

## **STUDENTS**

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy. Any student may file a discrimination grievance by using Board policy 7260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 7270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 7260, *Uniform Grievance Procedure*. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment complaint by using Board policy 7265, *Title IX Grievance Procedure*.

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Principals shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEG. REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.  
 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.  
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
Plyler v. Doe, 457 U.S. 202 (1982)  
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
 Ill. Constitution, Art. I, §18.  
 105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/22-105, 5/26A, and 5/27-1.  
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
 775 ILCS 35/5, Religious Freedom Restoration Act.  
 23 Ill.Admin.Code §1.240 and Part 200.

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

Amended: ~~August 18, 2025~~January 12, 2026

Reviewed: ~~August 18, 2025~~January 12, 2026



## **STUDENTS**

### **Student Assignment and Intra-District Transfer**

#### **School Attendance Areas**

It shall be the responsibility of the Board to establish attendance areas. It shall be the responsibility of the Superintendent to submit, on an annual basis, any and all proposed boundary changes to the Board for its review and possible adoption.

If feasible, the establishment of attendance areas shall provide for continuous attendance in a given school; however, it shall be the responsibility of the Board to make equitable use of all school facilities. Advance planning for new sites and the utilization of existing buildings will be guided by the following criteria in determining school attendance boundaries:

1. The educational needs of students
2. The proximity of students to school plants
3. The safety of students
4. The ages of students served
5. The characteristics of the educational program established
6. The financial ability of the district.

#### **Transfers Within the District**

Formatted: Underline

The Board does not allow voluntary transfers within the established attendance areas except in the following two cases:

1. A student is enrolled in, or graduated from, a District Site-based Program (i.e. Modified Learning Program, K-2 Self-Contained Bilingual, and Transitions) Kindergarten through Sixth Grade,
2. A student has a medical restriction when the necessity of the transfer shall be at the discretion of the Superintendent, or designee.

Upon the following criteria, the Board shall allow the aforementioned exceptions to the established attendance areas:

1. Parents of students may apply for placement in other attendance areas where unused pupil stations exist. Letters requesting alternative placement are to be sent to the District Administration Office no later than the first Monday in August before the start of the new school year.
2. Unused pupil stations will be determined to exist if the existing or anticipated pupil ratios are less than the following:
  - a. 22:1 for kindergarten classes
  - b. 24:1 for grades 1 through 3
  - c. 26:1 for grades 4 through 6
3. Parents of students choosing the option in number one shall be required to provide the transportation of their child to and from school.
4. Parents of students who choose the option in number one shall agree to remain a minimum of one year in their chosen school.
5. Enrollment authorization may be rescinded up to and including the first day of school.
6. Request for permissive transfer must be renewed annually, as there is no expectation of

continued enrollment based upon a prior year's decision.

Voluntary transfers will not be permitted unless the terms listed above are met.

Student Assignment to Teachers and Classes

The assignment of students to teachers, grade level and classes shall be the responsibility of the principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the child.

Legal Ref.: 105 ILCS 5/10-21.3, 5/10-21.3.a, and 5/10-22.5.

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

Amended: ~~October 27, 2003~~  
~~January 13, 2014~~  
~~January 22, 2018~~ January 12, 2026

Reviewed: January ~~25, 2010~~ 12, 2026



## STUDENTS

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

#### Age

To be eligible for admission, a child must be five (5) years old on or before September 1 of the current school year to enter kindergarten. A child must be six (6) years old on or before September 1 of the current school year to enter first grade. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if the following conditions are met:

- 1) he or she attended a non-public preschool, continued his or her education at that school through kindergarten, and
- 2) was taught in kindergarten by an appropriately licensed teacher, and
- 3) will be 6 years old on or before December 31<sup>st</sup> of that school year.

A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. ~~The Board permits e~~Early entrance into ~~Kindergarten kindergarten~~ or ~~First-first Grade-grade for students younger than the entrance age requirements who demonstrate high ability pursuant to the Board's early entrance criteria~~may also be available through Board policy 6315, Accelerated Placement Program.

Formatted: Font: Italic

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of a birth certificate. ~~If a birth certificate is not presented, the Superintendent or designee 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. A student will be enrolled without a birth certificate.~~ When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the original to the person enrolling the child. ~~Upon the failure of~~ a person enrolling a student ~~fails~~ to provide a certified copy of the student's birth certificate within the 30 days, the Superintendent or designee shall immediately:
  - ~~a. 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.~~
  - ~~b. Enroll the student without a birth certificate.~~
  - ~~c. a. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days, the Superintendent/designee shall immediately~~  
~~n~~Notify the local law enforcement agency and shall also notify the person

enrolling the student in writing that, unless he or she complies within ten (10) days, the case shall be referred to the local law enforcement authority for investigation.

~~d.b.~~ If compliance is not obtained within that ~~10~~ten (10)-day period, the ~~principal~~ Superintendent or designee shall refer the case to the local law enforcement agency for investigation.

~~e.c.~~ The ~~principal~~ Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph, which appears inaccurate or suspicious in form or content.

2. Proof of residence, as ~~defined required~~ by Board Policy 5120, ~~and administrative regulation~~ Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 5130, Health, Dental, and Eye Examinations; Immunizations; and Exclusion of Students.

Formatted: Font: Italic

Formatted: Font: Italic

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a 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. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6340, ~~on~~ Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

#### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

#### Transferring In Student Transfers To and From Non-District Schools

~~The parent/guardian should request from the previous school that the following be forwarded: official transcript, remainder of the school records and a completed good-standing form. The~~



student shall be admitted pending the receipt of these records. If the records are not received, the principal or designee shall request the records from the transferring school. If the parent/guardian is unable to present the records, the student shall be admitted, and the principal shall request the records from the transferring school.

A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

The principal or designee shall make the class or grade level assignment and may accept or reject the transferring school's recommendations.

#### Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The principal shall complete a good standing form for any student transferring from the District. Within 10 days of a transfer notification, the principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the principal shall mail an official transcript of the scholastic records.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them. A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.



LEGAL REF.: 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.

Formatted: Font: 12 pt

20 U.S.C. §1232g, Family Educational Rights and Privacy Act.

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1.

105 ILCS 10/8.1, Ill. School Student Records Act.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

325 ILCS 50/, Missing Children Records Act.

325 ILCS 55/, Missing Children Registration Law.

410 ILCS 315/2, Communicable Disease Prevention Act.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 226, Special Education.

23 Ill.Admin.Code Part 375, Student Records.

LEG. REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232.

105 ILCS 5/2-3.13a and 10/8.1.

23 Ill. Admin. Code § 375.

Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101.

20 U.S.C. § 1400 et seq.

42 U.S.C. § 12101 et seq.

105 ILCS 5/10-20.12, 5/10-22.5a, 5/10-22.6, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1

325 ILCS 55/1 et seq. and 50/1 et seq.

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

Amended: ~~January 23, 2023~~ January 12, 2026

Reviewed: ~~January 23, 2023~~ January 12, 2026

## **STUDENTS**

### **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/Documents/guidance\\_reg.pdf](http://www.isbe.net/Documents/guidance_reg.pdf);
2. *Dear Colleague Letter: School Enrollment Procedures*, (OCR 05/08/14), [www.justice.gov/sites/default/files/crt/legacy/2015/01/07/eldcleng.pdf](http://www.justice.gov/sites/default/files/crt/legacy/2015/01/07/eldcleng.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), [www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerqa.pdf](http://www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerqa.pdf); and
4. *Fact Sheet: Information on the Rights of All Children to Enroll in School*, [www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerfact.pdf](http://www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerfact.pdf).

### **Transferring In**

<b>Steps</b>	<b>Requirements and Actions That Must Be Completed</b>
Compliance with admission eligibility prerequisites in State law and School Board policy	All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and School Board policy on admissions. See Board policy <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	<p>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).</p> <p>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 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 Ill. State Police (ISP) any affidavit explaining the inability to produce a copy of the birth</p>



Steps	Requirements and Actions That Must Be Completed
	<p>certificate that appears inaccurate or suspicious in form or content. 325 ILCS 50/5(b) 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 50/5(c) and 55/5(c).</p>
Compliance with the Good Standing Requirement	<p>The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed <i>Good Standing Form</i> from that school arrives at the school into which the student is transferring. 105 ILCS 5/2-3.13a.</p> <p>The <i>Good Standing Form</i>, ISBE Form 33-78, available at: <a href="http://www.isbe.net/Documents/33-78_student_transfer.pdf">www.isbe.net/Documents/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(b).</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(b).</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(a).</p> <p><b>Note:</b> The Board may adopt a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion in an alternative school program established under the School Code. 105 ILCS 5/2-3.13a(a); 5/10-22.6(g). If the Board adopts such a policy, it must allow the consideration of any mitigating factors (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A). 105 ILCS 5/10-22.6(g), amended by P.A. 102-466, <i>a/k/a Ensuring Success in School Law</i>, eff. 7-1-25.</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 <i>Good Standing Form</i>.</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>

Steps	Requirements and Actions That Must Be Completed
Compliance with the School Code and the Illinois School Student Records Act	<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 10/8.1(d); 105 ILCS 70/32. 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.</p>
Compliance with laws concerning education of homeless children	<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 Board policy <i>Education of Homeless Children</i>. 42 U.S.C. §11432(g)(3)(C)(i) (McKinney-Vento Homeless Assistance Act); 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); 105 ILCS 45/1-10.</p>
Other admission steps	<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 a copy of the student's current individualized education program (IEP) to a new school, the student must be placed in a program described in the IEP. 105 ILCS 10/8.1(c); 23 Ill.Admin.Code §226.50(a)(1). If the school does not receive a copy of the student's current IEP or a verbal or written confirmation of the requirements of that IEP from the previous school district when the student is presented for enrollment, the student must be placed in a setting that the District believes will meet the student's needs until a copy of the current IEP is obtained or a new IEP is developed. 23 Ill.Admin.Code §226.50(a)(2).</p> <p>The Building Principal or designee shall administer a Student Home Language Survey, to each student entering the District's schools for the first time. 23 Ill.Admin.Code §228.15(a). ISBE provides Sample Home Language Surveys that are available in English and twenty-nine other languages under the Home Language Surveys tab at: <a href="http://www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx">www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx</a>.</p>



Steps	Requirements and Actions That Must Be Completed
	<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 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. 105 ILCS 5/22-70. Such students will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed. 105 ILCS 70/33. All course, program, extracurricular, graduation and other placements from the student's former school shall be initially honored if the District has those options, and space is available. 105 ILCS 70/35.</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).</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(b); 23 Ill.Admin.Code §375.75(c), (h). 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 educational records cannot be released to a student for the purpose of transferring, the Building Principal or designee shall prepare and</p>



Steps	Requirements and Action That Must Be Completed
	<p>furnish a complete set of unofficial educational records to the extent feasible. 105 ILCS 70/32(a).</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> <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>
Compliance with the Missing Children Records Act and Missing Children Registration Law	<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 Records Act and/or Missing Children Registration Law; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and ISP of the request. 325 ILCS 55/5 and 50/5.</p> <p>If ISP 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 ISP.</p>
Compliance with the Good Standing Requirement	<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 <i>Good Standing Form</i> (ISBE Form 33-78 available at: <a href="http://www.isbe.net/Documents/33-78_student_transfer.pdf">www.isbe.net/Documents/33-78_student_transfer.pdf</a>) and, if a transferring student is currently suspended or expelled, indicate (105 ILCS 5/2-3.13a(a)):</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. §7961 <i>et seq.</i>), 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.</li> </ol>
Compliance with the Illinois Domestic Violence Act	<p>If a child transferring to another school is a <i>protected person</i> under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of</p>

Steps	Requirements and Action That Must Be Completed
	<p>protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222(f).</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 certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222(f).</p>
Compliance with requirements for tracking transfer	<p>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 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p>

Administrative Adopted: January 12, 2026



## **STUDENTS**

### **Residence**

#### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating:

1. That he or she has assumed and exercises legal responsibility for the child,
2. The reason the child lives with him or her, other than to receive an education in the District, and
3. That he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

If a student's family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

While the student is not living in the District, transportation to and from school shall be the responsibility of the parent/guardian.

#### **Requests for Non-Resident Student Admission**

Non-resident students may attend District schools upon approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will attend the school designated by the Superintendent or designee.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

#### Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free or a reduced tuition pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free or a reduced tuition attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

#### Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code 105 ILCS 5/10-20.12b.

#### **Nonpublic School Students, Including Parochial and Home-Schooled Students**

##### Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building



Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

#### Students with a Disability

The District ~~will accept~~accepts for part-time attendance those ~~students with disabilities who live within the District and children for whom it has been determined that special education services are needed,~~ are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's ~~I~~individualized ~~E~~educational ~~P~~program on the basis of the child's disabling condition or as the special education program location may require.

#### Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

#### Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.



Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6340, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-20.12a, 5/10-20.12b, ~~5/10-20.24, and 5/10-22.5~~, and 5/14-6.01.  
105 ILCS 45/.  
23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School  
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650  
(Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

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

Amended: ~~January 24, 2022~~January 12, 2026

Reviewed: January ~~13, 2025~~12, 2026

Formatted: Space After: 0 pt

## STUDENTS

### ~~Releasing Release Students~~ During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

#### Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Legal Ref.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code

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

Amended: ~~October 27, 2003~~  
~~January 13, 2014~~ January 12, 2026

~~Reviewed: January 25, 2010~~ January 12, 2026

## STUDENTS

### Student Rights and Responsibilities

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

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.

LEG. REF.: ~~23 Ill. Admin. Code § 1.210.~~  
20 U.S.C. § 7904.  
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).  
105 ILCS 20/5, Silent Reflection and Student Prayer Act

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

Amended: ~~November 18, 2002~~  
January 11, 2016January 12, 2026

Reviewed: ~~October 20, 2003~~  
January 25, 2010  
January 13, 2014  
November 30, 2015January 12, 2026



## **STUDENTS**

### **Search and Seizure**

~~For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff~~  
In order to maintain order and security in the schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects, as well as District property. School authorities includes school liaison police officers.

Formatted: Font: Italic

#### School Property and Equipment as well as Personal Effects Left on School Property by Students

Formatted: Underline

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students should have no reasonable expectation of privacy ~~in or on school property or related to equipment owned or controlled by the school in these places or areas~~ or in their personal effects left in these places. ~~Such inspections and searches may be conducted without notice to or the consent of the student without a search warrant.~~

The Superintendent or designee 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.

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

The Superintendent or designee shall notify students and their parents/guardians 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.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or 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.

#### Students ~~and Their Personal Effects~~

~~Authorized school employees and school liaison police officers~~School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there ~~are is a~~ reasonable grounds 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 which is reasonably related to its objectives and not excessively intrusive in light of the student's

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated-licensed employee or administrator-liaison police officer of the same sex, as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search. ~~The written report shall be submitted to the principal, where appropriate, and forwarded to the Superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.~~

#### School Property

~~School property, including, but not limited, to desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.~~

#### Law Enforcement and Assistance

~~The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, buildings, hallways, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.~~

#### 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.

LEG. REF.: Vernonia School District 47J v. Acton, 115 S.Ct.2385 (1995).

T.L.O. v. New Jersey, 105 S.Ct.733 (1985).

Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7<sup>th</sup> Cir. 1993).

People v. Dilworth, 661 N.E.2d 310 (1996).

People v. Pruitt, 662 N.E.2d540 (Ill.App. 1<sup>st</sup> Dist. 1996).

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Formatted: No underline

Adopted: Board of Education  
Woodridge School District



October 25, 1999

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~  
~~November 30, 2015~~ January 12, 2026

Amended: ~~March 7, 2006~~  
~~May 20, 2013~~  
~~January 13, 2014~~  
~~April 28, 2014~~  
~~January 11, 2016~~ January 12, 2026

## STUDENTS

### Agency and ~~Police Interviews~~ Law Enforcement Requests

The District recognizes the right of every student to equal access to a free public education under State and federal law, consistent with Board policy 5010, *Equal educational Opportunities*. District administrators and staff stand *in loco parentis* when government agency and law enforcement authority requests occur at school.

Formatted: Font: Italic

Formatted: Font: Italic

### Federal and State Law Requirements Regarding Citizenship and Immigration status in Schools

Formatted: Underline

No student shall be denied an education based on the student's, or his or her parent's/guardian's, actual or perceived citizenship or immigration status. Based on such status, the District will not:

- 1) Exclude a student from participating in, or deny them the benefits of, any District program or activity.
- 2) Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
- 3) Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
- 4) Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
- 5) Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3).
- 6) Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105 ILCS 5/22-105(c)(3).

Formatted: Font: 12 pt

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. 13733 and 1644.

The Superintendent or designee shall develop procedures to manage requests by agency-government officials or police officers/agencies or law enforcement authorities regarding students at school. ~~to interview students at school through p~~Procedures will:

- 1) Recognize individual student rights and privacy.
- 2) Recognize the potential impact the release of information or an interview may have on an individual student.
- 3) Minimize potential disruption.



- 4) ~~F~~ Foster a cooperative relationship with ~~public-government~~ agencies and law enforcement authorities.
- 3)5) ~~Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.~~
- 4)6) ~~Recognize the potential impact an interview may have on an individual student, and~~  
eC Comply with State law including, but not limited to, ensuring that before a law enforcement officer~~agent~~, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
- a) Notify or attempt to notify the student's parent(s)/guardian(s) and document the time and manner in writing;
  - b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
  - c) If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

e)7) \_\_\_\_\_

Formatted

LEGAL REF.: 105 ILCS 5/10-20.64, 5/10-20.68, 5/22-~~85~~88, 5/22-105, and 5/24-24.  
U.S. Constitution, Amend. IV.  
8 U.S.C. 1373 and 1644.  
*Plyler v. Doe*, 457 U.S. 202 (1982).  
55 ILCS 80/, Children's Advocacy Center Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

Formatted: Font: Italic

Formatted: No underline

Formatted: No underline

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

Reviewed: January 24, 202212, 2026

Amended: January 24, 202212, 2026

**STUDENT****Agency and Police Interviews Managing Agency and Law Enforcement Requests**

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy;
2. Recognize the potential impact an interview may have on an individual student;
3. Minimize potential disruption;
4. Foster a cooperative relationship with public agencies and law enforcement; and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

The District responds to all requests from various government agencies and law enforcement authorities regarding access to school property, records, students, and staff. The Board Attorney may be consulted, as needed, regarding the legal requirements presented by this administrative procedure.

The Ill. Council of School Attorneys with participation from the DuPage County State's Attorney's Office and Regional Superintendent of Schools developed *Guidelines for Interviews of Students at School by Law Enforcement Authorities* to assist law enforcement authorities and school officials in determining when it is appropriate for law enforcement authorities or the Ill. Dept. of Children and Family Services to interview students while the students are at school or participating in school-related activities. The document is available on the Illinois Association of School Boards website: [www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf](http://www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf).

Use this procedure to implement 105 ILCS 5/22-105(c)(4), added by P.A. 104-288, eff. 1-1-26, for reviewing and authorizing requests from government agencies and/or law enforcement authorities attempting to enter a school or school facility, in particular requests relating to citizenship or immigration status. Use the *ICSA Guidelines* and this procedure to customize the District's response to any agency or law enforcement requests.

Formatted: Space Before: 0 pt, After: 0 pt

Formatted: Left, Space Before: 0 pt, After: 0 pt

Formatted: Space After: 0 pt



This procedure ensures compliance with legal obligations while protecting students' rights and maintaining the integrity of the educational environment. It is important to remember that:

- Immigration laws are primarily enforced by Immigration and Customs Enforcement (ICE) agents, who may collaborate with local law enforcement. WPD is not required to assist ICE in immigration enforcement according to the Illinois Trust Act.
- Schools are designated as “sensitive locations” under ICE policy, meaning enforcement actions are generally restricted unless “exigent circumstances” arise. The sensitive locations policy is subject to change by ICE.
- Schools are bound to adhere to 105 ILCS 5/22-88 for any law enforcement request to detain and/or question students on school grounds.
- Schools are not required to comply with the information request unless it is in response to:
  - A compliance review (e.g., Student and Exchange Visitor Program (SEVIS) program);
  - A subpoena or court order for student records. **Only a criminal warrant signed by a judge allows law enforcement to access a student on school grounds.** Students have a right to an attorney before talking with an ICE agent and are protected by the Fifth Amendment against self-incrimination.
- A criminal warrant is authorized by a court, such as the U.S. District Court for the Northern District of Illinois, and will bear a judge’s signature either at the top or bottom of the document.
- An ICE administrative warrant, in contrast, is labeled as a “Warrant of Removal/Deportation” or a similar title. It is issued by the U.S. Department of Homeland Security, Immigration and Customs Enforcement (ICE), identifying a specific individual for removal or deportation from the United States. This type of warrant does not have a judge’s signature. An administrative warrant issued by ICE does not grant the authority to arrest students on school property.
- Schools should not notify ICE or other authorities if they suspect a student or family is undocumented, unless directed by the Superintendent.

**Formatted:** Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

**Formatted:** Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"

**Formatted:** Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Only staff members designated by the Superintendent or another administrator may interact with immigration enforcement officers.

### **Procedures**

If a government or law enforcement agent (e.g. ICE) arrives at a school:

- 1) Ask the agent to provide their personal driver’s license and other credentials. Follow all other rules required of visitors. Escort the ICE agent(s) to a private office.
- 2) Contact the Principal, and if not available, call an administrator on their cell phone.
  - a) The designated administrator will contact the Superintendent or designee.

**Formatted:** Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

**Formatted:** Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"



3) Collect and record identification and documentation from ICE agents (e.g., badge, warrant) in accordance with Administrative Regulation/Procedure 5320R2, *Record of Agency or Law Enforcement Request*. ICE agents will carry a "Department of Homeland Security" badge.

Formatted: Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0" + Indent at: 0.25"

i) Request the agent to provide as much information as they are willing to share, and document the details thoroughly on 5320R2 document.

Formatted: Outline numbered + Level: 3 + Numbering  
Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0.5" + Indent at: 0.75"

ii) Make copies of this documentation for District records.

4) If student records are requested via a court order or a subpoena authorized by a court order, inform the agent that a minimum of 72 hours is needed to prepare the copies. Releasing information about immigration status, including participation in certain programs (e.g., free lunch, EL classes), may violate Family Educational Rights and Privacy Act (FERPA) or Illinois School Student Records Act (ISSRA). Any request for records must be reported to the District office for assistance in complying with legal obligations. Immediately notify the Superintendent's office for further guidance.

Formatted: Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0" + Indent at: 0.25"

5) Immediately notify parents or guardians if a minor student is involved, unless instructed otherwise by the Superintendent's office. Keep the parents/guardians updated throughout the process.

6) Ensure no students are interviewed or arrested without following proper district and legal procedures. Reference 105 ILCS 5/22-88

7) If there is a criminal warrant:

i) Request that the arrest take place off-campus, emphasizing that schools are intended to be safe environments for students and that enforcement actions would disrupt the learning process.

Formatted: Outline numbered + Level: 3 + Numbering  
Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0.5" + Indent at: 0.75"

8) If there is an ICE administrative warrant:

i) Inform the agent that the student cannot be arrested or removed from school grounds.

Formatted: Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0" + Indent at: 0.25"

ii) If there is no court order or warrant and general inquiries are made (e.g., parents' address, names, etc.) do not provide any substantive response; however, a statement to the following effect can be made:

Formatted: Outline numbered + Level: 3 + Numbering  
Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned  
at: 0.5" + Indent at: 0.75"

(a) *I appreciate that you are doing your job, which I respect. My responsibility is to educate students and ensure their safety in this environment. As schools are designated 'sensitive locations' and student records are protected by privacy laws, I cannot share any information without a court order. You may contact the Superintendent for further assistance.*

Formatted: Outline numbered + Level: 5 + Numbering  
Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned  
at: 1" + Indent at: 1.25"

Administrative Adoption: October 25, 1999

Amended: January ~~14, 2025~~12, 2026



**STUDENT****Record of Agency and Law Enforcement Requests**

*105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, places restrictions on government agency and law enforcement authority access to district property, in particular for requests related to citizenship or immigration status. Use this form to document all interactions with law enforcement agents while they are on the District's premises, as required by 105 ILCS 5/22-105(c)(4)(B), added by P.A. 104-288, eff. 1-1-26. An authorized administrator or the board attorney must review law enforcement requests to enter a school or school facility, including judicial warrants, no judicial warrants, and subpoenas. 105 ILCS 5/22-105(c)(4)(A), added by P.A. 104-288, eff. 1-1-26. This form also documents that review. Consult the board attorney regarding the use and maintenance of this form and marking of any attorney-client privileged information.*

*To be completed by District staff member:*

\_\_\_\_\_  
Name of District Staff (Please print)

\_\_\_\_\_  
Title of District Staff Member

\_\_\_\_\_  
Name of District or School Building

\_\_\_\_\_  
Name of Law Enforcement Agent(s) (Please print)

\_\_\_\_\_  
Name of Agency or Law Enforcement Unit

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Badge Number or Identification Number  
*(Handwritten only, no photocopies)*

\_\_\_\_\_  
Title of Law Enforcement Agent

\_\_\_\_\_  
School Visit Location

\_\_\_\_\_  
Date and Time of Visit

Authorization Presented by the Law Enforcement Agent (Make photocopies and attach to form):

☐ Warrant

☐ Subpoena

☐ Exigent Circumstances (Please be specific):

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

☐ Other (*Please be specific*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the Request from the Law Enforcement Agent to access the above-listed school or District office:

