

## 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:

- 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 Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a



claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, asthma medication, 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> <u>communicable</u> 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>

<b>Actor</b>	<b>Action</b>
	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

<b>Actor</b>	<b>Action</b>
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



Actor	Action
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	<p>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.</p>
Communicable and Chronic Infectious Disease Review Team	<p>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.</p>

#### General Post-Evaluation Procedures

Actor	Action
Parents/Guardians	<p>May appeal their child's exclusion from school or educational placement to the School Board within 10 days of being notified of the action.</p>
Parents/Guardians	<p>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.</p>

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.
<del>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)</del>	<del>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>
<del>Haemophilus influenzae, meningitis and other invasive disease, §690.441 (F)</del>	<del>Standard precautions and droplet precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.</del>
<del>Hantavirus pulmonary syndrome, §690.442 (F)</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)</del>	<del>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).</del>
<del>Hepatitis A, §690.450 (F)</del>	<del>Standard precautions shall be followed. In diapered or incontinent persons, the following contact precautions shall be followed:</del> <ul style="list-style-type: none"> <li><del>• Infants and children less than three years of age for duration of hospitalization;</del></li> <li><del>• Children 3 to 14 years of age, until two weeks after onset of symptoms; and</del></li> <li><del>• Those greater than 14 years of age, for one week after onset of symptoms.</del></li> </ul>
<del>Influenza admissions into intensive care unit, §690.468 (F or E)</del>	<del>Standard and droplet precautions shall be followed. IDPH may distribute additional recommendations in conjunction with CDC guidance.</del>
<del>Measles, §690.520</del>	<del>Children with measles shall be kept out of school or child care facilities for at least four days after appearance of the rash.</del>
<del>Mumps, §690.550 (F or E)</del>	<del>Cases shall be excluded from school, child care facilities or workplace until five days after onset of symptoms (parotitis).</del> <del>Susceptible contacts should be excluded from school or the workplace from days 12 through 25 after exposure.</del>
<del>Neisseria meningitidis, meningitis and invasive disease, §690.555 (F)</del>	<del>Standard precautions shall be followed. Droplet precautions shall be followed until 24 hours after initiation of effective antimicrobial therapy.</del>
<del>Outbreaks for public health significance (including but not limited to, foodborne and waterborne outbreaks), §690.565 (E)</del>	<del>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.</del>
<del>Pertussis (whooping cough), §690.750</del>	<del>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.</del> <del>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</del>



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. Cases shall avoid swimming in public recreational water venues while symptomatic and for two weeks after cessation of diarrhea.
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
<del>§690.590</del>	<del>contacts.</del>
<del>Salmonellosis (other than typhoid fever), §690.630</del>	<del>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>
<del>Shigellosis, §690.640</del>	<del>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.</del>
<del>Toxic shock syndrome due to Staphylococcus aureus infection, §690.695</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Streptococcus pneumoniae, invasive disease in children less than five years, §690.678</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Tetanus, §690.690</del>	<del>Standard precautions shall be followed and post-injury patients at risk should receive human tetanus immune globulin and/or toxoid. No restrictions on contacts.</del>
<del>Tickborne Disease, including ehrlichiosis, anaplasmosis, Lyme disease, and Rocky Mountain spotted fever, §690.698</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Trichinosis, §690.710</del>	<del>Standard precautions shall be followed. No restrictions on contacts.</del>
<del>Tuberculosis, §696.170</del>	<del>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.</del>
<del>Vibriosis (Non-cholera Vibrio infections), §690.745</del>	<del>Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea ceases.</del>
<del>Yersiniosis, §690.752</del>	<del>Standard precautions shall be followed. Contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until diarrhea ceases.</del>

#### 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
	<del>all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code- §693.60.</del>
HIV Infection	<del>See above.</del>
Syphilis	<del>See above.</del>
Gonorrhea	<del>See above.</del>
Chlamydia	<del>See above.</del>
Chancroid	<del>See above.</del>

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, ~~405 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 5/27-7.15~~.  
 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).

