRO, if any, shall be members of the Safety Team.

The District Safety Coordinator and each school's Safety Team are responsible for developing, implementing, and maintaining a **School Emergency Operations Plan** (school EOP) with the following objectives as explained in FEMA's *Guide to Developing High-Quality School Emergency Operations Plans (2013)*, at [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf):

- **Prevention**, meaning the capabilities needed to avoid, deter, or stop an incident. Prevention requires the use of: (a) research-based principles of safety and security, (b) an ongoing analysis of data (e.g., incident and inspection reports, complaints, suggestions), and (c) an ongoing program for identifying and evaluating unreasonable risks.
- **Protection**, meaning the capabilities needed to secure schools against violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.
- **Mitigation**, meaning the capabilities needed to reduce the likelihood or impact of an incident or emergency. Mitigation requires, among other things, high-quality training and instruction programs to execute and improve the school EOP.
- **Response**, meaning the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery. Effective response requires, among other things, a clear, rapid, factual, and coordinated system of internal and external communication.
- **Recovery**, meaning the capabilities needed to restore the learning environment.

#### D. Safety Team Meetings

The District Safety Coordinator chairs the Safety Team meetings. The meetings are held as determined by the District Safety Coordinator. **At least once annually, the Safety Team shall request the participation of first responders and the Board Attorney in a meeting to review and provide input.** The following matters are suggested agenda items:

- Review the agenda and determine who will take meeting notes.
- Review the notes from the previous meeting.
- Discuss the status of previously submitted recommendations.
- Receive, review, and discuss individual and Safety Team committee reports and recommendations concerning one or more items below.
  1. Safety and security data from incidents, investigations, audits, etc.
  2. Recommendations received from stakeholders and first responders
  3. Emerging issues
  4. Status of the school EOP
  5. Status of the safety and security communication system
  6. Status of training programs

7. Status of programs to build awareness of, and enthusiasm for, the school's EOP (contests, posters, drives, etc.)

- Clarify information and recommendations for a report to the Superintendent.
- Confirm the Safety Team meeting schedule and review upcoming meeting dates.

#### E. Annual Safety Review

The District Safety Coordinator facilitates the annual safety review meeting conducted by the School Board or its designee, as required by 105 ILCS 128/25 and 128/30. During the annual safety review, the law requires the School Board or its designee to “review each school building’s emergency and crisis response plans, protocols, and procedures and each building’s compliance with the school safety drill programs.” If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The District Safety Coordinator assists the Board or its designee to comply with annual review requirements, including without limitation, the completion of a report certifying that the review took place. See ISBE’s website for an annual review checklist and report at [www.isbe.net/safety/guide.htm](http://www.isbe.net/safety/guide.htm). The Open Meetings Act allows the Board to enter closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, an threatened, or a reasonable potential danger to the safety of employees, students, staff, the public, or public property (5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16).

#### F. School Safety Drill Plan

The School Safety Drill Act (105 ILCS 128/, amended by P.A. 98-48) and any implementing State administrative rules shall supersede this procedure in the event of a conflict.

The Building Principal shall keep the Superintendent or designee informed of when drills are scheduled and/or accomplished. ISBE’s fillable form for documenting the completion of minimum drill requirements may be used (see [www.isbe.state.il.us/safety/pdf/91-02\\_school\\_drill\\_documentation.pdf](http://www.isbe.state.il.us/safety/pdf/91-02_school_drill_documentation.pdf)).

Each academic year, each school building that houses students must conduct a minimum of:

**1. Three school evacuation drills.** These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary depending on the circumstances. They may include a fire, suspicious item or person, or incident involving a hazardous material, including but not limited to a chemical, incendiary, explosive, and bomb threat.

One of the three school evacuation drills requires the participation of the appropriate local fire department, unless waived as provided below. A date is selected according to the following timeline:

- No later than **September 1** of each year, the local fire department or fire district must contact the Building Principal in order to make arrangements.
- No later than **September 14** of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department in a school evacuation drill.
- No later than **September 15** of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official four dates within the month of October, during at least two different weeks of October, on which to

hold the drill. The fire official may choose any of the four available dates, and if he or she does so, the drill occurs on that date.

- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the four offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation, suspicious items or bomb threats.

2. **One school bus evacuation drill.** This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, suspicious items, and incidents involving hazardous materials. Schools may conduct additional bus evacuation drills.

In addition, instruction on safe bus riding practices should be provided for all students. See 4:110-AP3, *School Bus Safety Rules*.

3. **One severe weather and shelter-in-place drill.** This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs and environment of particular communities, including severe weather (such as tornadoes, wind shears, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.
4. **One law enforcement drill.** This drill addresses a school shooting incident and prepares school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building, and it is necessary to protect building occupants from potential dangers in a school building. Law enforcement drills may involve reverse evacuation or the lockdown of a school building. Evacuation or reverse evacuation incidents include a shooting incident. A law enforcement drill may be conducted on days and times when students are not present in the school building. A law enforcement drill must meet each of the following criteria:
  - During each calendar year, the appropriate law enforcement agency contacts the Building Principal to request participation in the law enforcement drill. The Building Principal and the law enforcement agency shall set, by mutual agreement, a date for the drill.
  - The drill involves the onsite participation of the local law enforcement agency, provided that an agreeable date can be reached between the Building Principal and the local law enforcement agency. If the parties cannot reach an agreeable date, the school shall hold the drill without participation from the law enforcement agency.
  - After a drill in which local law enforcement participated, the Building Principal should request a certification from local law enforcement that the law enforcement drill was

conducted. The law enforcement agency shall also notify the school of any deficiencies noted during the drill.

The District Safety Coordinator, in cooperation with the Building Principal, shall encourage local law enforcement agencies to establish a school walk-through program. This program encourages local law enforcement officials to walk through school properties during their patrols with the goal of increasing security (school districts are encouraged, but not mandated, to do this by HR 98-153).

#### G. School Emergency Operations Plan (School EOP)

Each Safety Team shall develop, implement, and maintain a school EOP using the process below, as explained in FEMA's *Guide to Developing High-Quality School Emergency Operations Plans (2013)*, at [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf):

1. Develop a schedule and invite the participation of first responders.
2. Identify threats and hazards, assess risks, and prioritize threats and hazards.
3. Determine goals and objectives.
4. Develop, review, evaluate, and maintain the EOP.
5. Share the EOP with stakeholders and train them. This includes, without limitation, having the EOP accessible in a digital format.

Each school EOP shall be in the format suggested by and explained in FEMA's *Guide to Developing High-Quality School Emergency Operations Plans (2013)*, at [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://www.rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). See the **Attachment** to this procedure.

#### H. Material to be Included in Each School EOP

Each school Safety Team annually gathers and/or renews the following material for inclusion in the school EOP:

1. Building evacuation protocol. The Principal or designee shall: (a) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (b) post signs containing main and alternate evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (c) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (d) keep all staff informed of the evacuation plans.
2. Documents concerning safety drills. The Principal shall schedule, execute, and document safety drills as per the School Safety Drill Act (105 ILCS 128/) and this procedure.
3. Maps and layouts, including (a) campus map, (b) building floor plan, (c) location of first aid kits, AEDs, and fire extinguishers, and (d) map or plan describing the areas to be used in the event of an emergency or crisis for triage, emergency helicopter landing, media center, non-victim students, and parents/guardians. The Safety Team or Principal shall annually give a copy of these to first responders.
4. A protocol to secure a list of people present in the building at any time.
5. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).
6. [Carbon monoxide alarm or detector activation plans, protocols and procedures \(105 ILCS 5/10-20.56, amended by P.A. 99-470, eff. 1-1-16 and 430 ILCS 135/\).](#)
- 6.7. The safety equipment's maintenance schedule and the person(s) responsible.

- ~~7.8.~~ An emergency early dismissal protocol.
- ~~8.9.~~ A plan for inviting warnings or tips, e.g., a hotline or website for individuals to make anonymous tips.
- ~~9.10.~~ A protocol for student supervision in the event of an emergency or crisis.
- ~~10.11.~~ A safety patrol plan (105 ILCS 5/10-22.28).
- ~~11.12.~~ Bicycle use rules.
- ~~12.13.~~ Roadway and parking rules.
- ~~13.14.~~ Procedures on student illness and injuries at school and school events (23 Ill.Admin.Code §1.530(c)).
- ~~14.15.~~ A plan for giving students instructions on safe school bus riding practices, including the operation and use of emergency doors and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 128/20(b)). The District's parent-teacher advisory committee, in cooperation with school bus personnel, establishes and maintains bus safety rules (105 ILCS 5/10-20.14). See 4:110-AP3, *School Bus Safety Rules*.
- ~~15.16.~~ Safety and security related administrative material. See section A, above.
- ~~16.17.~~ Other documents identified by the Safety Team.

#### **I. Managing Communications During and About an Emergency or Crisis**

The District Safety Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning an emergency or crisis. The District Safety Coordinator serves as the spokesperson during a crisis or emergency. All District communications should come from this source to ensure accuracy, creditability, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. The Board Attorney serves as a resource to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,
- While simultaneously respecting student privacy and complying with laws granting confidentiality to student records (Ill. School Student Records Act, 105 ILCS 10/; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g). See 7:340-AP1, *School Student Records*.

All staff members are requested to refrain from spreading information about an emergency or crisis unless the information is from the District Safety Coordinator. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency or crisis situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.

5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

#### J. Required Notices

A school staff member shall immediately notify the Building Principal when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A.
2. Has reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.
3. Observes an attack on any staff member or is subject to an attack. 105 ILCS 5/10-21.7.