Request to access the school or District office for the following reason(s):

- ☐ To obtain student or employment records.  
☐ To question a student or employee.  
☐ To take a student or employee into custody.  
☐ Other (*Please be specific*):  
\_\_\_\_\_

*The following is to be completed by the District Superintendent, Building Principal or designee only:*

\_\_\_\_\_  
Name of Superintendent, Building Principal or designee (*Please print*)

\_\_\_\_\_  
Name of District Office or School Building

\_\_\_\_\_  
Name of Board Attorney Contacted, if any (*Please print*)

☐ Permission Granted      ☐ Permission Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (*Superintendent, Building Principal, or designee*)

**Access Granted to the following (*Please be specific*):**

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

**Visit Supervision** (*To be completed by the staff member monitoring or accompanying the law enforcement agent*)

Supervisor's Name (*Please print*) \_\_\_\_\_



Visitor Time In \_\_\_\_\_

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

Date

Supervisor's Signature

Administrative Adoption: January 12, 2026

**STUDENTS****Freedom of Speech and Expression**

~~Political expression, social expression, expressions of criticism of, or dissatisfaction with, the educational system and educational officials are all constitutionally protected communications. Buttons, armbands, posters and hand-outs are all permissible. School officials may reasonably regulate the time and place of speeches, assemblies, and distribution of literature. Such activities may be banned entirely if school officials can reasonably anticipate that these activities will cause a substantial and material disruption of the educational process. Unpopularity of the expression, or controversy, does not necessarily constitute disruption.~~

~~Students should respect the opinions and feelings of others in exercising free expression and permit and encourage all viewpoints to be expressed.~~

~~LEG. REF.: 23 Ill Admin. Code §1.210~~

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

~~Amended: October 27, 2003~~

~~Reviewed: January 25, 2010  
January 13, 2014~~

**Covered under the Rights and Responsibilities Policy 5300 which is included in this packet and can be found in numerical order and Policy 5350 which follows next in the packet.**

Formatted: Font: Bold



## **STUDENTS**

### **Restrictions on Publications; Elementary Schools**

#### **School Sponsored Publications and Web Sites**

School-sponsored publications, productions and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the District's educational mission.

All ~~student media~~ **school-sponsored communications** shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### **Non-school Sponsored Publications Accessed or Distributed on Campus**

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, ~~and~~ (2) audio-visual material, on any medium including electromagnetic media (e.g. images, ~~MP3-digital~~ files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, ~~CD-ROM~~ **digital files**, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.) or (3) information or material on electronic devices (e.g., ~~data-text~~ or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, ~~contains indecent and vulgar language, or considered sexting as defined by Board policy 5365, Student Behavior, and/or Student Handbooks, or contains indecent and vulgar language;~~
4. Is reasonably viewed as promoting illegal drug use; or

Formatted: Font: Not Italic

Formatted: Font: Not Italic

5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Formatted: Font: Italic

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 5440, on Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

#### LEG. REF.: 105 ILCS 5/22-110

Hazelwood v. Kuhlmeier, 408 S.Ct. 562 484 U.S. 260 (1988).

Hedges v. Wauconda Community Unit School Dist. 118, 9 F.3d 1295  
(7<sup>th</sup> Cir. 1993)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

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

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 12, 2026

Amended: ~~January 13, 2014~~  
~~January 11, 2016~~  
~~January 23, 2017~~ January 12, 2026



## **STUDENT**

### **Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### **When and Where Conduct Rules Apply**

The grounds for disciplinary action, including those described more thoroughly below in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, ~~or selling,~~ or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, ~~and~~ hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription or non-prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- 5.4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 Plan; (c) it is used during

Formatted: Indent: Left: 0.25", Hanging: 0.25", No bullets or numbering

Formatted: Font: Italic



the student's lunch period, or (ed) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Sexting, which, for purposes of this policy, is the act of ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.~~
- 7-8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8-9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 9-10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 10-11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 11-12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 12-13. Teen dating violence, as described in Board Policy 5470, Teen Dating Violence Prohibited.
- 13-14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 14-15. Entering school property or a school facility without proper authorization.
- 15-16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 16-17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 17-18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

Formatted: Font: Italic

- ~~18-19.~~ Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- ~~19-20.~~ Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- ~~20-21.~~ Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the School Code.
- ~~21-22.~~ Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- ~~22-23.~~ Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of ~~early intervention and discipline~~positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. -The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Disciplinary conference.
2. Notifying parent(s)/guardian(s).
3. Temporary removal from the classroom.
4. Withholding of privileges.



5. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
6. Out-of-school suspension from school and all school activities in accordance with Board policy 5370, *Suspension and Expulsion Procedures*. A suspended student is prohibited from being on school grounds.
7. Suspension of bus riding privileges, ~~provided that appropriate procedures are followed in accordance with Board policy 5380, *Bus Conduct*.~~
8. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years in accordance with Board policy 5370, *Suspension and Expulsion Procedures*. An expelled student is prohibited from being on school grounds.
9. Return of property or restitution for lost, stolen, or damaged property.
10. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
14. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

Formatted: Font: Italic

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as ~~needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property permitted by 105 ILCS 5/10-20.33.~~

Formatted: Font: Italic

### Isolated Time Out, Time Out, and Physical Restraint

~~School staff members shall not use time out or physical restraints other than as permitted in 105 ILCS 5/10-20.33, State Board of Education rules, and procedures developed by the Superintendent.~~ Neither isolated time out, time out or physical restraints shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, IL State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two (2) calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph one (1) or two (2) above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices



A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or around school grounds becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to battery. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Formatted: Font: Italic

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents involving battery against staff members to the Ill. State Board of Education (ISBE) through its web-based School Incident Reporting System as they occur during the year and no later than August 1/July 31 for the preceding school year.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated-licensed educational employees, and other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33, needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF: 20 U.S.C. §7971 et seq., Pro-Children Act of 2004.  
 20 U.S.C. §7961 et seq., Gun Free Schools Act.  
 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,  
 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100,  
5/22-110, 5/24-24, 5/26-12, 5/27-~~23.7~~240, and 5/31-3.  
~~105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health~~  
~~Education Act.~~  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
 410 ILCS 647/, Powdered Caffeine Control and Education Act.  
 430 ILCS 66/, Firearm Concealed Carry Act.  
 23 Ill.Admin.Code §§ 1.280, 1.285.

Formatted: No underline

Formatted: No underline

Adopted: Board of Education  
 Woodridge School District 68  
 January 31, 2012

Reviewed: ~~January 13, 2025~~January 12, 2026

Amended: ~~January 22, 2024~~January 12, 2026



## Students

Formatted: Space After: 0 pt

Formatted: Space Before: 0 pt, After: 0 pt

### Guidelines for Reciprocal Reporting of ~~Criminal~~ Offenses Committed by Students

State law requires a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal and civil offenses committed by students. ~~(105 ILCS 5/10-20.14(b), amended by P.A. 104-430,--~~ The Juvenile Court Act of 1987 ~~(705 ILCS 405/1-1 et seq.), and the~~ School Code ~~(105 ILCS 5/1-1 et seq.), and various laws~~ set requirements for the management and sharing of law enforcement records and other information about students if they have contact with local law enforcement. Local implementation of reciprocal reporting procedures may be modified based upon the District's and local law enforcement's specific implementation needs. ~~Implementation of reciprocal reporting procedures~~

Development and implementation of reciprocal reporting procedures relies heavily on the District's parent-teacher advisory committee and Building Principals, in cooperation with local law enforcement agencies. ~~(105 ILCS 5/10-20.14). The parent-teacher advisory committee is a School Board committee and, thus, is subject to the Open Meetings Act. (5 ILCS 120/1.02). Local implementation of reciprocal reporting procedures may be modified based upon the District's and local law enforcement's specific implementation needs.~~

### Guidelines for Reports from the District to Local Law Enforcement

Incidents reported from the District to local law enforcement agencies are managed under the School Code (105 ILCS 5/1-1 et seq.), 105 ILCS 127/2, and 720 ILCS 5/12C-50.1.

When sharing information, school officials should be aware of State and federal laws regarding *school student records*. ~~(Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99; Illinois School Student Records Act, 105 ILCS 10/; 23 Ill.Admin.Code Part 375).~~ Information kept by law enforcement professionals working in a school is not considered a *school student record* (105 ILCS 10/2). Also, law enforcement records maintained by law enforcement agencies are not considered a *school student record*. ~~(105 ILCS 5/22-20).~~ For more detailed information about *school student records* and its definition, see ~~Board policy~~ Administrative procedure; 5600R1, School Student Records.

1. The Building Principal and/or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information. While not required by State law, meetings may enhance a cooperative relationship between the school and local law enforcement agencies. The following people should be invited to these meetings: dean, building principal, counselor, State's Attorney, juvenile probation officer, and police department school liaison officer.
2. The Superintendent, Building Principal, and/or their designee(s) ~~the Police Department School Liaison Officer will share information with the appropriate law enforcement agencies regarding the arrest of a student who is less than 17 years of~~

age and is enrolled in the Building Principal's school when the arrest was for any offense listed in the Juvenile Court Act of 1987, ~~105 ILCS 5/10-20.14, will immediately notify local law enforcement upon receiving a report of a student:~~

- a) ~~The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. If the information is a school student record, local law enforcement officials must certify in writing that they will not disclose it to any other party except as provided by State law without the prior written consent of the student's parent/guardian. See administrative procedure 7:340-AP1, School Student Records, Section H. The written certification requirement is at 105 ILCS 10/6(6.5) and 20 U.S.C. §1232g(b)(1)(E)(ii)(II)Committing a battery against school personnel. 105 ILCS 5/10-21.7.~~
- b) ~~The report should be made as soon as possible after the Liaison Officer or Building Principal reasonably suspects that a student is involved in such activityIn possession of a firearm on school grounds. 105 ILCS 5/10-27.1A.~~
- c) ~~The Building Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related functionBeing involved in a drug-related incident on school property, including any conveyance used to transport students, or on any public way within 1000 feet of the school. 105 ILCS 5/10-27.1B; 105 ILCS 127/2.~~

#### Guidelines for Reporting and Records Disclosure from Local Law Enforcement to the District

The information shared with the District from law enforcement agencies and the confidentiality of shared law enforcement records are managed under ~~105 ILCS 5/22-20 and 705 ILCS 405/1-7, amended by P.A. 97-1104, eff. 1-1-2013the Juvenile Court Act of 1987 (705 ILCS 405/1-1 et seq.) and the School Code (105 ILCS 5/1-1 et seq.)~~. These laws require the Building Principal to maintain all information and records that the District receives from local law enforcement separate from a student's official *school student record*. Unless otherwise indicated, the information received from local law enforcement may only be used by school staff having a legitimate educational or safety interest in the information to support (1) the proper rehabilitation of the student, and/or (2) the protection and safety of students and employees in the school.

~~1.1) The State's Attorney shall provide to the Building Principal a copy of any delinquency dispositional order concerning any student regardless of age where the crime would be a felony if committed by an adult, or was a Class A misdemeanor infollowing an adjudication of delinquency for a violation of Article Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code of 1961 or the Criminal Code of 2012 (deadly weapon offenses). Access to this information is limited to only the Building Principal, the Superintendent, and any school counselor designated by either administrator. 705 ILCS 405/1-8(F), amended by P.A. 102-197.~~

~~2.2) Local law enforcement may disclose the identity of a victim of aggravated battery, battery, attempted first degree murder, or another non-sexual violent offense to appropriate school officials if the presiding judge of the juvenile court approves the disclosure to prevent foreseeable violence. 705 ILCS 405/5-905(2.5).~~

**Formatted:** Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"



3. ~~Local law enforcement may transmit records relating to a minor who is arrested or taken into custody before his or her 17th birthday only if law enforcement believes that there is imminent threat of physical harm to students, school personnel, or others. 705 ILCS 405/1-7(A)(8), amended by P.A. 102-752, eff. 1-1-23, and 405/5-905(h). For an example of relevancy and implementation of this type of law enforcement information in a school building, see *Targeted School Violence Prevention Program*.~~
- 4.3) ~~Local law enforcement agencies and all courts must report to the Building Principal the fact that a student enrolled in the building has been detained for proceedings under the Juvenile Court Act of 1987 or for any crime or criminal offense, including illegal gang activity, or any violation of a municipal or county ordinance. The report must include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and status of proceedings. The report must be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. 105 ILCS 5/22-20.~~
- 4) Local law enforcement may disclose juvenile law enforcement records relating to a minor who is investigated, arrested, or taken into custody before his or her 18<sup>th</sup> birthday only if law enforcement believes that there is an imminent threat of physical harm to students, school personnel, or others. 705 ILCS 405/1-7(A)(8) and 405/5-905(1)(h). For an example of relevancy and implementation on this type of law enforcement information in a school building, see Board policy 3550, Targeted School Violence Prevention Program.
- a) Local law enforcement may allow the Building Principal or appropriate school official(s) to inspect and copy law enforcement records concerning a minor enrolled in the school who has been arrested or taken into custody for violating the following Ill. laws: Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012 (dangerous weapons); Ill. Controlled Substances Act; Cannabis Control Act; forcible felonies defined at Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012; Methamphetamine Control and Community Protection Act; Section 1-2 of the Harassing and Obscene Communications Act; Hazing Act; or ArticleSection 12 of the Criminal Code of 1961 or the Criminal Code of 2012 (bodily harm); or Article 25 of the Criminal Code of 1961 or Criminal Code of 2012 (mob action and related offenses). 705 ILCS 405/1-7(A)(8)(A) and 405/5-905(h)(A), ~~amended by P.A. 97-1104.~~
- 5.b) Local law enforcement may disclose only oral information about a minor who is the subject of a current police investigation that is directly related to school safety. 705 ILCS 405/1-7(A)(8)(B) and 405/5-905(1)(h).
6. ~~Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the Building Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.~~
- 7.5) ~~Local law enforcement may disclose only oral information about a minor who is the subject of a current police investigation that is directly related to school safety. 705 ILCS 405/5-905(h), amended by P.A. 97-1104. For an example of relevancy and implementation of this type of law enforcement information in a school building, see *Targeted School Violence Prevention Program*.~~ Local law enforcement must notify the Building Principal when an agency investigation of an alleged incident of sexual abuse is complete or has been suspended, including information on the outcome of the investigation. 105 ILCS 5/22-85(k).