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

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

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

Formatted: No underline

Formatted: No underline



## **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 10/26, 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. Clery, 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 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



## **INSTRUCTION**

### **Educational Philosophy and Objectives**

The program of instruction shall be consistent with the mission statement and strategic goals of the district as defined, discussed, adopted and periodically reviewed by the Board with the advice and counsel of the Superintendent who shall ensure community and staff involvement in the formulation of this district philosophy of education.

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become lifelong learners.
8. Provide opportunities for students to develop emotionally, morally, and socially as well as to gain knowledge and skills to develop and maintain healthy minds and bodies.
9. Cultivate students' understanding and appreciation for democracy and the history of the United States.
10. Have students take responsibility for their own actions including understanding their role in creating a positive learning environment as well as being active participants in the learning process.
11. Provide opportunities for students' parents/guardians to participate in their child's academic achievement and school performance.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. Any plan for new or revised instructional program implementation.

Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

Amended: ~~March 21, 2005~~ January 12, 2026

Reviewed: ~~January 31, 2011~~ January 12, 2026



**INSTRUCTION****Organization of Instruction at Plan**

The District has instructional levels for grades pre-kindergarten through eighth grade. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

**Kindergarten**

Formatted: Underline

The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten option for those parents/guardians who request a half-day program.

Leg Ref: 105 ILCS ~~5/10-20.19a~~, 5/10-20.37, and 5/10-22.18

23 Ill. Admin Code 1.420

Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

Amended: ~~March 21, 2005~~  
~~January 13, 2014~~  
~~January 22, 2018~~ January 12, 2026

Reviewed: ~~January 31, 2011~~ January 12, 2026

## INSTRUCTION

### Curriculum Content

#### Subject Fields

The district shall provide as a minimum all curriculum subjects required by the Illinois School Code.

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, ~~and (i) drug and substance abuse prevention including the dangers of opioid abuse.~~ A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In all schools, drug and alcohol abuse prevention education, including: (a) in each year in grades K through 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 8, age and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-8, the dangers of fentanyl, and (d) in grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, through the 2026-2027 school year, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6420 *Access to Electronic Networks and Information Services*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
- 4.5. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.

5.6. In all grades, students must receive developmentally appropriate opportunities to gain

Formatted: Font: 12 pt

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



computer literacy skills that are embedded in the curriculum.

~~6-7.~~ In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the BOE Board, but at minimum of 3 days per 5-day week.

~~7-8.~~ In all grades, ~~character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.~~ Instruction in all grades will include examples of behaviors that violate policy 5440, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

~~8-9.~~ In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance, ~~and (e) the voting process.~~

~~10.~~ In all schools, health education must be stressed, including: (a) proper human ecology, health, growth, development, personal health habits, and nutrition, (b) physical fitness family life, (c) personal health habits prevention and control of disease, (d) dangers and avoidance of abduction and (e) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, and (f) in grades 6-8, the dangers of fentanyl mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education pursuant to 105 ILCS 5/27-1010. The Superintendent shall implement a comprehensive health education program in accordance with State law.

~~9-11.~~ In all schools, abduction education that addresses the danger of and avoidance of abduction.

~~10-12.~~ In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, ~~and~~ (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-8, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals.

Formatted: Font: 12 pt

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

~~11.13.~~ In all schools, ~~conservation of natural resources must be taught~~ environmental education, including instruction on: (a) ~~home ecology~~ the current problems and needs in the conservation of natural resources; and (b) ~~endangered species~~, (c) ~~threats to the environment~~, and (d) ~~the importance of the environment to life as we know it~~ beginning in the fall of 2026, instruction of climate change.

~~12.~~ In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) ~~beginning in the fall of 2024~~, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

~~13.~~ In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

Formatted: Font: 12 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.31" + Indent at: 0.56"

Formatted: Normal, No bullets or numbering

~~14. In grade 7 concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.~~

~~15.14.~~ In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

~~16.15.~~ In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

~~17.16.~~ In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade,



slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.

~~18-17.~~ In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

~~19-18.~~ In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19<sup>th</sup> century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.