Upon receiving a report on any of the above, the Building Principal or designee shall immediately notify local law enforcement. See 3:60-E, *Reporting Requirements for Building Principals Concerning School Safety and Security*. In addition, he or she must notify the Superintendent and, within 1 to 3 days of the incident's occurrence, one or both of them must notify the Ill. State Police (ISP). Notification to the ISP may be accomplished using ISBE's web-based School Incident Reporting System (SIRS) to report incidents electronically. SIRS is available at [www.isbe.state.il.us/research/htmls/sch\\_incident.htm](http://www.isbe.state.il.us/research/htmls/sch_incident.htm) or by going to ISBE's home page and accessing the District's Web Application Security (IWAS) account.

#### K. Resources

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center;

Guides for Developing Emergency Operations Plans [rems.ed.gov/EOPGuides.aspx](http://rems.ed.gov/EOPGuides.aspx)

Guide for Developing High-Quality School Emergency Operations Plans: At a Glance

[rems.ed.gov/K12GuideForDevelHQSchool.aspx](http://rems.ed.gov/K12GuideForDevelHQSchool.aspx)

Guide for Developing High-Quality School Emergency Operations Plans

[rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf)

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

[rems.ed.gov/toolbox.aspx](http://rems.ed.gov/toolbox.aspx)

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute [www.alicetraining.com/](http://www.alicetraining.com/)

SBE/OSFM All Hazard Preparedness Guide for Illinois Schools [www.isbe.net/safety/guide.htm](http://www.isbe.net/safety/guide.htm)

Illinois Emergency Management Agency (IEMA) [www.illinois.gov/ready/](http://www.illinois.gov/ready/)

Schools/Campus - Resources [www.illinois.gov/ready/plan/Pages/schools-resources.aspx#violence](http://www.illinois.gov/ready/plan/Pages/schools-resources.aspx#violence)

School Safety Information Sharing Program (SSISP) [www.illinois.gov/ready/plan/Pages/schools-sharing.aspx](http://www.illinois.gov/ready/plan/Pages/schools-sharing.aspx)

Illinois Law Enforcement Alarm System (ILEAS) [www.ileas.org/main/ileas-supports-school-safety-information-sharing-program](http://www.ileas.org/main/ileas-supports-school-safety-information-sharing-program)

Illinois Terrorism Task Force [iema.illinois.gov/iema/ittf/publications/IMT\\_brochure.pdf](http://iema.illinois.gov/iema/ittf/publications/IMT_brochure.pdf)

National Association of School Psychologists (NASP) - Recommendations for Comprehensive

School Safety Policies [www.nasponline.org/communications/press-](http://www.nasponline.org/communications/press-release/NASP_School_Safety_Recommendations_January%202013.pdf)

[release/NASP\\_School\\_Safety\\_Recommendations\\_January%202013.pdf](http://www.nasponline.org/communications/press-release/NASP_School_Safety_Recommendations_January%202013.pdf)

LEAD & MANAGE MY SCHOOL - Emergency Planning Office of Safe and Healthy Students

[www2.ed.gov/admins/lead/safety/emergencyplan/index.html](http://www2.ed.gov/admins/lead/safety/emergencyplan/index.html)

U.S. Secret Service (USSS) Active Shooter Related Research Prior Knowledge of Potential School-Based Violence: Information Students Learn May Prevent a Targeted Attack

[www.secretservice.gov/ntac/bystander\\_study.pdf](http://www.secretservice.gov/ntac/bystander_study.pdf)

Bomb Threat Response Planning Tool, developed by the U.S. Dept. of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives and the U.S. Dept. of Education's Office of Safe and Drug Free Schools [www.threatplan.org/default.htm](http://www.threatplan.org/default.htm)

School Crisis Guide - Help and Healing in a Time of Crisis, published by NEA Health Information Network [crisisguide.neahin.org/crisisguide/images/SchoolCrisisGuide.pdf](http://crisisguide.neahin.org/crisisguide/images/SchoolCrisisGuide.pdf)

**Attachment**

**School Emergency Operations Plan Format**

**Basic Plan**

- |  |  |
|--|--|
| 1. Introductory Material                               | 2.4 Planning Assumptions                               |
| 1.1 Promulgation Document and Signatures               | 3. Concept of Operations                               |
| 1.2 Approval and Implementation                        | 4. Organization and Assignment of Responsibilities     |
| 1.3 Record of Changes                                  | 5. Direction, Control, and Coordination                |
| 1.4 Record of Distribution                             | 6. Information Collection, Analysis, and Dissemination |
| 1.5 Table of Contents                                  | 7. Training and Exercises                              |
| 2. Purpose, Scope, Situation Overview, and Assumptions | 8. Administration, Finance, and Logistics              |
| 2.1 Purpose  | 9. Plan Development and Maintenance                    |
| 2.2 Scope  | 10. Authorities and References                         |
| 2.3 Situation Overview                                 |  |

**Functional Annexes**

Note: This is not a complete list, but it is recommended that all EOP's include at least the following functional annexes:

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Communications             | 6. Reunification                   |
| 2. Evacuation                 | 7. Continuity of Operations (COOP) |
| 3. Shelter-in-Place           | 8. Security                        |
| 4. Lockdown                   | 9. Recovery                        |
| 5. Accounting for All Persons | 10. Health and Medical             |

**Threat- or Hazard-Specific Annexes**

Note: This is not a complete list. Each school's annexes will vary based on its hazard analysis.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Hurricane or Severe Storm    | 5. Mass Casualty Incident       |
| 2. Earthquake                   | 6. Active Shooter               |
| 3. Tornado                      | 7. Pandemic or Disease Outbreak |
| 4. Hazardous Materials Incident |                                 |

## **General Personnel**

### **Drug and Alcohol-Free Workplace**

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, or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.
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 detectable, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

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

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District 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.

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.

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

1. provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. post notice of the District Drug and Alcohol-Free Workplace 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.

District Action Upon Violation of Policy

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

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

Should District employees be engaged in the performance of work under a federal contract or grant, or under a 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.

LEGAL REF.:       Drug-Free Workplace Act of 1988, 41 U.S.C. § 8101 et seq.  
                       Drug-Free Workplace Act, 30 ILCS 580/  
                       Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R. 1308.11 - 1308.15.  
                       Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. § 7101 et seq.  
                       Americans With Disabilities Act, 42 U.S.C. § 12114.  
                       Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/  
                       105 ILCS 5/10-20.5b.

ADOPTED:        April 7, 2014

## General Personnel

### Abused and Neglected Child Reporting

Any District employee who suspects or receives information that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow direction given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Building Principal or Assistant Principal for Student Services that a report has been made. All District employees 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.

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 Cyber Tip line 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be immediately notified of the discovery and that a report has been made.

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 all school personnel working with students, in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *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.

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~~-license 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~~-license holder.

#### Special School Board Member Responsibilities

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

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et. seq.  
20 ILCS 2435/.  
325 ILCS 5/.  
720 ILCS 5/12C-50.1

CROSS REF.: 2:20 (Powers and Duties of the Board of Education), 5:20 (Sexual Harassment), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: August 4, 2014

## General Personnel

### Staff Development Program

The Assistant Superintendent for Curriculum and Instruction shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated/licensed staff members shall be designed to effectuate the District and School Improvement Plan so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated/licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

At least every 2 years, the Assistant Superintendent for Curriculum and Instruction or designee shall arrange an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention.*

With the Building Principal's approval, staff members may be released with full pay to attend conventions, professional meetings and workshops, visit exemplary programs, and participate in other professional growth activities. With the Building Principal's approval, staff members may be released with full pay to serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred. (These costs may be paid by the District for presentations at professional association conferences, with prior approval of the Building Principal.)

### 219 University

District 219 offers courses for lane advancement credit through 219 University. In order to receive credit students must attend courses at least 90% of the time.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/2-3.64, 5/10-22.39, and 110/3.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, (Good Samaritan Act)

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:20 (Workplace Harassment Prohibited), 5:90 (Abuse and Neglected Child Reporting), 5:120 (Ethics), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar Day), 6:160 (English Language Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management)

Program), 7:290 (Suicide Awareness and Prevention Program), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN PROC.: 4:60-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan For Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Student Welfare Services)

ADOPTED: April 7, 2014

## **General Personnel**

### **Administrative Procedure - Staff Development Program**

All District-sponsored staff development programs, including in-services, shall be approved by the Superintendent or designee.

Staff development requires professional leave for all programs except those held on institute days. Professional leave is defined as release of teachers from daily assignments to attend an in-service program outside the district or a meeting within the district to work on curriculum, instruction, or school improvement projects. Staff taking professional leave (both in and out of district) are required to submit absence forms to the building attendance clerk.

Staff development opportunities are provided through the following opportunities:

1. Planned in-service programs, courses, seminars, and workshops offered within the District.

Every staff member is encouraged to suggest topics, formats, and speakers for in-service meetings. Priority will be given to programs that address school improvement initiatives to promote student learning, as determined by the school and department School Improvement Plans.

  - a. The topics to be covered on days declared as Teacher Institutes (TI) must be approved by the Regional ~~Superintendent of Schools~~Offices of Education (ROE) or Intermediate Service Centers (ISC), whichever is applicable, governing the schools of that region. The request for approval should be submitted to the Regional Superintendent (ROE) of Chief Administrative Officer (ISC) at least 30 days prior to the event.
  - b. Many opportunities for on-going professional development exist. Staff members are encouraged to discuss their plans for identifying and optimizing these opportunities with their supervisors.
2. Visits to other classrooms and schools, as well as attendance at conferences, workshops, and other meetings, including training and staff development programs sponsored by an Educational Service Center (105 ILCS 5/2-3.62), the Illinois State Board of Education, a Regional Office of Education, the Illinois Association of School Boards, or any other professionally-sponsored education program.
  - a. Staff who attend professional conventions and meetings, visit exemplary programs, or participate in other professional growth activities will be reimbursed in accordance with district policy.
  - b. Dollars allocated by contract for teacher conferences and workshops are budgeted by the Principal, but distributed by Directors of Instruction with the involvement of Department Travel Committees. Additional dollars may occasionally be available through grants.
  - c. Teachers shall not be compensated for attendance at conferences and workshops. Exceptions may be made when grant funds are available.
  - d. Preference will be given for staff attendance at conferences and workshops which are directly tied to school or department school improvement goals.
  - e. Directors may approve staff absences to attend professional meetings, and will assure adequate coverage of the department. When large numbers of faculty request a professional leave on the same day, the Director must assure, before giving approval, that an adequate supply of substitute teachers will be available.
  - f. After participation, staff must share the activity's highlights and benefits with their colleagues.
3. Leaves of absence for advanced training and internships are governed by collective bargaining agreements.