Formatted: Superscript

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Italic

Formatted: Space Before: 0 pt, After: 0 pt, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

8-6 Local law enforcement and the State's Attorney may share or disclose information or records relating or pertaining to juveniles' subject to the provisions of the Serious Habitual Offender Comprehensive Action Program when that information is used to assist in the early identification and treatment of habitual juvenile offenders. 705 ILCS 405/1-8(G).

Formatted: Space Before: 0 pt

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.  
105 ILCS 5/10-20.14, and 5/22-20, and 5/22-85,  
5 ILCS 120/1.02, Open Meetings Act.  
105 ILCS 10/, 10/2, 10/6(6.5), Ill. School Student Records Act.  
705 ILCS 405/1-7, 1-8(F), 1-8(G), and 5-905, Juvenile Court Act of 1987.  
23 Ill. Admin. Code, Part 375, Student Records.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Space Before: 0 pt

Reviewed: January 23, 2023 January 12, 2026

Amended: January 12, 2026



## STUDENTS

### Guidelines for Investigating Sexting Allegations

Formatted: Underline

Establishing procedures with local law enforcement agencies and State's attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

Formatted: Font: 12 pt

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

#### Glossary of Terms

**Electronic device:** any type of electronic communication device, defined in the Juvenile Court Act of 1987 at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see [www.thesaurus.com](http://www.thesaurus.com), listing cellular and wireless telephones as synonyms)

Formatted: Font: 12 pt

**Sexting:** the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. It also includes:

Formatted: Font: 12 pt

1. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction, which under the Juvenile Court Act of 1987 means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts)), or
2. Non-consensual dissemination of private sexual images, which under the Criminal Code of 2012 (720 ILCS 5/11-23.5, amended by P.A. 103-825), is a crime that is committed when a person:
  - a. intentionally disseminates an image of another person:
    - i. who is identifiable from the image itself or personal identifying information displayed or disseminated in connection with the image, or the identity is known to the person who disseminated the image; and
    - ii. who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
  - b. obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
  - c. knows or should have known that the person in the image has not consented to the dissemination.
3. Non-consensual dissemination of sexually explicit digitized depictions, which under the Criminal Code of 2012 (720 ILCS 5/11-23.7, added by P.A. 103-825), is a crime that is committed when a person:
  - a. intentionally disseminates a sexually explicit digitized depiction of another person who is identifiable from the image itself or personal identifying information displayed or disseminated in connection with the image, or the identity is known to the person who disseminated the image; and

Formatted: Font: 12 pt



- b. knows or should have known the person in the image has not consented to the dissemination.

#### Preparation of Guidelines for Investigating Sexting Allegations

This section identifies best practices to create guidelines for investigating sexting allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State's attorneys to minimize the potential legal implications for students and administrators that managing sexting in school presents.

<u>Actor</u>	<u>Action</u>
<u>Superintendent or designee</u>	<u>May convene a meeting with the Board Attorney, local law enforcement agencies, and State's attorney to determine best practices and procedures for investigating sexting in the District. Use the <b>Investigation and Management of Sexting Allegations</b> section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.</u> <u>Ask the Board Attorney to provide direction about searching student-owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the <b>Investigation and Management of Sexting Allegations</b> section (see below).</u> <u>Searching electronic devices involves search and seizure issues under the Fourth Amendment to the U.S. Constitution. The federal Stored Communication Act (SCA) (18 U.S.C. §2701) can also be implicated if the District wants to access information stored on a personal cellular phone from a third-party provider. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves these issues. <b>Note:</b> See <i>Searching and Seizing Computers and Obtaining Electronic Evidence Manual</i> (Sept. 2009), Chapter 3, The Stored Communication Act, at: <a href="http://www.justice.gov/d9/criminal-ccips/legacy/2015/01/14/ssmanual2009_002.pdf">www.justice.gov/d9/criminal-ccips/legacy/2015/01/14/ssmanual2009_002.pdf</a>.</u> <u>Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting.</u> <u>Convene a meeting with Building Principals to inform them of the District's Investigation and Management of Sexting Allegations procedures (see below).</u> <u>Raise awareness of and increase educational opportunities about sexting as necessary.</u>
<u>Building Principals</u>	<u>Follow the Investigation and Management of Sexting Allegations procedures below.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

#### Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.



<u>Actor</u>	<u>Action</u>
<u>Building Principal or designee</u>	<p data-bbox="415 432 1050 512"><b><u>Step 1: If the alleged conduct is governed by Board policy 7265, Title IX Grievance Procedure (Notification and Information subhead):</u></b></p> <p data-bbox="415 527 1050 684"><b><u>Skip Step 2 and consult with the Title IX Coordinator regarding Steps 3, 5, and 6. Continue to follow Step 4. Note: The District may not issue discipline for alleged conduct covered by Title IX unless there is a determination at the conclusion of the Title IX Grievance Process that the Respondent engaged in discrimination prohibited by Title IX.</u></b></p> <p data-bbox="415 699 1050 751"><b><u>Step 2: If the alleged conduct is not governed by Board policy 7265, Title IX Grievance Procedure, then investigate.</u></b></p> <p data-bbox="415 766 756 787"><u>Determine where actions took place.</u></p> <p data-bbox="415 802 886 823"><u>Contact parents/guardians of all students involved.</u></p> <p data-bbox="415 837 1016 890"><u>Contact the Superintendent to determine contact with the Board Attorney.</u></p> <p data-bbox="415 905 846 926"><b><u>Step 3: Isolate Evidence / Confiscate Device</u></b></p> <p data-bbox="415 940 1050 1129"><u>NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 720 ILCS 5/11-20.1 et seq., 720 ILCS 5/11-23.5(c) (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the DOJ's Child Exploitation and Obscenity Section discussing child pornography issues, available at: <a href="http://www.justice.gov/criminal-ceos">www.justice.gov/criminal-ceos</a>.</u></p> <p data-bbox="415 1144 1050 1249"><u>Contact the Superintendent or designee (for Board Attorney for guidance if necessary) to determine whether to involve local law enforcement or manage the situation within the District's disciplinary policy.</u></p> <p data-bbox="451 1264 1050 1526"><u>See Joshua D. Herman, <i>Criminal Law. Sexting: It's No Joke, It's a Crime</i>. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42 (published April 2010), at: <a href="http://www.isba.org/ibj/2010/04/criminallaw">www.isba.org/ibj/2010/04/criminallaw</a>, (quoting an attorney in the Ill. Attorney General's High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a "kilo of cocaine.")</u></p> <p data-bbox="415 1541 1024 1593"><u>Follow Board policy 5310, on <i>Search and Seizure</i>, and administrative procedure 5320R2, <i>Agency and Police Interviews</i>.</u></p> <p data-bbox="451 1608 1016 1661"><u>Follow the Board Attorney's direction regarding searches of student owned technological devices.</u></p> <p data-bbox="415 1675 1024 1728"><b><u>Step 4: Follow the reporting requirements of Board policy 4060, <i>Abused and Neglected Child Reporting</i>, when applicable</u></b></p>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

<u>Actor</u>	<u>Action</u>
	<p><u>A sexted image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3(2) which includes sex offenses defined at 720 ILCS 5/1-1 et seq. School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4(m)) and face suspension or revocation of their licenses, endorsements, or approvals (105 ILCS 5/21B-75).</u></p> <p><b><u>Step 5: Determine appropriate disciplinary actions for all students involved in the incident</u></b></p> <p><u>Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.</u></p> <p><u>Provide equivalent discipline to all students involved in the creation, dissemination, and storage of the sexted image, whenever possible.</u></p> <p><u>For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.</u></p> <p><b><u>Step 6: Prepare a plan to prevent harassment and bullying of involved students</u></b></p> <p><u>Remind the students and their parents/guardians of the Board policies 7265, <i>Title IX Grievance Procedure</i>; 5020, <i>Harassment of Students Prohibited</i>; 5440, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>; and 5470, <i>Teen Dating Violence Prohibited</i>.</u></p> <p><u>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</u></p> <p><u>Consider involving the social worker or school counselor, if available, in the process to assist students.</u></p> <p><u>Follow Board policy 5440, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>, for students who violate the policy.</u></p>

Formatted: Font: 12 pt

Administrative Adoption: January 12, 2026



## STUDENTS

### Bus Conduct

All students must follow the District's School Bus Safety Rules.

Students are expected to conduct themselves in an orderly manner while traveling as passengers in school district transportation vehicles. Regard for transportation property, respect for drivers, and consideration of the rights and welfare of others should govern pupil actions.

### School Bus Suspensions

Formatted: Underline

~~Recognizing the occasional need for disciplinary action to maintain these standards, the Board authorizes administrators to suspend pupils guilty of gross disobedience or misconduct from riding on a school district transportation vehicle.~~ The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy 5365, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

-If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEG. REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), 34 C.F.R. Part 99.105 ILCS 5/10-20.14, 5/10-22.6, and 10/1-et seq.  
720 ILCS 5/14-3(m).  
23 Ill. Admin. Code Part 375, Student Records

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

Reviewed: ~~December 5, 2016~~ January 12, 2026

Amended: ~~January 14, 2013~~  
~~January 11, 2016~~  
~~January 23, 2017~~ January 12, 2026



## STUDENTS

### Gang Activity

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. They are contrary to the school environment and educational objectives and create an atmosphere where unlawful acts or violations of school regulations may occur. The use of hand signals or graffiti, or presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group is prohibited. Initiations, hazing, intimidations, and/or related activities of such group affiliations are prohibited.

The Superintendent or designee will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The Superintendent or designee will establish procedures to ensure that students will be educated on the harmful effects of gang involvement.

A gang as used in this policy includes any organization which falls within the definition of public school fraternity, sorority or secret society in Article 31 of the Illinois School Code or which has as one of its purpose or significant activities intimidating, threatening or inflicting physical violence on any person, committing illegal acts, or violating school district rules.

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

Amended: — October 27, 2003

Reviewed: — January 25, 2010  
— January 13, 2014

Delete Policy. Content is covered under Board policy, 5365 Student Behavior. This policy is in the packet and can be found in numerical order.



**STUDENTS****Gang Activity Prohibited**

Students are prohibited from engaging in gang activity. Gang means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining of three or more persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. Drug distribution, burglary, theft, assaults, and weapon-related offenses are typically associated with established gangs.

Formatted: Font: 12 pt

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Students engaging in any gang-related activity may be subject to one or more of the following disciplinary actions:

1. Removal from extracurricular and athletic activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency
4. Suspension for up to 10 days
5. Expulsion not to exceed two calendar years

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- present a physical safety hazard to self, students, staff, and other employees;
- create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

Therefore, no student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Shall commit any act, or use any communication, either verbal or non-verbal (gestures, hand-shakes, etc.) Showing membership or affiliation in a gang;
3. Shall commit any action to further the interests of gangs or gang activity, including but not limited to the following:
4. Soliciting others for membership in any gang;
5. Intimidating, threatening, or initiating physical violence on any person;



- ~~6. Committing any other illegal or other violation of district policies.~~
- ~~7. Shall draw gang-related graffiti or distribute gang-related literature.~~
- ~~8. Shall be involved in any other activity in furtherance of a gang which violates policy 5370~~  
~~*"Suspension and Expulsion."*~~

Formatted: Font: Italic

~~If the student's behavior or other attribute is in violation of these provisions, the principal or designee will direct the student to make the appropriate correction. The parent/guardian will be notified. The principal will take appropriate corrective and disciplinary action which may include suspension. Subsequent violations of the Policy may subject the student to additional disciplinary action up to and including expulsion.~~

~~All violations of the "Electronic Signaling Devices" policy shall be reported to the appropriate law enforcement agency and the Superintendent who will be responsible for keeping a District file of such violations.~~

~~Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.~~

Administrative Adoption:     October 25, 1999

Amended:                             January 12, 2026

Changed number to align this procedure under policy on Student Behavior 5365.