~~20-19.~~ In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### Legal Reference:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.  
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
47 C.F.R. §54.520.  
5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, 5/22-110, 5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 (scheduled for repeal on 7-1-27), 5/27-415 (scheduled for repeal on 7-1-27), 5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, 5/27-815, and 5/27-1050, 105 ILCS 5/2-3.63, 2-3.64, 27, 863  
5 ILCS 465/3 and 465/3a. 20 ILCS 2605/2605-480  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3 Vocational Education Act.  
625 ILCS 5/6-408.5, Ill. Vehicle Code.  
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

Adopted: Board of Education  
 Woodridge School District 68

June 26, 2000

| Amended: January ~~13, 2025~~12, 2026

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



## **INSTRUCTION**

### **School Year Calendar, ~~School~~ Day,; Emergency School Closings**

#### School Calendar

~~The school calendar shall be established by the Board on recommendation of the Superintendent at a regular meeting of the Board not later than May 1 of the preceding school year. The school calendar shall meet the requirements of the School Code. Parents shall be notified of the school calendar.~~ The School Board, upon the Superintendent or designee's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

~~The school calendar may be amended by the action of the Board. Parents shall be notified of any such amendments as soon as possible by the administration.~~

#### School Day

~~The length of the school day shall be set by the Board at a regular meeting based on the recommendation of the Superintendent and shall fall within the limits established by the School Code.~~ The Board establishes the length of the school day with the recommendation of the Superintendent or designee and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

#### Commemorative Holidays

The teachers and students ~~shall~~ may devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### Emergency Closings

In the event of severe weather, natural disaster, critical damage to a building, malfunction of a building's internal environmental support system, etc., school closings shall be decided upon by the Superintendent or designee. Closings will be announced through annually established channels. If a building is evacuated for a lengthy period of time or is unusable due to an emergency, natural disaster, substantial damage to a building, or malfunction of a building's internal environmental support system the procedures outlined in the Crisis Manual will be followed.

Legal Reference: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.46, 5/10-20.56, 5/10-30, 5/18-812, 5/18-12.5, and 5/24-2, 5/27-510, and 5/27-1025.  
10 ILCS 5/11-4.1, Election Code.  
5 ILCS 490/, State Commemorative Dates Act.  
 23 Ill. Admin. Code § 1.420(f).  
Metzl v. Leininger, 1995 WL 3640017850 F.Supp. 740 (N.D. IL. 1994),  
aff'd by 57 F.3d 618 (7<sup>th</sup> Cir. 1995)

Formatted: Indent: Left: 1.5", First line: 0"

Adopted: Board of Education  
 Woodridge School District 68  
 June 26, 2000

Amended: January 13, 2020 12, 2026

Reviewed: January 13, 2020 12, 2026



## INSTRUCTION

### Program for ~~the~~ Gifted ~~Students~~

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. ~~If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding. This program will be responsive to student needs and within the budget parameters as set by the Board.-~~

Eligibility to participate in the gifted program shall not exclude students based on race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.

The School Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

Legal Reference: 105 ILCS ~~5/2-3.61, 5/2-3.62, and 5/14A-1 et seq.~~  
~~23-III.Admin.Code Part 227.~~

Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

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

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

## INSTRUCTION

### Extracurricular and Co-Curricular Activities

The Superintendent or designee must approve an activity in order for it to be considered a District-sponsored extracurricular or Co-curricular activities, using the following criteria: shall be approved by the Superintendent or designee.

1. -Every club or activity shall be supervised by a school-approved sponsor approved by the principal.
2. The sponsor or a designee shall be present during all co-curricular activitiesRequests from students and/or staff.
3. The District has sufficient financial resources for the activity.
4. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.

The principal shall be responsible for the organization of all co-curricular activities, shall provide adequate supervision, and shall administer any finances thereof.

### Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24

Adopted: Board of Education  
Woodridge School District 68  
June 26, 2000

Amended: ~~March 21, 2005~~  
~~January 13, 2014~~ January 12, 2026

Reviewed: ~~January 31, 2011~~ January 12, 2026

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



## **INSTRUCTION**

### **English Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

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

### **Parent Involvement**

Parents/guardians of English Learners ~~students~~ will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs

parent Advisory Committee.