- 4. Staff development opportunities for administrators:
  - a. The Building Principal may approve building administrative absences to attend professional meetings, and will assure adequate coverage of the building.
  - b. The Superintendent may approve district administrative absences to attend professional meetings, and will assure adequate coverage of the district.

LEGAL REF: 105 ILCS 5/2-3.48, 5/2-3.53, 5/2-3.56, 5/2-3.59, 5/2-3.60~~2~~, 5/3-11, 5/3-14.8, 5/10-20.35, 105 ILCS 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15 and 110/3.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525-110.

77 Ill.Admin.Code §527.800

Board Review: May 22, 2006

**General Personnel**

**Administrative Procedure - Statement of Economic Interests for Employees**

Date	Action
Upon initial employment	All employees who are required to file a statement of economic interests (see School Board policy 5:120, <i>Ethics and Conduct</i> ) must file such a statement upon initial employment if employed by May 1. 5 ILCS 420/4A-105(c).
On or before February 1, annually	Superintendent or designee shall certify to the appropriate county clerks a list of names and addresses of employees who are required to file a statement of economic interests (see School Board policy 5:120, <i>Ethics and Conduct</i> ). The list shall set out the names in alphabetical order by county of residence. The Superintendent or designee shall send the list to county clerks of the counties in which those employees reside, or if any employee resides outside of Illinois, to the county clerk of the county in which the District's principal office is located. 5 ILCS 420/4A-106.
On or before April 1, annually	County clerk of each county shall notify employees whose names have been certified to him or her of the requirements for filing statement of economic interests. 5 ILCS 420/4A-106.
On or before May 1, annually	All employees who are required to file a statement of economic interests (see Board policy 5:120, <i>Ethics and Conduct</i> ) must file a statement of economic interests with the county clerk of the county in which the principal District office is located (5 ILCS 420/4A-106), unless he or she has already filed a statement in relation to the District within the calendar year. 5 ILCS 420/4A-105.
After January 1, 2011	<p>Any county clerk who uses a system of Internet-based filing of economic interest statements must: (1) <del>provide the option to file by way of standardized form,</del> (2) post the contents of statements, without filers' addresses <del>or signatures</del>, that were filed using the Internet on a publicly accessible website, and (3) otherwise comply with 5 ILCS 420/4A-108, <del>amended by P.A. 99-108.</del></p> <p>The times for the filing of statements of economic interests set forth in Section 4A-105 must be followed in any system of Internet-based filing.</p>

Board Review: July 13, 2015

**Educational Support Personnel**

**Administrative Procedure: Terms and Conditions of Employment for Confidential Staff**

Niles Township High School District 219 employs education support staff personnel exempt from the Niles Township Support Staff (NTSS) bargaining unit. These employees are referred to as confidential employees.

The following positions are referred to as confidential:

- Executive Assistant to the Superintendent
- Executive Assistant to the Principal (North and West)
- Executive Assistant to the Assistant Superintendent of Curriculum and Instruction
- Executive Assistant to the Assistant Superintendent of Operations and Chief Legal Officer
- Executive Assistant to the Assistant Superintendent for Special Education and Student Services
- Executive Assistant to the Assistant Superintendent for Business and Chief School Business Officer
- Executive Assistant to the Chief Technology Officer
- Executive Assistant to the Director of Community Relations
- Residency Specialist
- Senior Programmer Analyst
- Human Resources Generalist
- Benefits Coordinator
- Payroll Coordinator
- Personnel and Administrative Services Specialist

The following are benefits afforded to this class of employees:

**Employment Year**

Confidential employees will work a 12-month year (260 days).

**Vacation**

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

<u>Years of Continuous Service as of 6/30</u>	<u>Days of Vacation</u> <u>Per Full Fiscal Year</u>	<u>Days of Vacation</u> <u>Earned Per Month</u>
Year 1 but less than 4	10	.83
4 years but less than 8	15	1.25
8 years but less than 15	20	1.67
15 years or more	25	2.08

Vacation days earned in one fiscal year must be used by the end of the current fiscal year, except for ten (10) days that may be carried over. Terminated, resigning or retiring employees must take all vacation time prior to their end date, except where prohibited by law.

#### Compensation and Assignment

Annually, the Superintendent shall recommend and the Board of Education shall set the salaries and benefits of District confidential staff. A confidential employee covered by the overtime provisions in the Fair Labor Standards Act will receive overtime after forty (40) hours in one week. Overtime will not be allowed without prior authorization from the employee's immediate supervisor. Confidential employees will be paid on the 8<sup>th</sup> and the 23<sup>rd</sup> of each month. The Superintendent is authorized to make assignments and transfers of confidential employees.

#### Benefits

1. Sick Leave. Confidential employees will receive fourteen (14) sick days per year. All unused sick days will carry over. For each day of sick leave absence beyond the allotment of sick leave days and for each day of absence deductible for other reasons, 1/260th of the annual base salary shall be deducted. Further deductions will be made proportionally for fractional parts of a day.
2. Personal Days. Confidential employees will receive four (4) personal days per year, which will convert to sick days at the end of the fiscal year.
3. Disability Income Protection. If a confidential employee has exhausted all sick leave and is eligible for disability benefits under the Illinois Municipal Retirement Fund (IMRF), the District shall pay the confidential employee a disability stipend equal to the difference between the amount of disability benefits received from IMRF and sixty percent (60%) of the confidential's annual salary at the time the disability occurred.
4. Medical Insurance. Effective January 1, 2013, confidential employees have the option of choosing PPO Plan 1 or HMO Illinois plan for medical insurance. The District shall provide individual or family medical coverage at an employee cost equal to seven percent (7.0%) of the funding rate for the selected plan. The employee cost shall increase to eight percent (8.0%) of the funding rate on January 1, 2014 and shall remain at eight percent (8.0%) through the 2016 fiscal year. Employees also have the option of choosing the Blue Advantage HMO plan with an annual individual cost of three hundred fifty dollars (\$350) and annual family cost of nine hundred fifty dollars (\$950) through the 2016 fiscal year.
5. Dental Insurance. The District shall provide individual coverage at no charge and offer family coverage at ~~an the NTSS annual rate of five hundred sixty one dollars and thirty six cents (\$561.36).~~
6. Life Insurance. The District shall provide confidential employees with group term life insurance in an amount double the confidential's base salary up to a maximum of two hundred thousand dollars (\$200,000).
7. Tuition Reimbursement. Tuition reimbursement will be considered by their immediate supervisor and with approval of the superintendent or designee.
8. Retirement Benefits. A confidential employee retiring at age fifty-five (55) or older with at least ten (10) years or more of continuous full-time service to the District may retire and shall thereby be entitled to receive a retirement bonus equal to two thousand dollars (\$2,000) per year of continuous full-time service, up to a maximum of sixty thousand dollars (\$60,000). The retirement bonus amount applicable to each retiree will be distributed annually, from the time the Board accepts a written notification of retirement until the time of retirement, to raise the employee's total creditable earnings from the prior year by no more than six percent (6%). Increases to total creditable earnings resulting from the retirement bonus funds shall be made only in the last four years prior to retirement. Any

retirement bonus funds remaining after all applicable increases to total creditable earnings shall be paid no later than sixty (60) days post-retirement.

The BOARD shall recognize the service of retiring confidential employees who have rendered at least ten (10) years of creditable service to the District immediately preceding retirement by paying eighteen hundred dollars (\$1,800) per year for the retiree's medical insurance through the District's Group Hospitalization Plan or other outside insurance plan as designated by the retiree until the retiree reaches age sixty-five (65). The retiree must show proof of participation in an outside insurance plan each year in order to receive the eighteen hundred dollars (\$1,800) from the District. Confidential employees retiring at age fifty-five (55), or older, shall have the option of maintaining single or family coverage through the District's Group Hospitalization Plan until the retiree reaches age sixty-five (65), at the full funding rate.

A confidential employee retiring at age fifty-five (55) or older, shall receive fifty dollars (\$50) per day for each unused sick leave day over two hundred twenty one (221) up to and including two hundred fifty (250). This payment shall be paid post retirement. Only sick leave days that cannot be used for additional Illinois Municipal Retirement Fund (IMRF) service credit can be used toward the post retirement payment and can be tax sheltered (403b/457) upon request.

A confidential employee may give notice of their intent to retire up to five (5) years preceding retirement.

9. Workshops, Seminars, Conferences and Courses for University Credit. With prior approval from the Assistant Superintendent for Operations, and subject to budget appropriations, the District shall pay for a confidential employee to participate in workshops, seminars, and other courses of continuing education related to the confidential employee's job responsibilities. Priority shall be given to requests made by March 1 of the preceding school year. Any benefit terminates at the end of each school year.