## STUDENTS

### ~~Behavior Interventions for~~ Misconduct by Students with Disabilities

#### Behavioral Interventions

~~Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The District will establish and maintain a parent-teacher advisory committee to develop, implement, and monitor procedures on the use of behavior interventions for students with disabilities.~~ The committee shall review the State Board of Education's guidelines on the use of the behavioral interventions and use them as a non-binding reference.

Formatted: Font: 12 pt

Formatted: Body Text

Formatted: Font: 12 pt

This policy and the behavioral intervention procedures shall be furnished to the parents and/or guardians of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the School Board or ~~and~~ at the time an individual education plan is first implemented for a student; all students shall be informed annually of this policy and the procedures. ~~The policy and procedures shall also be provided for parents and/or guardians of all students with individual education plans at the beginning of each school year.~~

~~Additionally, it is the responsibility of each school to annually inform its students of these policies and procedures.~~ At the annual individualized education plan review, this policy shall be given to the parents/guardians and the behavioral interventions procedures explained and made available to them on request.

#### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. ~~No~~ special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.  
Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
34 C.F.R. §§300.101, 300.530 - 300.536.  
105 ILCS 5/10-22.6 and 5/14-8.05.  
23 Ill.Admin.Code §226.400.  
Honig v. Doe, 108 S.Ct. 592 (1988).

Formatted: No underline

Formatted: No underline

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

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



~~May 26, 2016~~  
~~December 5, 2016~~January 12, 2026

Amended: ~~January 13, 2014~~  
~~January 23, 2017~~January 12, 2026

**STUDENTS****Vandalism**

The School Board ~~directs the administration to~~will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

LEG. REF.: 740 ILCS 115/, Parental Responsibility Law.

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

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~  
~~January 13, 2014~~January 12, 2026

Amended: January 12, 2026



## STUDENTS

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

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, unfavorable discharge status from the military service, sexual orientation, gender-related identity or expression, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from 105 ILCS 5/27-23.75/22-110

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Artificial intelligence includes generative artificial intelligence.

Formatted: Font: Not Italic

Formatted: Font: Not Italic

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Formatted: Font: Italic

Formatted: Font: Italic

*Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.*

Formatted: Font: Not Italic

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

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



Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

#### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### Non-Discrimination Coordinator:

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidt@woodridge68.org](mailto:schmidt@woodridge68.org)  
(630) 795-6800

#### Title IX Coordinator:

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidt@woodridge68.org](mailto:schmidt@woodridge68.org)  
(630) 795-6800

#### Complaint Manager:

Dr. Anne Bowers  
7925 Janes Ave., Woodridge IL 60517  
[bowersa@woodridge68.org](mailto:bowersa@woodridge68.org)  
(630) 795-6830

#### Complaint Manager:

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidt@woodridge68.org](mailto:schmidt@woodridge68.org)  
(630) 795-6830

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

5.

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Formatted: Indent: Left: 0.5", No bullets or numbering

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and community-based services.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 7410, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this



policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

~~11.~~

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- i. An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy;
- ii. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, ~~or a signed statement from the board;~~ or
- iii. A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEG. REF.: 405 ILS 49/1, ~~et seq~~ Children's Mental Health Act.  
775 ILCS 5/1-103, Ill. Human Rights Act.  
105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/22-110, and 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code § 1.240, and 1.280, and 1.295.

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

Reviewed: ~~August 18, 2025~~ January 12, 2026

Amended: ~~August 18, 2025~~ January 12, 2026

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No underline

## **STUDENTS**

### **Administering Medicines To Students**

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

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

Formatted: Font: Italic

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

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

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

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

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

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



claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, asthma medication, and/or medication required under a qualifying plan; and/or storage of the medication by school personnel.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### Administration of Medical Cannabis

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

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

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

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

#### **Void Policy**

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the an over-the-counter opioid antagonists or (2) the Federal Government prohibits the district from obtaining or maintaining opioid antagonists.

#### **Administration of Undesignated Medication**

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### **Undesignated Medication Disclaimers**

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEG. REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
105 ILCS 150/, Seizure Smart School Act,  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and  
scheduled to be repealed on July 1, 2020.  
720 ILCS 550/, Cannabis Control Act.  
23 Ill.Admin.Code §1.540.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

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



Amended: ~~January 22, 2024~~January 12, 2026

Reviewed: ~~January 22, 2024~~January 12, 2026

## STUDENTS

### Communicable and Chronic Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.  
~~410 ILCS 315/2a.~~  
 23 Ill.Admin.Code §§ 1.610 and 226.300.  
 77 Ill.Admin.Code Part 690.  
 Individuals With Disabilities Education Improvement Act of 2004, 20  
 U.S.C. §1400 et seq.  
 Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794(a).

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

Amended: ~~October 27, 2003~~  
~~January 13, 2014~~ January 12, 2026

Reviewed: ~~January 25, 2010~~ January 12, 2026



## STUDENTS

### Managing Students with Communicable or Infectious Diseases

If a student's communicable or infectious disease affects his or her ability to participate in the District's educational programs, he or she shall be treated as a *disabled person* under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for and is receiving services through an IEP under the Individuals with Disabilities in Education Act.

Rules and guidance from the ISBE and IDPH should be consulted and supersede these procedures. Guidance documents and important information include:

1. *Communicable Disease Guide*, revised 2002, available at [www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf).
2. *Management of Chronic Infectious Diseases in Schoolchildren*, revised in 2003 by ISBE and IDPH, available at [www.isbe.net/Documents/chronic\\_diseases.pdf](http://www.isbe.net/Documents/chronic_diseases.pdf).
3. The Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois and the Department of Professional Regulation Law of the Civil Administrative Code both expanded the statutory authority of the governor and the IDPH to respond to significant threats to the public health.

#### Managing Students with Communicable or Infectious Diseases

Actor	Action
Parents/Guardians	Notifies the Building Principal where their child is enrolled if their child has a <del>communicative</del> communicable or infectious disease. <del>A communicative or infectious disease includes Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), and Human Immunodeficiency Virus (HIV).</del>
Building Principal or designee	<p>Upon having knowledge of a known or suspected case or carrier of a communicable disease:</p> <ol style="list-style-type: none"> <li>a. Notifies the <i>local health authority</i> as required by 77 Ill.Admin.Code §690.200. The <i>local health authority</i> is a full-time official health department, as recognized by the Department of Public Health, having jurisdiction over a particular area, including city, village, township, and county boards of health. If there is not a local health authority recognized by the Department, the local health authority is the Department (77 Ill.Admin.Code §690.10). <b>Note:</b> The Communicable Disease Report Act, 745 ILCS 45, grants immunity from slander or libel to persons who in good faith make such reports.</li> <li>b. Follows directions for temporarily excluding a student from school according to the local health authority direction and 77 Ill.Admin.Code 690.</li> </ol> <p>Keeps the school open where a student with a communicable disease attended, except in the event of an emergency (77 Ill.Admin.Code §690.30(c)(1)).</p>
District staff	<p>Observes all rules of the IDPH regarding communicable and chronic infectious disease. See the Legal References for a list of these rules.</p> <p>Collects and maintains the student's medical information in a manner that ensures the strictest confidentiality and in accordance with federal and State laws regarding student records.</p>
Superintendent or designee	<p>Confirms that all required and appropriate notices are made.</p> <p>Convenes the Communicable and Chronic Infectious Disease Review Team.</p>

Actor	Action
	advisor, a school nurse, the Building Principal, and the Superintendent or designee.
Communicable and Chronic Infectious Disease Review Team	<p>Arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of the meeting is to:</p> <ol style="list-style-type: none"> <li>Determine when an excluded student will return to school. This determination shall be based on whether the student poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff. A student suspected of being infected with a disease for which isolation is required shall be refused admittance while acute symptoms are present (77 Ill.Admin.Code §690.30(c)(3).</li> <li>Perform a pre-placement evaluation (34 C.F.R. §104.35).</li> <li>Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services (34 C.F.R. §104.35).</li> <li>If there is a reason to believe that the student may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may also be made, at any time, by any concerned person, including but not limited to School District personnel, the child's parent(s)/guardian(s), a community service agency employee, a professional having knowledge of a child's problems, a child, or an ISBE employee. Reports the meeting results to the Superintendent.</li> </ol>
Superintendent or designee	Notifies the student's parents/guardians when an excluded student can return to school and of the placement decision. If the student will not attend school, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.
Communicable and Chronic Infectious Disease Review Team	At least annually while a student has a contagious or infectious disease, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the student's education placement and the provision of related services.

Managing a Student with a Communicable or Infectious Disease Who Demonstrates Behavior that Could Result In Infecting Other Students or Staff Members

Actor	Action
Parents/Guardians or any staff member	Notifies the Building Principal if a student with a communicable or infectious disease shows a lack of control of bodily secretions, has open sores that cannot be covered, or demonstrates behavior (e.g., biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream.
Building Principal	Immediately notifies the Superintendent of the above.
Superintendent or designee	<p>Upon being notified that a student is demonstrating behavior that could spread his or her disease, convenes the Communicable and Chronic Infectious Disease Review Team.</p> <p>If appropriate, notifies parents of students of possible exposure if their student may have been exposed to a communicable or infectious disease due to behaviors exhibited by a student having such a disease.</p>
Communicable and Chronic Infectious	Arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the



<b>Actor</b>	<b>Action</b>
Disease Review Team	<p>placement options available. The purpose of this meeting is to:</p> <ol style="list-style-type: none"> <li>Determine whether the student's temporary removal from the classroom is appropriate because the student poses a high risk of transmitting a communicable and chronic infectious disease or whether another response exists to reduce the risk of transmission. A student suspected of being infected with a disease for which isolation is required shall be refused admittance while acute symptoms are present (77 Ill.Admin.Code §690.30(c)(3).</li> <li>Perform a pre-placement evaluation if the student will continue to attend school (34 C.F.R. §104.35).</li> <li>Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services (34 C.F.R. §104.35). If the student will continue to attend school, determine the student's appropriate educational placement. The team shall also determine if the student needs related services or placement outside the regular classroom.</li> </ol> <p>Reports the meeting's results to the Superintendent.</p>
Superintendent or Designee	Notifies the student's parent(s)/guardian(s) whether the student will attend school. If the student will not attend school or participate in school activities with other students, every reasonable effort shall be made to provide the student with an adequate alternative education; however, an individual student's IEP will control. State regulations and school policy regarding homebound instruction apply.
Communicable and Chronic Infectious Disease Review Team	At least once a month while a student is removed from normal school attendance, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the removal and to determine whether the condition precipitating the removal has changed.

#### General Post-Evaluation Procedures

<b>Actor</b>	<b>Action</b>
Parents/Guardians	May appeal their child's exclusion from school or educational placement to the School Board within 10 days of being notified of the action.
Parents/Guardians	When their child returns to school after an absence due to a communicable and chronic infectious disease, present a certificate from a physician licensed in Illinois stating that the child qualifies for re-admission to school under the rules of the IDPH that regulate periods of incubation, communicability, quarantine, and reporting.

LEGAL REF.: 105 ILCS 5/10-21.11 and 10/1 et seq.  
Communicable Disease Prevention Act, 410 ILCS 315/  
23 Ill.Admin.Code Part 226.  
77 Ill.Admin.Code Parts 665, 690, 693, 695, 696, and 697.  
34 C.F.R. §§104.34 and 104.35.  
Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.  
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.  
Rehabilitation Act of 1973, Section 504, 29 U.S.C. §701 et seq.

Administrative Adoption: October 25, 1999

Administrative Amended: ~~January 14, 2019~~ January 12, 2026

**STUDENTS****Reporting and Exclusion Requirements for Common Communicable Diseases**

The following chart contains requirements from rules adopted by the Ill. Dept. of Public Health (IDPH). They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease-reporting and exclusions measures. School personnel must notify the local health authority if they have knowledge of a known or suspected case or carrier of communicable disease, and such reports must be kept confidential. 77 Ill.Admin.Code §690.200.

Formatted: Font: 12 pt

Diseases and Conditions, 77 Ill.Admin.Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases or conditions indicates the Section of the rules explaining the notifiable disease or condition. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to IDPH.

Standard precautions refers to infection prevention and control measures for healthcare settings that apply to all patients regardless of diagnosis or presumed infection status. 77 Ill.Admin.Code §690.10.