LEG. REF: 105 ILCS 5/14C-1 et seq  
20 U.S.C. §§6312, 6314, 6315, and 6318.  
20 U.S.C. §6801 et seq.  
34 C.F.R. Part 200.  
23 Ill.Admin.Code Part 228

Adopted: Board of Education  
Woodridge School District 68  
November 18, 2002

| Reviewed: January ~~24, 2022~~12, 2026

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



## **INSTRUCTION**

### **Complaints About Curriculum, Instructional Materials, and Programs**

#### Textbook and Instructional Materials- Challenges

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to School Board policy 5580 *Confidentiality/Protection of Student and Family Privacy Rights*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form* and submitting it to the Assistant Superintendent for Teaching and Learning.

Formatted: Font: Italic

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 7260 *Uniform Grievance Procedure*.

Formatted: Font: Italic

Parents/guardians, employees, and community members with all other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form* and submit the completed form to the Assistant Superintendent for Teaching and Learning. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form* and submitting it to the Assistant Superintendent for Teaching and Learning. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. All such challenges will be reviewed by a committee which will make a recommendation to the Board if the challenged material is to be excluded. The Board shall make the final decision to exclude the challenged material.

Formatted: Font: Italic

The committee shall consist of the Assistant Superintendent for Teaching and Learning, principals, professional staff members knowledgeable in the subject area of the materials challenged, and members of the community.

Challenged materials will not be removed from use during the challenge process. The Board shall not exclude textual materials from use because of the origin, background, or alleged views of the author(s) or those who contributed to the creation or production of the materials. The challenged materials must be judged on the merit of the materials themselves not on the merit of those who produced the material.

The Board shall not exclude textual material from use based upon a partisan or doctrinal position other than the explicit policy positions stated in existing Board policies.

Legal Reference: Illinois School Code – Section 10-20.8  
105 ILCS 5/10-20.8, 5/28-620 U.S.C. 1232h, Protection of Pupil Rights Amendment.  
Mahmoud v. Taylor, 145 S.Ct. 2332 (2025)

Formatted: Indent: Left: 0", Hanging: 1.5", Tab stops: -1", Left

Adopted: Board of Education  
 Woodridge School District 68

June 26, 2000

Amended:

January ~~13, 2025~~ 12, 2026



## INSTRUCTION

### Responding to Complaints About Curriculum, Instructional Materials, and Programs- Challenges; Objection Form

All challenges to curriculum, instructional materials, or programs shall be made in accordance with school board policy.

#### Procedure

- 1) The Assistant Superintendent for Teaching and Learning shall inform the Board of all such challenges at a regularly scheduled Board meeting.
- 2) The Assistant Superintendent shall inform the Superintendent and principals of all such challenges within five school days of receipt of the challenge.
- 3) The challenger will be asked to complete the "*Curriculum Objection Form*" (see attached) and to submit it to the Assistant Superintendent and shall provide the challenger(s) with a copy of the Board Policy and Administrative Regulation related to challenges.
  - a) Challenged materials will not be removed from use during the challenge process.
  - 3)b) The Board shall not exclude textual material from use based upon a partisan or doctrinal position other than the explicit positions stated in existing Board policies.
- 4) The Assistant Superintendent shall convene the advisory committee within 30 school days of the date the Assistant Superintendent was notified of the challenge as well as the time, dates, and locations of all committee meetings at least five school days before these meetings.
- 5) The committee shall be composed of the following members:
  - a) The Assistant Superintendent for Teaching and Learning as the non-voting chairperson.
  - b) The Director of Technology and Network Support.
  - c) An elementary principal (selected by lot).
  - d) Junior high professional staff member(s) knowledgeable in the subject matter of the material challenged. (Selected from a list of volunteers by lot)
  - e) Elementary professional staff member(s) knowledgeable in the subject matter of the material challenged. (Selected from a list of volunteers by lot)
  - f) The junior high principal or designee.
  - g) Two members of the community appointed by the Board.
- 6) The challenger may not serve on the committee but is encouraged to attend and give testimony in the proceedings.
- 7) Committee meeting rules of procedure will be established and explained by the chairperson at the beginning of the first meeting.
- 8) The committee shall (within 30 schooldays of its convening) accomplish the following tasks in the order indicated:
  - a) Maintain a record of its proceedings.
  - b) Examine the challenged materials in its entirety.
  - c) Examine the Curriculum Objection form that states the challenge.
  - b)d) Examine written and oral testimony from the challenger, the professional staff, and from any other interested party (ies).
  - e) Except for complaints involving a parent's religious objection (see below), determines on a case-by-case basis what action, if any, will be taken in response to a complaint about curriculum, considering the following criteria, as applicable:
    - i) The curriculum, instructional material, or program is aligned with the criteria set forth in Board policy 6030, Curriculum Development, specifically, regarding: ~~Determine whether the material was selected in accordance with district policy.~~