Board Review: August 4, 2014

## **Instruction**

### **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 Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

#### **Quality Assurance**

The Board of Education continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with the State [law and Illinois](#) Board of Education ([ISBE](#)) 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. Submitting School Improvement Plans for Board approval that comply with State law and contain:
  - District student learning objectives,
  - Assessment systems for measuring students' progress in the fundamental learning areas, and
  - Reporting systems for informing the community and the State of assessment results.
- ~~3.~~ If applicable, preparing and implementing a No Child Left Behind Act (NCLB) plan, according to federal law, and seeking the School Board's approval where necessary or advisable.
- ~~3.~~
- ~~4.~~ Continuously monitoring ~~whether~~ the District's and its 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. ~~are making adequate yearly progress as defined by State law.~~ If the District and/or any of its schools fail to make adequate yearly progress, the Superintendent shall take the actions provided in State law as well as other responses designed to increase the likelihood that the District and/or schools will make adequate yearly progress the following year. The Superintendent shall seek the Board of Education's approval where necessary or advisable.
- ~~4.~~
- ~~5.~~ Making regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or School Improvement Plan and otherwise when necessary or advisable.
- ~~5-6.~~ Publishing a school report card in accordance with State law.
- ~~6-7.~~ In accordance with Sec. 2-3.153 of the School Code, administering ing at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.

~~The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or School Improvement Plan and otherwise when necessary or advisable.~~

#### School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring and Supplemental Education Services

~~This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the State Board of Education for school improvement, corrective action, or restructuring according to federal law. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or~~

~~subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.~~

~~If any District school or the District itself is identified for improvement, the Superintendent or designee shall identify, develop, or revise a school and/or District plan for improvement in accordance with federal law. This school and/or District plan shall be presented to the Board for approval.~~

~~When this section of the policy is effective, students from low income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring.~~

This section of the policy is effective only if the choice and/or supplemental education services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.

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 5/2-3.25~~d~~, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and §5/27-1.  
23 Ill. Admin. Code ~~§§ 1.10, 1.20, and 1.30~~Part 1, Subpart A: Recognition Requirements

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: July 13, 2015

**Instruction**

**Exhibit: Resolution Declining Requests to Accept Non-Resident Choice Students**

WHEREAS, schools identified for school improvement, corrective action, or restructuring under the federal Elementary and Secondary Education Act, 20 U.S.C. §6316, as added by the No Child Left Behind Act of 2001, must offer their students the choice of attending other schools that have not been so identified (so-called "choice students");

WHEREAS, this School District may be requested by other school districts to accept and enroll students currently attending a school identified for school improvement, corrective action, or restructuring;

WHEREAS, no school in this School District has adequate resources, capacity, and/or staffing that would make it a candidate for accepting non-resident choice students from non-district schools without harming the educational program it currently offers.

THEREFORE, BE IT RESOLVED THAT:

1. The District will not enter into intergovernmental agreement to accept non-resident students from non-District schools identified for school improvement, corrective action, or restructuring;
2. The District will not accept non-resident choice students for enrollment, other than pursuant to: (1) an intergovernmental or cooperative agreement; (2) a binding order from a court having appropriate jurisdiction; or (3) State or federal law requiring the District to accept a non-resident student.
3. The Superintendent shall keep the Board apprised of any change in conditions that might cause the Board to reconsider this Resolution.

ADOPTED THIS 19TH DAY OF 2009 BY THE FOLLOWING VOTE:  
OCTOBER

AYES 7 NAYS:    ABSENT:   

ATTEST: MARK SPROAT BRIAN NOVAK

PRESIDENT, BOARD OF EDUCATION

SECRETARY, BOARD OF EDUCATION

[The original signed copy of this resolution is on file in the Superintendent's Office.]

Board Review: October 19, 2009

## Instruction

### Curriculum Content

The curriculum in grades 9 through 12 shall contain instruction on subjects required by State statute or regulation, as follows:

1. Subjects include (a) language arts, (b) writing intensive course (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for those students covered by P.A. 99-434 (eff. 1-1-2016 but may be delayed by subsequent legislation), one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

2. Steroid abuse prevention must be taught, including in interscholastic athletic programs.
3. 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.
4. Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to District Computers and Electronic Networks* 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.
5. 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.
6. Citizenship values must be taught, including: (a) patriotism, (b) 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.
7. 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, encourages healthy habits and attitudes for a healthy lifestyle, and trains students in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see 6:310, *Credit for Non-District Experiences; Course Substitution; Re-Entering Students* and 7:260, *Exemption from Physical Activity*.

8. Health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other 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.
9. 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, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. Consumer education must be taught, including: (a) financial literacy; including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking; including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership; and (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
11. 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.
12. 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.  
  
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.
13. In all courses 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.
14. A unit of instruction 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.
15. A unit of instruction must be included on the history, struggles, and contributions of women.

16. In all schools, a unit of instruction must be included on Black History, including the history of the African slave trade, slavery in American, and the vestiges of slavery in the country, as well as the struggles and contributions of African Americans.
17. Agricultural education program course as required by 105 ILCS 5/2-3.80.
18. Instruction during courses as determined by the Assistant Superintendent for Curriculum and Instruction on disability history, awareness, and the disability rights movement.

LEGAL REF.: 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, 5/17-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 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.

Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J

Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).

47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to District Computers and Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:260 (Exemption From Physical Activity)

ADMIN. PROC.: 6:60-AP (Comprehensive Health Education Program)

ADOPTED: February 9, 2015

## Instruction

### English ~~Language~~ Learners

The District offers opportunities for resident English ~~Language~~ Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English ~~Language~~ Learners that will:

1. Assist all English ~~Language~~ Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English ~~Language~~ Learners.
2. Appropriately identify students with limited English speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English ~~Language~~ Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English ~~Language~~ Learners.
6. Annually assess the English proficiency of limited English ~~Language~~ Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English ~~Language~~ Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English ~~Language~~ Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individual education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly appraised of their child's progress and involvement will be encouraged.

### Parent Involvement

Parents/guardians of English ~~Language~~ Learners students will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English ~~Language~~ Learners programs.

LEGAL REF.: 20 U.S.C. §§6312-6319 and 6801.

34 C.F.R. Part 200.

105 ILCS 5/14C-1 *et seq.*

23 Ill. Admin. Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: May 9, 2011

**Instruction**

**Exhibit: Authorization for Computer and Network Access (Students)**

*Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read the District 219 Board of Education policy and procedures for Acceptable Use of Computers and Electronic Networks (6:235, 6:235-AP1) carefully before signing.*

Students and parent(s)/guardian(s), need only sign this *Authorization for Computer and Network Use* once while enrolled in Niles Township High School District 219. The Board reserves the right to modify this policy and procedures and will annually notify parents/guardians and students of any changes. At any time parents may call the Main Office to rescind their permission.

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Niles Township High School District 219: Authorization for Computer and Network Access (Students)

Directions: After reviewing the District 219 Board of Education policy and procedures regarding student authorization for computer and electronic network use, your signature and date below will authorize your son or daughter to use public computers at each high school with limited teacher and staff supervision subject to the terms and conditions of this policy. Students and their parent(s) and/or guardian(s) must complete Sections One and Two.

Section One: Computer and Electronic Network User

I understand and will abide by the District 219 Board of Education policy and procedures for computer and electronic network use. 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 computers and electronic networks 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, or inability to use, computers and electronic networks. I understand that the District and/or its agents may access and monitor my use of the District's computers and electronic networks, including my e-mail and down-loaded material from the Internet.

USER NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_

Section Two: Parent and/or Guardian(s) Authorization

I have read District 219 Board of Education policy and procedures for computer and electronic network use. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's computers and networks.

PARENT/GUARDIAN  
NAME:

DATE:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

Return this completed page to the high school bookkeeper with your fee payment.

**Exhibit: Authorization for Computer and Network Access (Employees and Other Authorized Persons)**

*Each employee and other authorized persons must sign the Authorization as a condition of use of District technology. School Board members, their agents and administrators are treated like employees for purposes of this Authorization. Please read the District 219 Board of Education policy and procedures for Acceptable Use of Computers and Electronic Networks (6:235, 6:235-AP1) carefully before signing.*

Employees and other authorized persons having access to social security numbers and credit cardholder information in the course of performing their duties must also comply with District 219 Board of Education policy and procedures for *Identity Protection* (4:15 and 4:15-AP).

Employees and other authorized persons need only sign this Authorization for Computer and Network Access once while employed by Niles Township High School District 219. The Board reserves the right to modify this policy and procedures and will annually notify employees of any changes.

.....

Niles Township High School District 219

Authorization for Computer and Network Access (Employees and Other Authorized Persons)

**Directions:** —After reviewing the District 219 Board of Education policy and procedures regarding staff authorization for computer and electronic network use, your signature and date below will authorize you to use District computers at each high school subject to the terms and conditions of this policy.

Computer and Network User:

I understand and will abide by the District 219 Board of Education policy and procedures for District computer and electronic network use. I further understand that should I commit any intentional violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I understand that the District and/or its agents may access and monitor my use of the District's computers and electronic networks, subject to the provisions contained in Policy 6:235 and in the collective bargaining agreement between the Niles Township Federation of Teachers and the District 219 Board of Education.

User Name: \_\_\_\_\_ Date: \_\_\_\_\_

User Signature: \_\_\_\_\_

Board Review: January 5, 2004

## Instruction

### Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Assistant Principal for Student Services will direct the District's guidance and counseling program. The guidance program will assist students to recognize career and college options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals which conform to the students' career objectives.

The counseling program will assist students with interventions related to academic, social, and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance.

Students will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parent(s)/guardian(s) with information.

LEGAL REF.: 23 Ill. Admin. Code §§ 1.420(q) and 1.420(b).

CROSS REF.: [6:50 \(School Wellness\)](#), [6:65 \(Student Social and Emotional Development\)](#), [6:110 \(Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program\)](#), [6:120 \(Special Education\)](#), [6:310 \(Program for the Gifted\)](#), [7:100 \(Health Examinations; Immunizations; and Exclusion of Students\)](#), [7:250 \(Student ~~Welfare-Support~~ Services\)](#), [7:290 \(Adolescent Suicide Awareness and Prevention Programs\)](#)

ADOPTED: August 4, 2014

## Students

### Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools

#### Annual Review

The Superintendent or designee reviews this procedure to ensure it is consistent with applicable State and federal laws.