Contact precautions refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents that can be spread through direct contact with the suspected or known case or indirect contact with potentially infectious items or surfaces. 77 Ill.Admin.Code §690.10.

Droplet precautions refers to infection prevention and control measures for healthcare settings designed to reduce the risk of transmission of infectious agents via large particle droplets that do not remain suspended in the air and are usually generated by coughing, sneezing, or talking. 77 Ill.Admin.Code §690.10.

Case refers to any living or deceased person having a recent illness due to a notifiable condition. 77 Ill.Admin.Code §690.10.

Class I(a) Diseases or Conditions

The following notifiable diseases or conditions shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease or condition to the local health authority, who shall then report to IDPH immediately (within three hours).

<b><u>Disease or Condition</u></b>	<b><u>Precaution and Exclusion Rules</u></b>
<u>Any unusual case of a disease or condition not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye's syndrome, glanders, amoebic meningoencephalitis, orf, monkeypox, hemorrhagic fever viruses, infection from a laboratory-acquired recombinant organism, or any disease or condition non-indigenous to the United States). §690.295</u>	<u>Contacts shall be evaluated to determine the need for quarantine and/or for symptoms monitoring follow-up for a period of time following exposure. The local health authority shall implement appropriate control measures.</u>

Formatted: Font: 12 pt



<u>Anthrax, §690.320</u>	<u>A search shall be made for history of exposure to infected animals or animal products and traced to the place of origin. All anthrax cases shall be reviewed carefully for consideration of a bioterrorist event. No restrictions on contacts.</u>
<u>Botulism, Foodborne, §690.327</u>	<u>No restrictions.</u>
<u>Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330</u>	<u>No restrictions.</u>
<u>Coronavirus, Novel, including Severe Acute Respiratory Syndrome (SARS), and Middle Eastern Respiratory Syndrome (MERS), §690.361</u>	<u>IDPH will make recommendations as information becomes known about the transmissibility of the novel coronavirus. IDPH will make recommendations for control of contacts based on transmissibility and severity of illness caused by the novel strain.</u>
<u>Diphtheria, §690.380</u>	<u>The case shall be isolated until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first. If culturing is unavailable or impractical, isolation may be ended after 14 days of effective appropriate antimicrobial therapy.</u>
<u>Influenza A, Novel or Variant Virus, §690.469</u>	<u>IDPH will make recommendations as information becomes known about the transmissibility of the novel or variant influenza virus. IDPH will make recommendations for control of contacts based on transmissibility and severity of the illness caused by the novel or variant influenza A strain.</u>
<u>Measles, suspect, probable or confirmed, §690.520</u>	<u>All cases, including suspect cases, with measles shall isolate themselves at home and shall be excluded from school, work, and childcare facilities for at least four days after appearance of the rash.</u>
<u>Plague, §690.570</u>	<u>Cases, their clothing, their living quarters and any pets shall be treated to eliminate fleas. Contacts to pneumonic plague and bubonic plague shall be monitored daily for seven days by the local health authority or other designated individual.</u>
<u>Poliomyelitis, §690.580</u>	<u>Cases or suspected cases with polio who are not in the hospital shall isolate themselves at home, and shall be excluded from school, work, or any child care facility until IDPH determines the person is no longer infectious and isolation is no longer needed.</u>
<u>Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595</u>	<u>The local health authority should investigate. No specific restrictions on contacts.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

<u>Smallpox, §690.650</u>	<u>Cases shall be admitted to a health care setting.</u>
<u>Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725</u>	<u>No specific restrictions.</u>
<u>Any suspected bioterrorist threat or event, §690.800</u>	<u>Cases and contacts shall be evaluated to determine need for isolation.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

#### Class I(b) Diseases or Conditions

Formatted: Font: 12 pt

The following notifiable diseases or conditions shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates "F" for facsimile or "E" for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

<u>Disease</u>	<u>Precaution and Exclusion Rules</u>
<u>Acute Flaccid Myelitis (AFM), §690.290</u>	<u>No general restrictions.</u>
<u>Botulism (intestinal, wound and other), §690.327 (F or E)</u>	<u>No restrictions.</u>
<u>Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330</u>	<u>Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage. No restrictions on contacts.</u>
<u>Chickenpox (Varicella), §690.350 (F or E)</u>	<u>Children shall be excluded from school or child care facilities for a minimum of five days after the appearance of eruption (with day zero being the first day of rash appearance) or until vesicles become dry/crusted, whichever is longer.</u>
<u>Cholera, §690.360 (F)</u>	<u>Contacts should be asked about symptoms during the period of household exposure and for five days after last exposure.</u>
<u>Cronobacter, including <i>C. sakazakii</i> and <i>C. malonaticus</i>, infants younger than 12 months of age, §690.362</u>	<u>No specific restrictions.</u>
<u>Escherichia coli infections (E. coli O157:H7 and other Shiga toxin-producing E. coli), §690.400 (F)</u>	<u>Cases shall avoid public swimming pools while symptomatic and for two weeks after the date diarrhea has ceased. Specific precautions for food handlers must be followed.</u>
<u>Haemophilus influenzae, invasive disease, §690.441 (F)</u>	<u>No specific restrictions.</u>
<u>Hantavirus pulmonary syndrome, §690.442 (F)</u>	<u>No specific restrictions on contacts.</u>
<u>Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)</u>	<u>See requirements for the applicable disease that preceded the HUS (when preceding cases are either E.Coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).</u>



<u>Hepatitis A, §690.450 (F or E)</u>	<u>See §690.450</u>
<u>Melioidosis due to <i>Burkholderia pseudomallei</i>, §690.530</u>	<u>No specific restrictions.</u>
<u>Mumps, §690.550 (F or E)</u>	<u>Suspect, probable, and confirmed cases as defined in Section 690.10 shall be excluded from school, child care facilities or the workplace until five days after onset of symptoms (parotitis). Susceptible close contacts to confirmed and probable cases shall be excluded from school, child care facilities or the workplace from days 12 through 25 after exposure.</u>
<u>Neisseria meningitidis, invasive disease and purpura fulminans, §690.555 (F or E)</u>	<u>No specific restrictions.</u>
<u>Any suspected or Confirmed Outbreak of a Disease of Known or Unknown Etiology that may be a Danger to the Public Health, Whether the Disease, Infection, Microorganism, or Condition is specified in the Rule (including but not limited to, foodborne, healthcare-associated, zoonotic disease, and waterborne outbreaks), §690.565 (E)</u>	<u>Make a report to local health authority within 24 hours for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.</u>
<u>Pertussis (whooping cough), §690.750</u>	<u>Cases shall be excluded from school, child care facilities, or the workplace until five days of appropriate antibiotic therapy has been completed. All household contacts and community-based contacts determined by the local health authority to be at risk should receive at least five days of a course of appropriate antibiotics.</u>
<u>Q-fever (not suspected in bioterrorist attack or part of an outbreak), §690.595</u>	<u>Standard precautions shall be followed. No restrictions for contacts.</u>
<u>Rabies, human, §690.600 (F or E)</u>	<u>Cases of suspect human rabies should be admitted to a health care facility.</u>
<u>Rabies, potential human exposure and animal rabies, §690.601 (F or E)</u> <u>Definition of exposed person to be reported is lengthy and available in §690.601</u>	<u>The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.</u>
<u>Rubella, §690.620 (F or E)</u>	<u>Cases shall isolate themselves and be excluded from school, child care facilities or the workplace for seven days after rash onset. Susceptible contacts shall be excluded from school or the workplace from days seven through 23 following rash onset after last exposure.</u>
<u>Staphylococcus aureus infections with intermediate or high level resistance to Vancomycin, §690.661</u>	<u>No specific restrictions. IDPH will issue specific recommendations for the control of contacts on a case-by-case basis.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

(F)	
<u>Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725</u>	<u>Standard precautions shall be followed. No restrictions on contacts.</u>
<u>Typhoid fever and Paratyphoid fever (including S. Typhi, S. Paratyphi A, S. Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.730 (F)</u>	<u>Cases with typhoid fever in non-sensitive occupations shall not return to their occupation until the following are completed: i) termination of the acute illness (absence of fever); and ii) receipt of education on transmission of the bacterium that causes typhoid fever from the local health authority.</u>
<u>Typhus, §690.740 (F or E)</u>	<u>Proper delousing for louse-borne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.</u>

#### Class II Diseases or Conditions

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within three days, to the local health authority which shall then report to the IDPH as soon as possible during normal business hours but within three additional days.

Formatted: Font: 12 pt

<u>Arboviral Infections, §690.322</u>	<u>No general restrictions.</u>
<u>Campylobacteriosis, §690.335</u>	<u>No specific restrictions.</u>
<u>Cryptosporidiosis, §690.365</u>	<u>Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.</u>
<u>Cyclosporiasis, §690.368</u>	<u>No specific restrictions for contacts.</u>
<u>Hepatitis B, §690.451</u>	<u>No specific restrictions. Contacts to cases or carriers of hepatitis B should be tested for susceptibility to hepatitis B virus.</u>
<u>Hepatitis C Acute Infection, Perinatal and Non-Acute Confirmed Infection, §690.452</u>	<u>No specific restrictions.</u>
<u>Histoplasmosis, §690.460</u>	<u>No specific restrictions.</u>
<u>Influenza, (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465</u>	<u>The death of a child younger than 18 years of age with laboratory-confirmed influenza shall be reported.</u>
<u>Influenza, (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (T, F or E)</u>	<u>No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.</u>
<u>Legionellosis, §690.475</u>	<u>No specific restrictions.</u>
<u>Leptospirosis, §690.490</u>	<u>No specific restrictions.</u>
<u>Listeriosis, §690.495</u>	<u>No specific restrictions.</u>
<u>Malaria, §690.510</u>	<u>No specific restrictions.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt



<u>Multi-drug resistant organisms considered to be of epidemiologic importance due to either severity of clinical disease, potential for transmission of genetic elements, or opportunities for effective control effects, §690.445</u>	<u>Patients in health care facilities, including, but not limited to, long-term acute care hospitals and skilled nursing facilities, should comply with the local health authority's recommendations for control measures as supported by IDPH or CDC procedures and best practices for control of transmission.</u>
<u>Psittacosis due to chlamydia psittaci, §690.590</u>	<u>No specific restrictions.</u>
<u>Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.605 (F or E)</u>	<u>No specific restrictions.</u>
<u>Salmonellosis including Paratyphi V var. L(+) tartrate+ (other than S. typhi A., S Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.630</u>	<u>Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for two weeks after cessation of diarrhea.</u>
<u>SARS-CoV2 Infection (COVID-19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.635</u>	<u>All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.</u>
<u>Shigellosis, §690.640</u>	<u>Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic, and for two weeks after cessation of diarrhea.</u>
<u>Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results, §690.670 (F)</u>	<u>No specific restrictions.</u>
<u>Toxic shock syndrome due to Staphylococcus aureus infection, §690.695</u>	<u>No specific restrictions.</u>
<u>Streptococcus pneumoniae, invasive disease in children younger than five years, §690.678</u>	<u>No specific restrictions.</u>
<u>Tetanus, §690.690</u>	<u>No specific restrictions. No restrictions on contacts.</u>
<u>Tickborne Disease, including African Tick Bite Virus, Anaplasmosis, Babesiosis, Bourbon Virus, Ehrlichiosis, Heartland</u>	<u>No specific restrictions.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

<u>Virus, Lyme disease, and spotted fever Rickettsiosis, §690.698</u>	
<u>Trichinosis, §690.710</u>	<u>No specific restrictions.</u>
<u>Tuberculosis, §696.170</u>	<u>Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH.</u>  <u>Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.</u>
<u>Vibriosis (Other than Toxigenic Vibrio cholera O1 or O139), §690.745</u>	<u>No specific restrictions.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

#### Reporting of Sexually Transmissible Infections, 77 Ill.Admin.Code 693.30

Formatted: Font: 12 pt

The following sexually transmitted infections are reportable by health care professionals only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

<u>Infection</u>	<u>Exclusion Rules</u>
<u>Acquired Immunodeficiency Syndrome (AIDS)</u>	<u>A person may only be isolated with that person's consent or upon order of a court in those cases where the public's health and welfare are significantly endangered and where all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code §693.60(b).</u>
<u>HIV Infection</u>	<u>See above.</u>
<u>Syphilis</u>	<u>See above.</u>
<u>Gonorrhea</u>	<u>See above.</u>
<u>Chlamydia</u>	<u>See above.</u>
<u>Chancroid</u>	<u>See above.</u>

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

#### Exclusion Criteria for Non-Reportable Diseases and Illnesses

Formatted: Font: 12 pt

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school. IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported), but may still require exclusion from school. Please refer to 77 Ill.Admin.Code §690.110, and the following link for further guidance at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

Formatted: Font: 12 pt

The following chart contains requirements from rules adopted March 3, 2008 by the Ill. Dept. of Public Health (IDPH), as amended. They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease reporting and exclusions measures.