Formatted: Font: Italic

Formatted

Formatted: Font: 12 pt

Formatted

Formatted



- (1) The district's educational philosophy and goals;
- (2) Student needs as identified by research, demographics, and student achievement and other data;
- (3) The knowledge, skills, and abilities required for students to become life-long learners;
- (4) Minimum requirements of State and federal law and regulations for curriculum and graduation requirements;
- (5) The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available;
- (6) Illinois State Learning Standards and any District learning standards; and
- (7) Any required State or federal student testing.
- ii) If the complaint is based on a parent's religious objection, determines on a case-by-case basis what action, if any, will be taken in response to the complaint, considering the following factors:
  - (1) The religious beliefs and/or practices identified by the parent and if they are sincerely held. **Note:** Religious beliefs/practices are generally presumed to be sincere, but if the District has objective reasons to question the religious nature or sincerity of the religious belief/practice, a limited inquiry into this issue may be appropriate.
  - (2) The nature of the material at issue, e.g., is it communicating a normative message that is hostile to a religious viewpoint and designed to pressure students to conform to that viewpoint.
  - (3) The age of the students, e.g., elementary students may be more impressionable and likely to accept moral messages conveyed by instruction without question compared to high school students.
  - (4) The specific context in which the materials is being presented, e.g., is it being presented in a neutral manner or in a manner that is hostile to a religious viewpoint.
- e)iii) If factors #1-4 above, considered together, pose a real threat of undermining the religious beliefs and practices that the parent wishes to instill in their child, determine if the District has a compelling interest that would justify the burden on the parent's free exercise right to direct the religious upbringing of their child. **Note:** In *Mahmoud v. Taylor*, 145 S.Ct. 2332 (2025), the administrative burden that resulted from permitting opt-outs from instruction was not a compelling interest. It is unsettled whether State law curriculum mandates, graduation requirements, or instruction otherwise required by State learning standards may establish a sufficient compelling interest.
- d) Examine the Curriculum Objection form which states the challenge.
- e)f) Examine written and oral testimony from the challenger, the professional staff, and from any other interested party(ies).
- f)g) Vote to recommend to retain or exclude the challenged material. Committee discusses and decides a recommended response to the complaint.

Formatted

Formatted

Formatted: Font: Bold

Formatted

Formatted

Formatted: Font: Bold

Formatted: Font: Italic



- a) ~~Consider and vote on recommendations for exceptions.~~
- b) Submit the record of the proceedings and outcome recommendation to the Superintendent.
- c) The Superintendent prepares and sends a written response to the person who submitted the Curriculum Objection Form, informing the person of the District's decision. Inform the challenger in writing of the recommendations of the committee's decisions. The Superintendent notes on the Curriculum Objection Form the date on which the response was provided and attaches the response to the form.
- d) ~~Adjourn the committee.~~
- 9) The ~~Assistant~~ Superintendent shall provide in writing a record of the proceedings of the advisory committee as well as its recommendations at a regularly scheduled Board Meeting.
- 10) The Superintendent shall determine the date upon which the Board will act on the recommendation of the advisory committee and shall inform the challenger of this date at least 10 days prior to the meeting date.
- 11) The Superintendent or designee shall implement the final decision of the Board within five school days following the decision.

Formatted: Font: Italic

Administrative Adoption: ~~June 26, 2000~~

Reviewed: ~~January 23, 2023~~

6400R1

WOODRIDGE SCHOOL DISTRICT 68  
Woodridge, Illinois

CURRICULUM OBJECTION FORM

*Please complete this form and return it to the Assistant Superintendent of Teaching and Learning's Office. Please print.*

Subject area \_\_\_\_\_

Classroom teacher \_\_\_\_\_

Please state, as precisely as possible, the specific curriculum area, instructional material, or program to which you object (*include name, title, author, and any other identifying information*).

How did you become aware of the curriculum area, instructional material, or program?