#### Legal Citations

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

#### Guidance Documents

The following non-regulatory guidance list provides more information:

1. Ill. State Board of Education’s annual registration and enrollment guidance document titled *Residency & Enrollment, Immigrant Pupils, Homeless Pupils and School Fees & Waivers*, [www.isbe.net/pdf/guidance\\_reg.pdf](http://www.isbe.net/pdf/guidance_reg.pdf);
2. *Dear Colleague Letter: School Enrollment Procedures*, (OCR 05/08/14), [www2.ed.gov/about/offices/list/ocr/letters/colleague-201405.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201405.pdf);
3. *Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents* (revised 05/08/14),
4. *Fact Sheet: Information on the Rights of All Children to Enroll in School*, [www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201405.pdf).

#### Transferring In

Steps	Requirements and Actions That Must Be Completed
Compliance with admission eligibility prerequisites in State law and Board policy	All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and Board policy on admissions. See Board policy, 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> .
Compliance with the Missing Children Records Act and Missing Children Registration Law	The Building Principal or designee of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. 325 ILCS 55/5(b); 20 Ill.Admin.Code §1290.60(a).  If the person enrolling a student fails to comply with the above requirement, the Building Principal or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the matter will be referred to the local law

Steps	Requirements and Actions That Must Be Completed
	<p>enforcement authority for investigation. If compliance is not obtained within that 10-day period, refer the case.</p> <p>The Building Principal or designee shall immediately report to the local law enforcement authority and the Department of State Police any affidavit explaining the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content. 325 ILCS 50/5 and 55/5(b).</p> <p>The Building Principal or designee shall, within 14 days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. 23 Ill.Admin. Code §375.75(b); 325 ILCS 55/5(c).</p>
<p>Compliance with the Good Standing Requirement</p>	<p>The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed Good Standing Form from that school arrives at the school into which the student is transferring. 105 ILCS 5/2-3.13a.</p> <p>The Good Standing Form, ISBE Form 33-78, available at: <a href="http://www.isbe.net/recognition/pdf/33-78_student_transfer.pdf">www.isbe.net/recognition/pdf/33-78_student_transfer.pdf</a>, indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion. 105 ILCS 5/2-3.13a.</p> <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. 105 ILCS 5/2-3.13a.</p> <p>The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion. 105 ILCS 5/2-3.13a.</p> <p>If the student is transferring from an Illinois public school, the Building Principal or designee shall refuse to admit the student unless the student can produce a Good Standing Form from the student's previous school.</p> <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the Building Principal or designee shall refuse to admit the student unless his or her parent(s)/guardian(s) certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.</p> <p>The Superintendent or designee may, upon the request of the parent(s)/guardian(s) of a student suspended or expelled for any</p>

Steps	Requirements and Actions That Must Be Completed
	<p>reason, place the student in an alternative school program established under the School Code. 105 ILCS 5/2-3.13a.</p>
<p>Compliance with the School Code and the Illinois School Student Records Act</p>	<p>If a request has not been made, the Building Principal shall request academic transcripts and medical records from the student’s former school.</p> <p>The Building Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student’s official transcript of scholastic records pursuant to 105 ILCS 5/2-3.13a(a) and 23 Ill.Admin.Code §375.75(i). 105 ILCS 10/8.1.</p> <p>Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student’s last school district. 105 ILCS 5/10-8.1 &amp; 70/32, added by P.A. 98-673.</p> <p>Simultaneous with the enrollment of a child of active duty military personnel, the Building Principal or designee shall request the child’s educational records from his or her former school. 105 ILCS 70/32, added by P.A. 98-673.</p>
<p>Compliance with laws concerning education of homeless children</p>	<p>The Building Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment, in accordance with 6:140, <i>Education of Homeless Children</i> and 6:140-AP, <i>Education of Homeless Children</i>. 42 U.S.C. §11432(g)(3)(C)(i) (McKinney Homeless Assistance Act) and 105 ILCS 45/1-20.</p> <p>The Building Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii) and 105 ILCS 45/1-10.</p>
<p>Other admission steps</p>	<p>Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school’s recommendations.</p> <p>When parent(s)/guardian(s) of a student eligible for special education present an individualized education program to a new school, the student must be placed in a program in accordance with the IEP. 105 ILCS 5/10-20.12A.</p> <p>The Building Principal or designee shall administer 6:160-E1, <i>Student Home Language Survey</i>, to each student entering the District’s schools for the first time. 23 Ill.Admin.Code §228.15.</p> <p>If the Building Principal or designee did not send a request for records to the student’s former school or school district, he or she shall send a notification to the school or school district from which the student transferred, documenting that the student has enrolled in the school. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p> <p>The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a</p>

Steps	Requirements and Actions That Must Be Completed
	<p>member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. <a href="#">P.A. 99-30 repealed</a> 105 ILCS 5/22-65; <a href="#">this language is not contained in 105 ILCS 70/</a>. All courses, program, extracurricular, graduation and other placements from the student’s former school shall be initially honored if the District has those options, and spaces available. 105 ILCS 70/35, added by P.A. 98-673.</p>

**Transferring Out**

Steps	Requirements and Action That Must Be Completed
Initial step	<p>The parent(s)/guardian(s) of a student shall notify the Building Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property.</p>
Compliance with the Illinois School Student Records Act	<p>After receiving a request to transfer school student records, the Building Principal or designee of the transferring school must provide written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge the record. 23 Ill.Admin.Code §§375.70(a) and 375.75(b).</p> <p>The Building Principal or designee of the transferring school must, within 10 days of the notice of the student’s transfer, forward a copy of the student’s school record to the student’s new school. 105 ILCS 10/8.1. Each school must forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an official record of the student’s grades will be sent in lieu of the student’s official transcript of scholastic records. 105 ILCS 5/2-3.13a(a); 23 Ill.Admin.Code §375.75(i).</p> <p>For children of active duty military personnel, if official education records cannot be released to a student for the purpose of transferring, the Building Principal or designee shall prepare and furnish a complete set of unofficial educational records to the extent feasible. 105 ILCS 70/32(a), added by P.A. 98-673.</p> <p>The Building Principal or designee shall, within 10 days after the student has paid all of his or her outstanding fines and fees and at the school’s own expense, forward an official transcript of the scholastic records as defined in 23 Ill.Admin.Code §375.75(i). 105 ILCS 5/2-3.13a(a).</p>

Steps	Requirements and Action That Must Be Completed
	<p>The Building Principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for the student’s permanent and temporary school records and of his or her right to request a copy of those records. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).</p> <p>If within 150 days after a student leaves a school, the school has not received a request for the student’s record, or been presented with other documentation that the student has enrolled in another school, the student is counted in the school’s and District’s calculation of its annual dropout rate. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p>
<p>Compliance with the Missing Children Records Act and Missing Children Registration Law</p>	<p>The Building Principal or designee of the transferring school must send the student’s records within 10 days of receipt of the request, unless the record has been flagged pursuant to the Missing Children’s Act; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and Department of State Police of the request. 325 ILCS 55/5 and 50/5.</p> <p>If the Department of State Police notifies a school of a current or former student’s disappearance, the school must flag the student’s record so that whenever information regarding the record is requested, the school can immediately report the request to the Department of State Police.</p>
<p>Compliance with the Good Standing Requirement</p>	<p>The Building Principal or designee of the transferring school shall send to the school in which the student will or has enrolled a completed Good Standing Form (ISBE Form 33-78 available at: <a href="http://www.isbe.net/recognition/pdf/33-78_student_transfer.pdf">www.isbe.net/recognition/pdf/33-78_student_transfer.pdf</a>), and, if a transferring student is currently suspended or expelled, indicate:</p> <ol style="list-style-type: none"> <li>1. The date and duration of the suspension or expulsion, and</li> <li>2. Whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 <u>et seq.</u>), for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school. 105 ILCS 5/2-3.13a.</li> </ol>
<p>Compliance with the Illinois Domestic Violence Act</p>	<p>If a child transferring to another school is a protected person under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222.</p> <p>The Building Principal or designee shall respond to the above request by providing, within 24 hours of the transfer or sooner if possible, written notice of the order of protection, along with a</p>

Steps	Requirements and Action That Must Be Completed
	certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222.
Compliance with requirements for tracking transfer	The Superintendent and Building Principal, or their designees, shall count a student as a dropout in the calculation of a school's and District's annual student dropout rate unless the school or district to which a student transferred sends notification that the student has enrolled in the transferee school or school district. 105 ILCS 5/2-3.12a(c); 23 Ill.Admin.Code §375.75(e).

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232.  
 Missing Children Records Act, 325 ILCS 50/.  
 Missing Children Registration Law, 325 ILCS 55/.  
 105 ILCS 5/2-3.13a, 10/8.1, 45/1-20, and 70/.  
 750 ILCS 60/222.  
 20 Ill.Admin.Code §1290.60(a).  
 23 Ill.Admin.Code §370.70 and §375.75.

Board Review: February 9, 2015

## Students

### Health Examinations, Immunizations, and Exclusion of Students

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student ~~was examined~~received a health examination with proof of ~~by a licensed physician and received the~~ immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules, by October 15<sup>th</sup> of the school year the student is:

1. ~~upon entering~~Entering the ninth grade; and
2. ~~whenever a student first enrolls~~Enrolling in an Illinois school ~~within the District~~, regardless of the student's grade.

~~Beginning with the 2015-2016 school year, p~~Proof of immunization against meningococcal disease is required from twelfth grade students by October 15<sup>th</sup> ~~of the current school year.~~

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
- ~~1. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.~~
- ~~2. Parent(s)/guardian(s) are encouraged to have their child undergo a dental and vision examination whenever health examinations are required. As required by the Illinois Department of Public Health, a diabetes screening must be included as a required part of each health examination; diabetes testing is not required.~~

2.