Formatted: Font: 12 pt



Diseases and Conditions, 77 Ill. Admin. Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases indicates the Section of the rules explaining the reportable disease. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to the IDPH.

Class I(a) Diseases

The following diseases shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease to the local health authority, who shall then report to the IDPH immediately (within three hours).

Disease	Exclusion Rules
Any unusual case of a disease or condition caused by an infectious agent not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye's syndrome, glanders, amoebic meningoencephalitis, orf, monkeypox, hemorrhagic fever viruses, infection from a laboratory-acquired recombinant organism, or any disease non-indigenous to the United States), §690.295	Contacts shall be evaluated to determine the need for quarantine. The local health authority shall implement appropriate control measures.
Anthrax, §690.320	No restrictions if exposure is from infected animals or animal products. If there is a suspected bioterrorist threat or event, contacts will be evaluated to determine need for quarantine.
Botulism, Foodborne, Intestinal, §690.327	No restrictions
Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage.
Diphtheria, §690.380	Standard precautions shall be followed until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first.
Influenza A, Novel Virus, §690.469	Standard precautions, including routine use of eye protection, and contact precautions shall be followed for patients in health care settings, e.g., hospitals, long-term care facilities, outpatient offices, emergency transport vehicles. Control of contacts is based on transmissibility and severity of the illness that caused the influenza strain.
Plague, §690.570	Standard precautions shall be followed. For all patients, droplet precautions shall be followed until pneumonia has been determined not to be present. For patients with pneumonic plague, droplet precautions shall be followed until 48 hours after initiation of effective antimicrobial therapy and the patient has a favorable clinical response. Antimicrobial susceptibility testing is

Disease	Exclusion Rules
	recommended. A strict, seven-day quarantine is required for contacts to pneumonic plague who refuse chemoprophylaxis.
Poliomyelitis, §690.580	Occurrence of a single case of poliomyelitis due to wild-polio virus shall be recognized as a public health emergency, prompting immediate investigation and response.
Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions on contacts.
Severe Acute Respiratory Syndrome (SARS), §690.635	Observation and monitoring, isolation and quarantine procedures shall comply with <i>Public Health Guidance for Community-Level Preparedness and Response to Severe Acute Respiratory Syndrome (SARS) Version 2</i> , U.S. Dept. of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, Atlanta, Georgia-30333 (January 8, 2004). Contacts may be quarantined and/or shall be placed under surveillance, with close observation for fever and respiratory symptoms for the 10 days following the last exposure.
Smallpox, §690.650	Post-exposure immunization, within three to four days after exposure, provides some protection against disease and significant protection against a fatal outcome. Any person with significant exposure to a person with probable or confirmed smallpox during the infectious stage of illness requires immunization as soon after exposure as possible, but within the first four days after exposure.
Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed.
Any suspected bioterrorist threat or event, §690.800	Cases and contacts shall be evaluated to determine need for quarantine.

#### Class I(b) Diseases

The following diseases shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates "F" for facsimile or "E" for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

Disease	Exclusion Rules
Botulism (intestinal, wound and other), §690.327	No restrictions.
Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. No restrictions on contacts.
Chickenpox (Varicella), §690.350 (F or E)	Children shall be excluded from school or child-care facilities for a minimum of five days after the appearance of eruption or until vesicles become dry.
Cholera, §690.360 (F)	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of



Disease	Exclusion Rules
	diarrhea for 24 hours.
Escherichia coli infections (E. coli O157:H7 and other Shiga toxin-producing E. coli, enterotoxigenic E. coli, enteropathogenic E. coli and enteroinvasive E. coli), §690.400 (F)	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours.
Haemophilus influenzae, meningitis and other invasive disease, §690.441 (F)	Standard precautions and droplet precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.
Hantavirus pulmonary syndrome, §690.442 (F)	Standard precautions shall be followed. No restrictions on contacts.
Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)	See requirements for the applicable disease that preceded the HUS (when preceding cases are either E. Coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).
Hepatitis A, §690.450 (F)	Standard precautions shall be followed. In diapered or incontinent persons, the following contact precautions shall be followed: <ul style="list-style-type: none"> <li>Infants and children less than three years of age for duration of hospitalization;</li> <li>Children 3 to 14 years of age, until two weeks after onset of symptoms; and</li> <li>Those greater than 14 years of age, for one week after onset of symptoms.</li> </ul>
Influenza admissions into intensive care unit, §690.468 (F or E)	Standard and droplet precautions shall be followed. IDPH may distribute additional recommendations in conjunction with CDC guidance.
Measles, §690.520	Children with measles shall be kept out of school or child-care facilities for at least four days after appearance of the rash.
Mumps, §690.550 (F or E)	Cases shall be excluded from school, child-care facilities or workplace until five days after onset of symptoms (parotitis).  Susceptible contacts should be excluded from school or the workplace from days 12 through 25 after exposure.
Neisseria meningitidis, meningitis and invasive disease, §690.555 (F)	Standard precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.
Outbreaks for public health significance (including but not limited to, foodborne and waterborne outbreaks), §690.565 (E)	Make a report to local health authority within 24 hours for investigation for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.
Pertussis (whooping cough), §690.750	Standard and droplet precautions shall be followed for known cases until the patient has received at least five days of a course of appropriate antibiotics.  Case shall be excluded from school until five days of appropriate antibiotic therapy is complete. Suspected cases who do not receive antibiotics should be isolated for three

Disease	Exclusion Rules
	<del>weeks after onset of paroxysmal cough or until the end of the cough, whichever comes first.</del>
<del>Q fever (not suspected in bioterrorist attack or part of an outbreak), §690.595</del>	<del>Standard precautions shall be followed. No restrictions for contacts.</del>
<del>Rabies, human, §690.600 (F)</del>	<del>Standard precautions shall be followed.</del>
<del>Rabies, potential human exposure, §690.601 (F)</del> <del>Definition of exposed person to be reported is lengthy and available in §690.601.</del>	<del>The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.</del>
<del>Rubella, §690.620 (F or E)</del>	<del>Cases shall be excluded from school, child care facilities or the workplace for seven days after rash onset. Susceptible contacts should be excluded from school from days seven through 23 following rash onset after last exposure.</del>
<del>Smallpox vaccination, complications of §690.655 (E)</del>	<del>Precautions for individuals with vaccination complications vary depending upon the type of complication. See Smallpox, §690.650 above.</del>
<del>Staphylococcus aureus, Methicillin-resistant (MRSA) clusters of 2 or more cases in a community setting, §690.658 (F)</del>	<del>The local health authority shall be consulted regarding any identified cluster of two or more cases for recommendations specific to the setting where the cluster is identified.</del>
<del>Staphylococcus aureus, Methicillin-resistant (MRSA), occurring in infants under 61 days of age, §690.660 (F)</del>	<del>Contact precautions shall be followed</del>
<del>Staphylococcus aureus infections with intermediate or high level resistance to Vancomycin, §690.661 (F)</del>	<del>The Department will issue specific recommendations on a case-by-case basis.</del>
<del>Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections, §690.670 (F)</del>	<del>Standard Precautions shall be followed. Droplet. Precautions shall be followed for persons with necrotizing fasciitis or toxic shock syndrome until 24 hours after initiation of effective antimicrobial therapy. In cases of necrotizing fasciitis, when dressing does not adequately contain drainage, contact precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.</del>
<del>Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Typhoid fever, §690.730 (F)</del>	<del>All persons living in the household of a newly identified chronic carrier and other contacts living outside the home must submit two consecutive negative specimens of feces. If persons required to be tested refuse to comply within one week after notification, they shall be restricted from their occupations, school attendance or day care (adult or child) attendance until compliance is achieved.</del>
<del>Typhus, §690.740 (F)</del>	<del>Standard precautions shall be followed. Proper delousing for louseborne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.</del>



## Class II Diseases

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within seven days, to the local health authority which shall then report to the IDPH within seven days.

<b>Disease</b>	<b>Exclusion Rules</b>
Arboviral Infection (including, but not limited to, California encephalitis, St. Louis encephalitis and West Nile virus), §690.322	Standard precautions shall be followed. No restrictions on contacts.
Campylobacteriosis, §690.335	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea is absent for 24 hours.
Creutzfeldt-Jakob Disease (laboratory-confirmed cases), §690.362	Standard precautions shall be followed. No restrictions on contacts.
Cryptosporidiosis, §690.365	Standard precautions shall be followed until absence of diarrhea for 24 hours. Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.
Cyclosporiasis, §690.368	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours. <del>Cases shall avoid swimming in public recreational water venues while symptomatic and for two weeks after cessation of diarrhea.</del>
Hepatitis B and Hepatitis D, §690.451	Standard precautions shall be followed. No restrictions on contacts.
Hepatitis C, §690.452	Standard precautions shall be followed. No restrictions on contacts.
Histoplasmosis, §690.460	Standard precautions shall be followed. No restrictions on contacts.
Influenza, Deaths in persons less than 18 years of age (lab confirmed and no recovery between illness and death), §690.465	N/A
Legionellosis, §690.475	Standard precautions shall be followed. No restrictions on contacts.
Leprosy (Hansen's Disease), §690.480	Standard precautions shall be followed. No restrictions at school facilities.
Leptospirosis, §690.490	Standard precautions shall be followed. No restrictions on contacts.
Listeriosis (when both mother and newborn are positive, report mother only), §690.495	Standard precautions shall be followed. No restrictions on contacts.
Malaria, §690.510	Standard precautions shall be followed. No restrictions on contacts.
Ophthalmia neonatorum, §693.20	None
Psittacosis due to chlamydia psittaci,	Standard precautions shall be followed. No restrictions on

Disease	Exclusion Rules
§690.590	contacts.
Salmonellosis (other than typhoid fever), §690.630	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours.
Shigellosis, §690.640	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea is absent for 24 hours.
Toxic shock syndrome due to Staphylococcus aureus infection, §690.695	Standard precautions shall be followed. No restrictions on contacts.
Streptococcus pneumoniae, invasive disease in children less than five years, §690.678	Standard precautions shall be followed. No restrictions on contacts.
Tetanus, §690.690	Standard precautions shall be followed and post-injury patients at risk should receive human tetanus immune globulin and/or toxoid. No restrictions on contacts.
Tickborne Disease, including ehrlichiosis, anaplasmosis, Lyme disease, and Rocky Mountain spotted fever, §690.698	Standard precautions shall be followed. No restrictions on contacts.
Trichinosis, §690.710	Standard precautions shall be followed. No restrictions on contacts.
Tuberculosis, §696.170	Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH. Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.
Vibriosis (Non-cholera Vibrio infections), §690.745	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea ceases.
Yersiniosis, §690.752	Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea ceases.

#### Reporting of Sexually Transmissible Infections, 77 Ill.Admin.Code 693.30

The following sexually transmitted infections are reportable by *health care professionals* only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

Infection	Exclusion Rules
Acquired Immunodeficiency Syndrome (AIDS)	A person may only be isolated with that person's consent or upon order of a court in those cases where the public's health and welfare are significantly endangered and where



Infection	Exclusion Rules
	all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code §693.60.
HIV Infection	See above.
Syphilis	See above.
Gonorrhea	See above.
Chlamydia	See above.
Chaneroid	See above.

#### Exclusion Criteria for Non-Reportable Diseases and Illnesses

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school. IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported), but may still require exclusion from school. Please refer to the following link for further guidance at:

<http://dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf>.

Administrative Adoption: January 14, 2019

Amended: January 12, 2026

## **STUDENTS**

### **Student Safety Patrols**

The safety of school children traveling to and from school shall be the responsibility of parents, school personnel and local law enforcement officials. In an effort to carry out its responsibility, the school will establish student safety patrols.

Student safety patrols shall be an integral part of the total school safety program and shall play an important role in fostering positive safety habits among students in the school.

The purpose of the school safety patrol shall be:

1. To instruct and direct children in crossing the streets and highways at or near the schools, and
2. To provide opportunities for the development of character, leadership and cooperative school citizenship.

Rules and regulations shall be established to assist and protect student patrols in carrying out their assigned duties.

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

Reviewed: ~~October 20, 2003~~  
~~January 25, 2010~~  
~~January 13, 2014~~ January 12, 2026



## **STUDENTS**

### **Suicide and Depression Awareness and Prevention**

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

#### **Suicide and Depression Awareness and Prevention Program**

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6040 *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7/27-215 (requiring education for students ~~to develop a sound mind and a healthy body on~~ mental health and illness).
  - b. For staff, implementation will incorporate Board policy 4100, *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. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. 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, including those students who: (a) suffer from a mental health disorder; (b) suffer from a substance abuse disorder; (c) engage in self-harm or have previously attempted suicide; (d) reside in an out-of-home placement; (e) are experiencing homelessness; (f) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (g) are bereaved by suicide; or (h) have a medical condition or

certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. Board policy 6370, *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 6300, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. Board policy 6340, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 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.
  - e. Board policy 6010, *Equal Educational Opportunities*, implementing supports for equal educational opportunities for students who are LGBTQ.
  - f. Board policy 5110, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. Board policy 5450, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. 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 5450, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 5450, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend 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.