☐ by classroom  
observation

☐ by review

☐ by word-of-mouth

☐  
other \_\_\_\_\_

To what in the curriculum area, instructional material, or program do you object? Be specific.

(If applicable) Do you want your child excluded from participation? Please note parents/guardians may request exclusion and provide ideas for alternative education, but the District makes the final decision regarding such requests. ☐ Yes ☐ No

Formatted: Font: Italic

Formatted: Font: 12 pt

(If applicable) In place of participation in the curriculum area, what course of study would you recommend-suggest for your child?

Formatted: Font: Italic



Complainant name (*please print*) \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents: ☒ ~~Parent~~ **Student** ☐ Parent/guardian of student  
☒ **Student** ☐ Other \_\_\_\_\_

Complainant address \_\_\_\_\_

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Adoption: June 26, 2000

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

**INSTRUCTION**

**High School Credit for Students in Grade 7 or 8**

The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.

If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the elementary student will attend high school.

LEGAL REF.: 105 ILCS 5/10-22.43 and 5/27-~~22.10~~615.  
23 Ill.Admin.Code §1.460.

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

Reviewed: January 12, 2026

Amended: January 12, 2026

Formatted: Tab stops: 1.5", Left + Not at 1.25"

Formatted: Indent: First line: 0", Tab stops: 1.5", Left

Formatted: Indent: First line: 0"



## **BOARD OF EDUCATION**

### **Board Committees**

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

### **Special Board Committees**

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

### **Standing Board Committees**

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

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal and civil offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 5420, *Behavior Interventions with Students With Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

LEGAL REF.: 5 ILCS 120, Open Meetings Act.  
105 ILCS 5/10-20.14 and 5/14-8.05

Adopted: Board of Education  
Woodridge School District 68

October 22, 1996

| Amended: January ~~13, 2025~~ 12, 2026

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



## **BOARD OF EDUCATION**

### **School District Elections and Board Member Oath of Office and Conduct**

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. School Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may place on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

### **OATH OF OFFICE TO INCOMING BOARD MEMBERS**

**Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:**

"I,       (Name of Member)      , do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Woodridge School District 68, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board Member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board Meeting;

I shall respect the confidentiality of closed session information and will not divulge closed session information except to the extent required by law; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes

Formatted: Left

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Indent: Left: 0.5"

in such decisions through ethical and constructive changes;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes and set the course for Woodridge School District 68;

Formatted: Indent: Left: 0.5"

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

Formatted: Indent: Left: 0.5"

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

Formatted: Indent: Left: 0.5"

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for Woodridge School District 68; and

Formatted: Indent: Left: 0.5"

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

Formatted: Indent: Left: 0.5"

The Board adopts the Illinois Association of School Boards' Code of Conduct for Members of School Boards (Code).

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

LEG. REF: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and ~~10 ILCS 5/28-1 et seq.~~  
105 ILCS 5/9-~~1 et seq.~~  
105 ILCS 5/10-16.5

Adopted: Board of Education  
Woodridge School District 68  
June 1, 1998

Amended: ~~January 28, 2002~~  
~~March 21, 2005~~  
~~January 28, 2008~~  
~~January 14, 2013~~  
~~January 12, 2015~~  
~~January 14, 2019~~ January 12, 2026

Formatted: Indent: Left: 0", Hanging: 1", Tab stops: -1", Left

Reviewed: January ~~14, 2019~~ 12, 2026



## **BOARD OF EDUCATION**

### **Board Member Term of Office**

The term of office for a Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 7110, School District ~~Board~~-Elections and Board Member Oath ~~of Office~~and Conduct.

The term ends 4 years later when the successor assumes office.

LEG. REF.: 105ILCS 5/10-10, ~~and 5/10-16,~~ and 5/10-16.5.  
10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.

Adopted: Board of Education  
Woodridge School District 68  
June 1, 1998

Amended: ~~January 28, 2002~~  
~~March 21, 2005~~  
~~January 28, 2008~~ January 12, 2026

Reviewed: ~~January 14, 2013~~ January 12, 2026

Formatted: Indent: Left: 0", Hanging: 1", Tab stops: -1",  
Left

**BOARD OF EDUCATION****Board Member Removal from Office**

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office.