Unless ~~the student is homeless, or transferring from out of state~~ an exemption or extension applies, failure to comply with the above requirements by ~~the first day~~ October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization ~~by the first day of school~~ October 15, the student must present, by ~~the first day of school~~ October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, ~~registered advanced practice nurse, physician assistant,~~ or local health department responsible for administering the immunizations.

~~All transferring students may be given up to 30 days following registration to comply with the health examination and immunization regulations. A student transferring from out-of-state who does not have the required proof of immunization by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations.~~ If the School Nurse has reason to suspect health problems that may cause harm to the student or to others, the Nurse may delay enrollment in school or in selected classes. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the District. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the District may hold the student's report card until the student presents proof: (1) of a complete eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. The District shall not exclude a student from attending school due to failure to obtain an eye examination.

### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
- 4.3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

~~A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Assistant Principal for Student Services a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.~~

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

105 ILCS 5/27-8.1.

410 ILCS 45/7.1.

23 Ill.Admin.Code §1.530.

77 Ill. Admin. Code Part- 665.

77 Ill. Admin. Code Part 690.

77 Ill. Admin Code Part 695.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: October 6, 2015

## Students

### Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. ~~These rights include the right to voluntarily engage in individually initiated non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee.~~ Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interrogation), 7:160 (Student Appearance), 7:190 (Student Discipline)

ADOPTED: July 9, 2007

## Students

### Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects, under the circumstances described below. "School authorities" includes school liaison police officers.

#### School Property and Equipment

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent or designee(s) may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students and Their Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, coats, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Strip searches are prohibited by school personnel.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

A written report must be kept on file whenever students are personally searched.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

~~State law requires the District to~~ The Superintendent or designee shall notify students and their parents/guardians ~~that of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:~~

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

4-2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on a student's account on a social networking website that ~~he or she~~ violates a school disciplinary rule or Board policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

- LEGAL REF.: Veronia School District 47J v. Acton, 115 S.Ct. 2385 (1995).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill. 1996), *cert. Denied*, 116 S. Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (1st Dist. Ill. 1996) *app. denied*, 667 N.E. 2d 1061 (Ill.App.1<sup>st</sup> Dist. 1996).  
105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.Right to Privacy in the School Setting Act, 105 ILCS 75/.
- CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:140 (Police Interrogation), 7:190 (Student Discipline)
- ADOPTED: December 1, 2015

**Students**

**Adolescent Suicide and Depression Awareness and Prevention Programs**

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee is directed to develop ~~and~~, implement, and maintain a ~~comprehensive and continuing adolescent~~ suicide and ~~depression~~ awareness and prevention program (Program) that advances the Board’s goals of increasing awareness and prevention of depression and suicide. The Program must be consistent with the requirements of Ann Marie’s Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include: ~~The Superintendent will attempt to develop a liaison between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/ or a community mental health agency to implement the goals and objectives of the Illinois Suicide Prevention Strategic Plan.~~

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher’s institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For all students, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and all other school personnel, including paraprofessionals, who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie’s Law on ISBE’s website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

- a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

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

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

#### Implementation

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

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

LEGAL REF.: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

745 ILCS 10/.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: February 2, 2009

## Students

### **Administrative Procedures: Resource Guide for Implementation of Adolescent Suicide and Depression Awareness and Crisis Intervention/Prevention Program**

The Superintendent or designee, at the District level, or the Building Principal or designee, at the building level, is responsible for implementing the Board’s goals of increasing awareness and prevention of depression and suicide. The Superintendent and/or Building Principal(s) may want to assign Student Support Committees as established under 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems, to assist them with the implementation of these goals. Use other locally available resources that may not be listed below to determine the best implementation methods.

Listed below are the six policy implementation components of Ann Marie’s Law, 105 ILCS 5/2-3.163(c), amended by P.A. 99-443, that are required to be included in Board policy 7:290, Suicide and Depression Awareness and Prevention. Each component lists specific implementation steps, along with any applicable Board policies, administrative procedures and/or exhibits, available State and/or federal resources, and examples if available. The resources listed in this procedure, and any information provided in the hyperlinks, should be confirmed with the Board Attorney before the Superintendent, Building Principal, or Student Support Committees apply them to a specific situation in the District.

#### Policy Implementation Components of Ann Marie’s Law

#### 1. Awareness and Prevention Education Protocols for Students and Staff (105 ILCS 5/2-3.163(c)(2).

- a. For students, review 6:60, Curriculum Content, requiring health education for developing a sound mind and a healthy body and 7:250, Student Support Services, requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability.
- b. For staff, review, 5:100, Staff Development, discussing in-service training and citing required teacher institute training concerning the warning signs of suicidal behavior, and assess incorporating information from the following resources:

Preventing Suicide: A Toolkit for High Schools (SAMHSA Toolkit), Chapter 4: Staff Education and Training including Tools, pp. 111 through 123 at: [www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669](http://www.store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669).

Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE’s website pursuant to Ann Marie’s Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).

#### 2. Methods of Prevention, Early Identification, and Referral (105 ILCS 5/2-3.163(c)(3).

- a. For staff working with students in grades 7 through 12, review 5:100, Staff Development, discussing required behavioral training for school personnel who work with students in these grades and see 2.b., below.
- b. For staff working with students in all grades, review 6:60, Curriculum Content (see above for description); 7:250, Student Support Services (see above for description); and 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems, establishes Student Support Committees to identify, prevent, and refer for students services with mental health challenges.

c. For staff working with students in all grades, assess incorporating information from the following resources:

[SAMHSA Toolkit at: store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669.](http://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669)

Chapter 1: Getting Started pp. 15-22; Tool 1.A, Suicide Prevention: Facts for Schools, p. 24; and Tools 1.D-1.H, pp. 32-51 (includes various youth suicide prevention topics).

Chapter 4: Staff Education and Training including Tools, pp. 111-123.

Chapter 7: Screening, and Resources: Staff Education and Screening including Tools, pp. 157-171.

ISBE Suicide Prevention at: [isbe.net/learningsupports/html/suicide-prev.htm](http://isbe.net/learningsupports/html/suicide-prev.htm).

ISBE recommended guidelines and educational materials for training and professional development and ISBE recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).

Illinois Suicide Prevention Strategic Plan at:

[idph.state.il.us/about/chronic/Suicide\\_Prevention\\_Plan\\_Jan-08.pdf](http://idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan-08.pdf).

Free online training for public schools in recognizing students exhibiting psychological distress is provided in Illinois by the Illinois Youth Suicide Prevention Project, Illinois Department of Public Health, available at: [ill.kognito.com/](http://ill.kognito.com/).

Sample policy (procedures) on youth suicide prevention are available from The Trevor Project at: [thetrevorproject.org/pages/modelschoolpolicy](http://thetrevorproject.org/pages/modelschoolpolicy)

Risk and Protective Factors for Suicide available at:

[isbe.net/learningsupports/html/suicide-prev.htm](http://isbe.net/learningsupports/html/suicide-prev.htm).

[itonlytakesone.org/preventing-suicide/protective-risk-factors/](http://itonlytakesone.org/preventing-suicide/protective-risk-factors/).

[sprc.org/sites/sprc.org/files/library/RiskProtectiveFactorsPrimer.pdf](http://sprc.org/sites/sprc.org/files/library/RiskProtectiveFactorsPrimer.pdf).

d. Review and train staff on appropriate identification procedures (see example below):

Identification of the At-Risk Student

**Note:** A more detailed procedure may be developed with the aid of the resources in 2.c., above.

(1) An employee having any reason to believe a student is considering or threatening suicide is to contact the Assistant Principal for Student Services and District social worker/counselor.

(2) The social worker/counselor or Assistant Principal for Student Services will meet with the student to assess the risk.

(3) The social worker/counselor will call the student's parent(s)/guardian(s) and arrange a meeting regarding the results of the initial assessment and/or recommendations for further assessment. All calls and meetings with parent(s)/guardian(s) will be documented and a copy of the documentation sent by certified mail to the parent(s)/guardian(s).

(4) The social worker/counselor will suggest to the parent(s)/guardian(s) that the local hospital emergency room or community mental health agency be contacted for further assessment, if necessary. This suggestion shall be a part of the documentation sent to the parent(s)/guardian(s). A student should never be left alone if an employee reasonably believes

the student is in imminent risk of suicide until the student is assessed for the risk or is treated. An employee should immediately contact the student's parent(s)/guardian(s).

3. Methods of Intervention; Emotional or Mental Health Safety Plans for At-Risk Students (105 ILCS 5/2-3.163(c)(4).

- a. Review policies 6:65, *Student Social and Emotional Development*, incorporating student social and emotional development into the District's educational program as required by the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b); 6:270, *Guidance and Counseling Program*, requiring the District to have guidance counseling available to implement the protocols directed in 7:250, *Student Support Services*; and 7:250-AP, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems*, requiring protocols for responding to students with social, emotional, or mental health problems that impact learning ability as required by the Children's Mental Health Act of 2003, 405 ILCS 49/.
- b. Train staff pursuant to 105 ILCS 5/10-22.24b, which allows school counseling services to be used for suicide issues and intervention.
- c. Assess incorporating information from the following resources:

SAMHSA Toolkit at: [store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669](http://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669).

Chapter 2: Protocols for Helping Students at Risk of Suicide, pp. 57-66 and Tools 2.A-2.B.2, pp. 68-72.

Chapter 6: Student Programs including Tools, pp. 139-156.

Resources: Getting Started, pp. 177-182; Staff Education and Training, pp. 186-192; and Student Education and Skill-Building, pp. 194-204.

ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).

Illinois Suicide Prevention Strategic Plan at:

[idph.state.il.us/about/chronic/Suicide\\_Prevention\\_Plan\\_Jan-08.pdf](http://idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan-08.pdf).

4. Methods of Responding to a Suicide Attempt (105 ILCS 5/2-3.163(c)(5).

- a. Review policies listed above in number 3.a.
- b. Assess incorporating information from the following resources:

SAMHSA Toolkit at: [store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669](http://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669).