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

#### Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 7410, *Board Policy Development*.

Formatted: Font: Italic

Formatted: Font: Italic

#### 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. Student and staff identification (ID) cards, the District's website, and the student handbook and planner will contain the support information as required by State law.



### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 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.: 42 U.S.C. § 12101 et seq., Individuals with Disabilities Education Act.  
 105 ILCS 5/2-3.166, ~~105 ILCS 5/2-3.139~~, 5/3-14.8, ~~5/10-20.76~~, 5/10-20.81,  
 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, ~~and 5/14-~~  
 7.02b, ~~and 5/27-7215~~.  
 5 ILCS 860/, Student Confidential Reporting Act.  
 405 ILCS 49/, Children's Mental Health Act.  
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality  
 Act.  
 745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

Formatted: No underline

Formatted: No underline

Formatted: Indent: Left: 1.25", First line: 0"

Formatted: No underline

Formatted: No underline

Formatted: Indent: Left: 1.25", First line: 0"

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

Reviewed: January ~~22, 2024~~12, 2026

Amended: January ~~22, 2024~~12, 2026

## STUDENTS

### Pregnant Students

~~The District shall provide home instruction, correspondence courses or other courses of instruction for pupils who are unable to attend school because of pregnancy. Such instruction shall be provided to the pupil (1) before the birth of the child when the pupil's physician has indicated to the district, in writing, that the pupil is medically unable to attend regular classroom instruction and (2) for up to three months following the birth of the child or a miscarriage. The instruction course shall be designed to offer educational experiences that are equivalent to those given to pupils at the same grade level in the District and that are designed to enable the pupil to return to the classroom.~~

~~LEG. REF.: Illinois School Code—Chapter 122  
10-22.6a—Instruction for Pregnant Pupils, and Illinois Office of Education  
Formal Legal Opinion #4~~

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

~~Reviewed: October 20, 2003  
January 25, 2010  
January 13, 2014~~

Delete this policy. Its content is covered in the newly adopted Board policy, 5455 Students who are Parents, Expectants, ...in the summer.



## **STUDENTS**

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year.
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35.
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person.
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1).
5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45.
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40.
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25.
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f). Confidentiality procedures will:
  - a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
  - b. Comply with the requirements of 105 ILCS 5/26A-30.
9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c).
10. Complies with State and federal law and aligns with Board policies.

### **Requesting Support Services**

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

### Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

#### **Non-Discrimination Coordinator:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidtw@woodridge68.org](mailto:schmidtw@woodridge68.org)  
(630) 795-6800

#### **Title IX Coordinator:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidtw@woodridge68.org](mailto:schmidtw@woodridge68.org)  
(630) 795-6800

#### **Complaint Manager:**

Dr. Anne Bowers  
7925 Janes Ave., Woodridge IL 60517  
[bowersa@woodridge68.org](mailto:bowersa@woodridge68.org)  
(630) 795-6830

#### **Complaint Manager:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge IL 60517  
[schmidtw@woodridge68.org](mailto:schmidtw@woodridge68.org)  
(630) 795-6830

### Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 5455R2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

### Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Policy Review

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

### Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will



be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.: 105 ILCS 5/26A.  
105 ILCS 10/, Ill. School Student Records Act.  
405 ILCS 5/, Mental Health and Developmental Disabilities Code.  
405 ILCS 49/, Children's Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
23 Ill.Admin.Code §1.240 and Part 200.

Adopted: Board of Education  
Woodridge School District  
August 18, 2025

## STUDENTS

### Student Records

School student records are confidential and 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 or 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 18 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parent(s)/guardian(s), and when applicable, the IL Department of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and challenge school 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 parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding their child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also **fully implement this policy and** designate an *official records custodian for each school* who shall maintain and protect the confidentiality of school student records. ~~The Superintendent or designee shall~~ inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Formatted: Font: Italic



LEG. REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.  
 50 ILCS 205/7, Local Records Act.  
 105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 et seq., and 5/26A-30.  
 105 ILCS 10/, Ill. School Student Records Act.  
 105 ILCS 85/, Student Online Personal Protection Act.  
 325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
 23 Ill.Admin.Code Parts 226 and 375.  
 Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
 Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Formatted: No underline

Formatted: No underline

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

Reviewed: ~~August 18, 2025~~January 12, 2026

Amended: ~~August 18, 2025~~January 12, 2026

## **STUDENTS**

### **School Student Records- Procedures**

#### **A. Definitions**

Definitions are found in the Ill. School Student Records Act and the Ill. State Board of Education (ISBE) rules. 105 ILCS 10/2; 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 (MHDDCA). 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 a school staff member's sole possession 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 or security or safety reasons or purposes. This includes, without limitation, electronic recordings made on school buses, as described in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3(m). 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 18 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) and (b); 23 Ill.Admin.Code §375.40(g).
2. Reviews student temporary records at least every four years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant 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 requested by the Ill. Dept. of Children and Family Services (DCFS) due to an indicated finding being overturned in an appeal or hearing, purges DCFS's final finding report from the student's record in accordance with the IL School Student Records Act (105 ILCS 10) on the date of expungement provided by the report. 325 ILCS 5/8.6, amended by P.A. 103-624.
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 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.
  - d. Upon a student's graduation, transfer, or permanent withdrawal, notification to the parents/guardians, and if the student is in the legal custody of DCFS, DCFS' Office of Education and Transition Services, of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. Notice to parents/guardians or the student may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), 23 Ill.Admin.Code §375.40(c).
7. Takes all action necessary to ensure 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 duties' 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:

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 Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including: grades, graduation date, and grade level achieved; the unique student identifier assigned and used by ISBE's Student Information System (23 Ill.Admin.Code §1.75).
4. Attendance record.
5. A summary of performance for students who received special education services, unless the District has obtained the informed written consent of the student and parents or guardians to exclude it, in accordance with the requirements of 105 ILCS 10/2(e), added by P.A. 104-356, eff. 7-1-26.



~~5-6.~~ Health record, defined by ISBE rule as “medical documentation necessary for enrollment and proof of having certain examinations, as may be required under Section 27-8.1 of the [School] Code.”

~~6-7.~~ Record of release of permanent record information that contains the information listed in Section I, **Record of Release**, below.

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 Section I, **Record of Release**, below.
2. Scores received on the State assessment tests administered in the elementary grade levels (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 DCFS 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 (325 ILCS 5/8.6) shall be placed in the student record. 23 Ill.Admin.Code §375.40(f).
6. Information concerning a student’s status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, as defined in 105 ILCS 5/26A, including a statement of the student or any other documentation, record, or corroborating evidence and the fact that the student has requested or obtained assistance, support, or services related to that status. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a Ensuring Success in School (ESS) Law. See Board policy 5455, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence, and the Confidentiality subhead of administrative procedure 5455R1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.
- ~~1-7.~~ Any biometric information that is collected in accordance with 105 ILCS 5/10-20.40.
- ~~2-8.~~ Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the MHDDCA or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted under Section 22-80 of the [School] Code, 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.”
- ~~3-9.~~ 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-

**Formatted:** Space Before: 0 pt, Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +  
Aligned at: 0.25" + Indent at: 0.5"

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 if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older), or an unaccompanied youth has followed through on that request.”

~~4.10.~~ 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).

~~7.11.~~ Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

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 five 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 five years, be transferred to the parent(s)/guardian(s) or to the eligible student. Appropriate District personnel shall explain to the student and the parent/guardian the future usefulness of these records. 23 Ill.Admin.Code §375.40(d). Be sure to provide



notice of destruction of school student records pursuant to 105 ILCS 10/4(h), as noted in D(6)(e), above.

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

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. 5 ILCS 179/, Identity Protection Act. The collection and retention of social security numbers shall be in accordance with Board policy, *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. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Ill. School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to U.S. Immigration and Customs Enforcement for immigration enforcement activities.

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

#### **Access to Parent/Guardian, Eligible Student, or DCFS**

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

- f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request. 105 ILCS 10/5(c-5).

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

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



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

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

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

1. District employees or officials of the ISBE will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational, or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).
2. Access will be granted, without parental/guardian consent or notification, to 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).
3. Access will be granted, without parental/guardian consent or notification, to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information between them. 105 ILCS 10/6(a)(13), added by P.A. 102-557.
4. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act (FERPA). 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in FERPA. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.

6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
7. DCFS' Office of Education and Transition Services will be granted access if the student is in the legal custody of DCFS. 105 ILCS 10/6(a)(12.5).
- 7.8. The Ill. Dept. of Human Services (IDHS) will be granted access for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with rules adopted by IDHS. 105 ILCS 10/6(a)(14), added by P.A. 104-356, eff. 7-1-26.

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

1. In accordance with the procedures described in Section L below (Transmission of Records for Transfer Students), access will be granted, without parental/guardian consent, 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).
2. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than five school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill.Admin.Code §375.70(d).
3. 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).
4. 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 to the health or safety of the student or other individuals, 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.

5. 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.

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. **Note:** The ISBE rule allows a school to "charge the actual cost for providing a copy of school student records or any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed \$.35 per page." 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. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name of the person requesting the information, in what capacity the request was made, and the purpose for the request;
4. The date of release; and
5. A copy of any consent to a release.

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

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

Upon receipt of a court OP that prohibits a Respondent's access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under

the OP. No information or records shall be released to the Respondent named in the OP. 750 ILCS 60/222(f).

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

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

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

The Building Principal shall:

1. Within 14 calendar days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. The District shall exercise due diligence in obtaining the copy of the record requested.
2. 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, within 10 calendar days, 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. The records transfer is subject to prior notice to the student's parent(s)/guardian(s) as described above in Section H (Access to School Student Records). See policy named, *School Admissions and Student Transfers To and From Non-District Schools*.
3. Determine if the school or special education office has any record that is protected by the MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.

This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill.Admin.Code §375.10.

4. 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.



5. Destroy any biometric information collected and do not transfer it to another school district.
6. Refrain from transferring the records if a student's record has been flagged as a "missing child" as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. The District shall notify the Ill. State Police or the local law enforcement authority of the request.
7. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
8. Include information about whether or not the student is *in good standing* and whether or not the student's medical records are up-to-date and complete. 105 ILCS 5/2-3.13a.
9. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

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

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for: (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 *et seq.*); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

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

The District may release certain directory information regarding students as permitted by law, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Student's Name
2. Student's Grade level

3. 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
4. Academic awards, degrees, and honors
5. Information in relation to school-sponsored activities, organizations, and athletics
6. Major field of study
7. Period of attendance in school

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.

The notification to parents/guardians and students concerning school student records will inform them of their right to opt out of the release of directory information.

#### **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: Id.

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 transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a 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 to the parties. The parent(s)/guardian(s), if they appeal, shall so inform the District 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 District 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 District is located.
9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

LEGAL REF.: 20 U.S.C. §1232g, Family Education Rights and Privacy Act; 34 C.F.R. Part 99.  
 105 ILCS 10/, Illinois School Student Records Act; 23 Ill.Admin.Code Part 375.  
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
 750 ILCS 5/, Illinois Marriage and Dissolution of Marriage Act.

Administrative Adoption: October 25, 1999

Administrative Revision: ~~August 18, 2025~~ January 12, 2026

## STUDENTS

### Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child must be signed by the child's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The child's parent(s)/guardian(s);
3. and other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parents/guardians;
7. Other individuals to provide support to the student or his or her parents/guardians;  
and
8. as well as ~~S~~ School personnel designated by the Superintendent.

The team shall determine ~~guidelines specific interventions~~ to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/  
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).  
In re: C.A., a minor, 603 N.E.2d 1171 (Ill.App.1, 1992).

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

Amended: January ~~22, 2018~~ 12, 2026

Formatted: Space Before: 0 pt, After: 0 pt

Formatted: Space Before: 0 pt, After: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Space Before: 0 pt, After: 0 pt

Formatted: Space Before: 0 pt

Formatted: Space Before: 0 pt



## STUDENTS

### Extracurricular Athletics

Student participation in school-sponsored ~~Illinois Elementary School Association/Southeast DuPage Elementary Athletic Association~~ extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6330, Extracurricular and Co-Curricular Activities.
2. A parent/guardian 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 registered nurse, or a physician assistant. 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 show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. 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 Elementary School Association, ~~or~~ the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association) and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 5620, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 5010, *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).

Adopted: \_\_\_\_\_ January 11, 2016

Amended: \_\_\_\_\_ January 12, 2026