LEGAL REF.: 105 ILCS 5/3-15.5.

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

| Reviewed: January 12, 2026



## **BOARD OF EDUCATION**

### **Board Member Development**

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members shall have an opportunity to attend local area, state, and national meetings designed to familiarize themselves with public school issues, governance, and legislation.

Pertinent educational materials, publications, and notices of training or development will be made available to Board members through Board packets, direct mail, or other distribution method.

The Board shall maintain membership in the Illinois Association of School Boards and the National School Boards Association.

### **Mandatory Board Member Training**

Each Board member is responsible for his or her own compliance with mandatory training laws, and shall be reimbursed for any expenses related to training in accordance with *Policy 7180, Board Member Expenses*.

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; (4) trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. ~~This dismissal process is available after the District's PERA implementation date.~~

The Superintendent or designee shall maintain on the District website a log identifying the mandatory training completed by Board members.

### **New Board Member Orientation**

New members will be encouraged to attend orientation workshops conducted by school board associations. The Board and the Administration will make every effort to assist each newly elected member to understand the functions, policies and procedures of the Board.

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or

schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.

3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

### Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2, Open Meetings Act.  
105 ILCS 5/10-16a and 5/24-16.5.

Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

| Amended: January ~~13, 2025~~12, 2026

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



## **BOARD OF EDUCATION**

### **Board Member Compensation; Expenses**

#### Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

#### Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

#### Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

#### Exceeding the Maximum Allowable Reimbursement Amount(s) (MARA)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

#### Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and

3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form.

After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 7170, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

#### Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

#### Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders



1. Registration. When possible, registration fees for individual Board members will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
  - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
  - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
  - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. ~~The reimbursement may not exceed the cost of coach airfare.~~ Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed. ~~The reimbursement may not exceed the cost of coach airfare.~~
  - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
  - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Formatted: Not Highlight

Formatted: Not Highlight

#### Additional Requirements for Travel Expenses Charged to Federal and State Grants

Formatted: Underline

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act must comply with Board policy 4110, Expense Reimbursement, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.  
Local Government Travel Expense Control Act, 50 ILCS 150/.  
Government Accountability and Transparency Act, 30 ILCS 708/.

Adopted: Board of Education  
Woodridge School District 68

October 22, 1996

- | Reviewed: January ~~11, 2021~~12, 2026
- | Amended: January ~~11, 2021~~12, 2026

**BOARD OF EDUCATION****Architect Procurement of Architectural, Engineering, and Land Surveying Services**

The Board ~~may~~ selects architects, engineers, and ~~related professionals~~ land surveyors to provide professional services to the District ~~based on~~ on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: ~~50 ILCS 510/1 et seq. [Ill. Rev. Stat., ch. 85, ¶6401 et seq.], Local Government Professional Services Selection Act.~~  
 105 ILCS 5/10-20.21 ~~[Ill. Rev. Stat., ch. 122 ¶ 10-20.21].~~  
 40 U.S.C. § ~~541~~ 1101 et seq.  
Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5<sup>th</sup> District), appeal denied.

Formatted: Indent: Left: 0", Hanging: 1.5"

Formatted: Indent: Left: 1.5"

Formatted: Superscript

Adopted: Board of Education  
 Woodridge School District 68  
 October 22, 1996

Amended: January ~~28, 2002~~ 12, 2026

Reviewed: ~~December 11, 2007~~  
~~January 14, 2013~~ January 12, 2026



**BOARD OF EDUCATION****Auditor**

A reputable Certified Public Accounting firm shall be employed by the Board. The firm shall make an audit at the end of each fiscal year of all financial accounts involving the receipt and expenditure of school funds and shall present to the Board a report with findings and proper certification. The auditing firm shall be available to perform partial audits or for consultation as needed.

LEGAL REF.: Illinois School Code - Chapter 122  
3-7 - Audit

Adopted: \_\_\_\_\_ Board of Education  
Woodridge School District 68  
December 16, 1996  
Reviewed: \_\_\_\_\_ September 17, 2001  
\_\_\_\_\_ December 11, 2007  
\_\_\_\_\_ January 14, 2013

Delete policy because the content is covered in Board policy, 3410, Accounting and Audits.  
This policy is in this packet in numerical order for reference if nec.