Chapter 3: After a Suicide including Tools, pp. 92-109. (some material adaptable to a suicide attempt)

Resources: Crisis Response Postvention, pp. 182-185.

*After a Suicide: A Toolkit for Schools (ISBE Toolkit)* at:

[isbe.net/learnin\\_gsupports/pdfs/suicide-toolkit.pdf](http://isbe.net/learnin_gsupports/pdfs/suicide-toolkit.pdf). (some material adaptable to a suicide attempt)

ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational

materials on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).

5. Reporting Procedures (105 ILCS 5/2-3.163(c)(6).

a. Review 6:270, *Guidance and Counseling Program*, providing a counseling program that the Superintendent may designate as responsible for development of the District's depression awareness and suicide prevention program procedures; 7:250, *Student Support Services*, identifying District support services that will be ultimately responsible for properly implementing the reporting procedures; and 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems*, establishing Student Support Committees for purposes of identifying, preventing and referring for services students with mental health challenges.

b. Assess incorporating information from the following resources:

*SAMHSA Toolkit* at: [store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669](http://store.samhsa.gov/product/Preventing-Suicide-A-Toolkit-for-High-Schools/SMA12-4669).

Chapter 2: Protocols for Helping Students at Risk of Suicide: Tools 2.B.3-6 (pp. 70-72), 2.C (p. 79) and 2.D (pp. 70-81).

ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law (105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443).

c. Review appropriate identification procedures (see example below):

Documentation Regarding the At-Risk Student

**Note:** A more detailed procedure may be developed with the aid of the resources in 5.b., above.

(1) District employees shall take notes on any conversations that involve or relate to the at-risk student. The notes shall become a part of a written report to the Building Principal.

(2) Conversations that involve or relate to the at-risk student shall be confirmed in writing with the other party(s).

(3) The Superintendent shall receive a copy of all reports and documentation regarding the at-risk student.

(4) The social worker/counselor shall prepare a report of the situation for the student's records.

d. Provide training for staff regarding identification procedures that the District will implement.

6. Resources and Contact Information (105 ILCS 5/2-3.163(c)(7).

a. Illinois suicide prevention organizations and State contacts at: [sprc.org/states/illinois](http://sprc.org/states/illinois):

Jennifer L. Martin, Injury Prevention Coordinator (at time of publication)

535 West Jefferson, 2nd Floor

Springfield, IL 62761

[Jennifer.L.Martin@illinois.gov](mailto:Jennifer.L.Martin@illinois.gov)

(217) 558-4081

Patricia Reedy, Chief Social Worker, Division of Mental Health, Illinois Department of Human Services (at time of publication)

[401 South Clinton Street](#)

[Chicago, IL 60607](#)

[Patricia.Reedy@illinois.gov](mailto:Patricia.Reedy@illinois.gov)

[\(312\) 814-1656](#)

b. Primary implementation resources for 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*:

[SAMHSA Toolkit: Chapter 1: Getting Started; Tools 1.I and 1.J., pp. 52-53.](#)

[Resources: Screening Program, p. 205; and National Organization and Federal Agencies with Resource and Information on Adolescent Suicide Prevention, pp. 206-208.](#)

[ISBE Toolkit at: isbe.net/learningsupports/pdfs/suicide-toolkit.pdf.](http://isbe.net/learningsupports/pdfs/suicide-toolkit.pdf)

[ISBE Suicide Prevention at: isbe.net/learningsupports/html/suicide-prev.htm.](http://isbe.net/learningsupports/html/suicide-prev.htm)

[ISBE recommended guidelines and educational materials for training and professional development and ISBE-recommended resources containing age-appropriate educational materials on youth suicide and awareness, if available on ISBE's website pursuant to Ann Marie's Law \(105 ILCS 5/2-3.163\(b\)\(2\)\(B\), amended by P.A. 99-443\).](#)

[Illinois Suicide Prevention Strategic Plan at:](#)

[idph.state.il.us/about/chronic/Suicide\\_Prevention\\_Plan\\_Jan-08.pdf.](http://idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan-08.pdf)

c. Other available resources:

[Altman, Lawrence, \*How Schools Should Respond to Student with Mental Health Issues.\* National School Board Association, Council of School Attorney's Inquiry & Analysis \(published October 2015\) discussing best practices for school district responses to student mental health issues, including Section 504, Title IX, and IDEA obligations, available at:](#)

[www.nsba.org/sites/default/files/reports/1015\\_InquiryAnalysis-Updated2.pdf.](http://www.nsba.org/sites/default/files/reports/1015_InquiryAnalysis-Updated2.pdf)

[American Foundation for Suicide Prevention, Illinois Chapter at:](#)

[afsp.org/local-chapters/find-your-local-chapter/afsp-illinois](http://afsp.org/local-chapters/find-your-local-chapter/afsp-illinois)

[National Suicide Prevention Center at:](#)

[suicidpreventionlifeline.org/GetHelp/WhatIfSomeoneIKnowNeedsHelp.aspx.](http://suicidpreventionlifeline.org/GetHelp/WhatIfSomeoneIKnowNeedsHelp.aspx)

[Sexual Orientation, Gender Identity and Youth Suicide at:](#)

[dph.illinois.gov/sites/default/files/publications/suicidesexualorientationinyouth.pdf.](http://dph.illinois.gov/sites/default/files/publications/suicidesexualorientationinyouth.pdf)

[The Suicide Prevention Resource Center \(SPRC\) \(sprc.org/\) has an Illinois-specific site at: sprc.org/states/illinois.](#)

[The Suicide Resource Center has an awareness public prevention pilot program titled \*It Only Takes One\* at: itonlytakesone.org/.Students Who Pose an Immediate Risk to Self or Others](#)

~~The following procedures shall be followed when there is reason to believe that a student is considering or threatening to harm him/herself or others:~~

- ~~1. The individual making the initial determination shall contact the Assistant Principal for Student Services or a Dean (or any administrator on duty if the designated staff are unavailable) and shall remain with the student until a school staff person comes for the student.~~

- ~~2. The Assistant Principal for Student Services or designee will retain the student and conduct an assessment, unless the student's condition requires police intervention.~~
- ~~3. The Assistant Principal for Student Services or designee will coordinate a meeting of school personnel to determine an immediate course of action and a plan for the next day(s).~~
- ~~4. The Assistant Principal for Student Services or designee will call the student's parent(s)/guardian(s) and arrange a meeting to discuss the immediate care of the student.~~
- ~~5. In the event that the parent(s)/guardian(s) of a student cannot be reached or are unable to come to school, the Assistant Principal for Student Services or designee may contact a hospital and have the child transported to the hospital or the police or the Police Liaison Officer may have the student transported to the police station.~~

#### Procedures to Return to School:

~~Students who have indicated an intent to harm themselves or others must meet with a psychiatrist, clinical psychologist, or clinical social worker before they return to school. At least one of the following pieces of documentation must be provided by the mental health professional:~~

- ~~a. Statement indicating that the student is not a health or safety risk;~~
- ~~b. Statement that the student does not require hospitalization;~~

~~The Assistant Principal for Student Services or designee may request a Release of Information with the provider so that appropriate follow-up care can be implemented.~~

~~If a parent or guardian fails to have their child evaluated by a mental health professional and the student has threatened harm to self or others, 911 and/or DCFS may be called by the Assistant Principal for Student Services.~~

#### Documentation

~~The School Social Worker, School Psychologist, or Guidance Counselor shall prepare a report of the situation for the student's temporary record.~~

~~In the event that psychiatric care is provided, the school nurse will retain documentation as part of the student's temporary file.~~

~~If a mental health professional has not released the student to return to school, then reasonable efforts shall be made to provide the student with an adequate alternative education if appropriate. However, an individual student's IEP is the controlling document. State regulations and school policy regarding homebound instruction apply.~~

Board Review: April 7, 2014

## Students

### Extracurricular Athletics

Student participation in school sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in ~~the Board Policy 6:190, *Extracurricular and Co-Curricular Activities*~~ on school sponsored activities.
2. ~~A Written permission must be given by the parent(s)/guardian(s) of the student must provide written permission~~ for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse-practitioner, or a physician's assistant ~~who assures that the student's health status allows for active athletic participation.~~ The *Pre-Participation Physical Examination Form*, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must agree to follow all conduct rules and the coaches' instructions.
- 4.5. ~~The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of and complete any forms required by, any sponsoring association (such as, the Illinois High School Association (IHSA)), concerning its performance enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned, and (b) complete all forms required by IHSA~~ The District including, without limitation, signing an acknowledgement of receiving information about the Board's concussion policy 7:245, *Student Athlete Concussion and Head Injuries*.

The Superintendent or a designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10 *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.

23 Ill. Admin. Code § 1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety ~~and crisis management~~), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (*Equal Education Opportunities*), 7:240 (~~extracurricular code~~ Code of Conduct For Participants in Extracurricular Activities), 7:245 (*Student Athlete Concussions and Head Injuries*), 7:330 (~~equal access~~), 7:340 (Student Records)

ADOPTED: April 7, 2014

## Students

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their or their child's school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, 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). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall designate an Official Records Custodian for each school who shall maintain and protect the confidentiality of school student records. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of their rights regarding school student records.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.

105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq. and 10/.

50 ILCS 205/7.

23 Ill.Admin.Code Parts 226 and 375.

CROSS REF: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN PROC: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parent(s)/Guardian(s) and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E2 (Consent for Release of Student Records), ~~7:340-AP1, E3 (using a photograph or video recording of a student)~~, 7:340-AP1, E4 (Parent Letter on Release of Student Information to the Military), 7:340-AP1, E5 (Parent Letter on Release of Student Information to Postsecondary Educational Institutions), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of Student Records)

ADOPTED: November 18, 2013

## Students

### Administrative Procedure: School Student Records

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#### **A. Legal Citations and Definitions**

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act (105 ILCS 10/2) and the Illinois State Board of Education rules (23 Ill.Admin.Code §375.10). For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/).

#### **B. School Student Records Defined**

*School Student Record* means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

*Special Education Records* means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill.Admin.Code §375.10.

A school student record does not include any of the following:

1. Writings or other recorded information kept in the sole possession of a school staff member that is destroyed not later than the student's graduation or permanent withdrawal, and is not

- accessible or revealed to any other person except a temporary substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
  3. Video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement, security, or safety reasons or purposes. This includes, without limitation, electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials for disciplinary or special education purposes regarding a particular student. 23 Ill.Admin.Code §375.10.
  4. Any information, either written or oral, received from law enforcement officials pursuant to 105 ILCS 5/22-20 concerning a student less than the age of 17 years who has been arrested or taken into custody. 23 Ill.Admin.Code §375.10.

#### **C. Eligible Students Accorded the Rights of Parent/Guardian**

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called *eligible students* in this procedure.

#### **D. Official Records Custodians**

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative technical, and security safeguards against risks, such as unauthorized access, release, or use. 105 ILCS 10/4(a)&(b); 23 Ill. Admin. Code §375.40(g).
2. Reviews student temporary records at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill.Admin.Code §375.40(b).
3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student's records, the sending school shall forward a copy of the DCFS's request to the receiving school. 325 ILCS 5/8.6.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.

6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:
  - a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill.Admin.Code §375.30.
  - b. Annual notification of information that is considered to be *directory information* and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill.Admin.Code §375.80.
  - c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908.
  - d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill.Admin.Code §375.90.
  - e. Upon a student's graduation, transfer, or permanent withdrawal, notification of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).
7. Takes all action necessary to assure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty's execution.

**E. Maintenance of School Student Records** 105 ILCS 10/2; 23 Ill.Admin.Code §375.10.

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

The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required by the Missing Children's Records Act (325 ILCS 50/5(b)(1)).
- 2.3. Academic transcripts, including grades, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by ISBE's Student Information System (23 Ill.Admin.Code §1.75.), as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.157 and 23 Ill. Admin Code §1.442, and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Admin Code §1.442(c).
- 3.4. Attendance record

- 4.5. Health record, defined by ISBE rule as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
- 5.6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (105 ILCS 5/2-3.64a)
- 6.7. Record of release of permanent record information that contains the information listed in the subsection on **Record of Release**, below

ISBE rule provides that if not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in the subsection on **Record of Release**, below
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey (23 Ill.Admin.Code §228.15(d).)
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record (23 Ill.Admin.Code §375.40(f).)
6. Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) 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’ acknowledgement of the District’s concussion policy adopted pursuant to 105 ILCS 5/10-20.53, 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)”
7. 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.”

8. 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).)
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill.Admin.Code §1.445.)

The *temporary record* may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 *et seq.*)
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

#### **F. Retention and Destruction of School Student Records**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student’s temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the eligible student. 23 Ill.Admin.Code §375.40(d).

#### **G. Social Security Numbers**

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. Privacy Act of 1974, 5 U.S.C. §552a, as supplemented by Pub.L. 93-579. The collection and retention of social security numbers shall be in accordance with Board policy 4:15, *Identity Protection*.

#### **H. Access to School Student Records**

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 Illinois 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.

### 1. Access to Parent/Guardian or Eligible Student

- a. 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 15 school days after the receipt of such a request. 105 ILCS 10/5(c). 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.
- b. 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.
- c. Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise:
  - i. Divorced or separated parents/guardians with or without parental responsibility (formerly custody) are both permitted to inspect and copy the student's school student records ~~otherwise~~. 750 ILCS 5/602.11, amended by P.A. 99-90, eff. 1/1/16.
  - ii. 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. Health reports
    3. Notices of parent-teacher conferences
    4. School calendar regarding the student
    5. Notices about open houses, graduations, and other major school events including student-parent/guardian interaction
- d. The school will deny access to a student's school records to a parent against whom an order of protection was issued. 750 ILCS 60/214(b)(15). See **Orders of Protection**, below.
- e. The school will deny access to a student's school records to a parent/guardian who is not allocated parenting time (formerly visitation), unless the parent/guardian presents a court order with a finding that it is in the child's best interests to provide those records to the parent. Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11, amended by P.A. 99-90, eff. 1/1/16.

e.f. Access shall not be granted the parent(s)/guardian(s) or the student 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 January 1, 1975, 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).

## 2. Access With Consent of Parent/Guardian or Eligible Student

- a. 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).
- b. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), 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&5.

## 3. Access Without Notification to or Consent of Parent/Guardian or Eligible Student

- a. District employees or officials of the Illinois State Board of Education 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).
- b. 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).
- b.c. 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).
- e.d. 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.

- d.e.** A SHOCAP (Serious Habitual Offender Comprehensive Action Program) 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. 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 the federal Family Educational Rights and Privacy Act. 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.
- e.f.** 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).
- f.g.** Military recruiters and institutions of higher learning will be granted access to secondary students’ names, addresses, and telephone listings, unless an objection is made by the student’s parent(s)/guardian(s). 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. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908. For more information, see 7:340-API, E4, *Parent Letter on Release of Student Information to the Military*; 7:340-API, E5, *Parent Letter on Release of Student Information to Postsecondary Educational Institutions*.
- 4. Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student**
- a. 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 5 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).
- b. 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.

- c. 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.
- d. The District charges \$.35 per page for copying information from a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill.Admin.Code §375.50.

#### **I. 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. Information released or made accessible
2. The name and signature of the Building Principal
3. The name and position of the person obtaining the release or access
4. The date of the release or grant of access
5. A copy of any consent to such 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).

#### **J. Orders of Protection**

Upon receipt of a court order of protection, the Building Principal shall file it in the temporary record of a student 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. 750 ILCS 60/222(e).

#### **K. Parenting Plans**

Upon receipt of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/, amended by P.A. 99-90, eff. 1/1/16), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

**K.L. Transmission of Records for Transfer Students** 105 ILCS 10/6(a)(3); 23 Ill.Admin.Code §§375.70 & 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 Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/) 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 may: **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.
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.

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. §8921 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.

### **L.M.Directory Information** 23 Ill.Admin.Code §375.80

The School may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information by delivering a written objection to the Building Principal. Directory information is limited to:

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school
11. 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

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 following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier. Id.

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

### **M.N.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: 105 ILCS 10/7; 23 Ill.Admin.Code §375.90.

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 10 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.
9. 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).

LEGAL REF.: Family Education Rights and Privacy Act, 20 U.S.C. §1232g; implemented by 34 C.F.R. Part 99.

Illinois School Student Records Act, 105 ILCS 10/2; implemented by 23 Ill.Admin.Code Part 375.

[The Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/.](#)

Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

Board Review: January 12, 2015

## Students

### Exhibit: Notice to Parent(s)/Guardian(s) and Students of Their Rights Concerning a Student's School Records

*Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parent(s)/guardian(s).*

This notice contains a description of your and your student's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for (1) certain records kept in the sole possession of a school staff member that are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, (2) records maintained by law enforcement officers working in the school, (3) video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes, and (4) electronic recordings made on school buses.

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

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1))
- ~~2.3.~~ Academic transcripts, including grades, , graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from academic transcript of any score received on college entrance examinations), ~~and~~ the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3.157 and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
- ~~3.4.~~ Attendance record
- ~~4.5.~~ Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examination, as may be required under Section 27-8.1 of the School Code"
- ~~5.6.~~ Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (105 ILCS 5/2-3.64a-5)
6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information
  - c. The name and capacity of the requesting person and the purpose for the request
  - d. The date of release
  - e. A copy of any consent to release

If not maintained in the *temporary record*, the *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

No other information shall be kept in the permanent record.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act 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, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, and interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education 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 of older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The *temporary record* may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.35 per page for copying information in the student's records, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, and 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of

each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) 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.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure, without consent, is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research or statistical reporting as part of an approved university program, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student. Nothing in this Notice shall be construed to allow disclosures not authorized by federal or state law.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, 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). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. The District deletes or destroys student records in accordance with Board Policies, Procedures, and federal and state laws. Parent/guardians or eligible students shall have the right to inspect or copy student's records pursuant to Board Policies, Procedures, and federal and state law.

**6. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade Level

Birth date and place

Parents'/guardians' names, addresses, electronic mail addresses and telephone numbers

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.

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(s)/guardian(s) or student, as applicable. No image on a school security video recording shall be designated as directory information.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal or Official Records Custodian within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information

not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
  
- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Board Review: January 12, 2015

## **Community Relations**

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

For purposes of this policy, “school property” means District school buildings, grounds, parking areas; vehicles used for school purposes; any location used for a School Board meeting, school athletic event, or other school sponsored event.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the main entrance security desk and produce current identification and register their vehicle. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. All requests to access a school building shall be made a minimum of five days prior to access, unless there is an emergency situation.

District 219 expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board of Education member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. 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.
4. Damage or threaten to damage another's property.
5. Damage or deface District 219 property.
6. Violate any Illinois law or town or county ordinance.
7. Smoke or otherwise use tobacco products (including electronic cigarettes).
8. Consume, possess, use, distribute, or be under the influence of an alcoholic beverage or illegal drug; be present when the person’s alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
12. Operate a motor vehicle (a) in a risky or reckless manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

14. Violate other District policies or regulations, or a directive from an security officer or authorized District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

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

1. Is a parent/guardian of a student attending the school and the parent/guardian is: (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 conference 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 and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent will designate an employee to supervise the sex offender while present during the approved activity.

#### Enforcement

Any staff member may request identification from any person on school property; 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.

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.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any student, parent or immediate family member may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board of Education. The Superintendent 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 Board 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.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.

105 ILCS 5/10-20.5b,5/24-24, and 5/24-25.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: April 7, 2014