Formatted: Font: Bold

Formatted: Font: Bold

**BOARD OF EDUCATION****Types of School Board Meetings**

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
<b>Regular</b>	<p>Given once a year when the Board adopts its regular meeting schedule. 105 ILCS 5/10-6, 5/10-16.</p> <p>The notice and agenda must be continuously available for public review during the entire 48-hour period before the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the <b>Agenda</b> column. 5 ILCS 120/2.02.</p>	<p>Post at the District's main office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p>	<p>Give to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.</p>	<p>Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02.</p> <p>Post regular Board meeting minutes within 10 days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.</p>
<b>Special</b>	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.</p> <p>Notice to Board members must be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.</p>	<p>Include with the public notice. 5 ILCS 120/2.02.</p>	<p>Give to any news media that files an annual request. Must also give the same notice as that given Board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.</p>	<p>Post a public notice of each meeting along with the meeting agenda, at least 48 hours before the meeting. The notice and agenda must remain posted on the website until the meeting is concluded. 5 ILCS 120/2.02.</p>
<b>Emergency</b>	<p>Post the notice at the District's main office or, if no main office exists, at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.</p> <p>No specific notice to Board members is specified, but it is advisable to provide the notice as soon as possible.</p>	<p>No State law requirements.</p>	<p>Same as for special meetings.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>
<b>Closed</b>	<p>May hold a closed meeting, or close a portion of an open meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.</p>	<p>None required, but only topics <u>specified in the covered by the specific exception(s) cited in the</u> vote to hold the closed meeting may be considered. 5 ILCS 120/2a.</p>	<p>No additional notice required.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
<b>Rescheduled or Reconvened</b>	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.</p> <p>No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.</p>	Included with any public notice.	Same as for a special meeting.	Post a public notice. 5 ILCS 120/2.02.

Administrative Adoption: January 9, 1995  
 Administrative Revision: January ~~24, 2022~~ 12, 2026



## School Board

Formatted: Font: Times New Roman, 12 pt

### Communications To and From the Board

The School Board welcomes communications from ~~the staff members, parents/guardians, students, and community members. Staff members, parents, and community members should~~ Individuals may submit questions or communications for the School Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) ~~that is~~ posted on the District's website. ~~In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board quorum.~~ The Superintendent or designee shall:

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. ~~Provide the Board, such as in the Board meeting packet, with all emails that are received and any feedback regarding them~~ During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

Formatted: Font: Times New Roman, 12 pt

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

### Board Member Use of Electronic Communications

~~For purposes of this section, electronic communications includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications to, by, and among a majority or more of a Board quorum members, in their capacity as Board members, shall not be used for the purpose of discussing District business. This shall not preclude a Board member discussing District business in person or by telephone or email with only one other Board member at a time, provided those members do not constitute a quorum. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible~~ Electronic communications ~~may contain:~~

Formatted: Font: Times New Roman

Formatted: Body Text

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

1. Agenda item suggestions
2. Reminders regarding meeting times, dates, and places
3. Board meeting agendas or information concerning agenda items
4. Individual ~~responses to questions posed by emails to~~ community members, subject to the other limitations in this policy.

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

Formatted: Font: Times New Roman, 12 pt

#### Board Requests for Information and Action

Formatted: Font: 12 pt, Not Bold

Formatted: Font: 12 pt

Requests from individual members of the Board, to the Administration, or District personnel that necessitate written reports or specific action shall be communicated to all Board Members. Administrators shall serve as resources for the Board by providing information as long as providing that information is not in conflict with Board of Education policy or State law.

Requests for procedural or administrative information by individual Board members that can be responded to without additional staff time and/or research, should be routinely provided and not be reported to the entire Board. The administrator shall inform the Board member if the request would necessitate additional staff time and research.

Subsequent to a request by an individual Board member for information that necessitates staff time and/or research, the administrator may, on his/her own volition, and for his/her purpose obtain the information. In such instances the administrator will transmit the information to all Board members.

Requests for information that would necessitate additional staff time and/or research need to be processed through the Superintendent or proposed by the Board member at a meeting of the Board. If authorized by the Superintendent or approved by the Board, such reports shall be communicated to all Board members.

Formatted: Font: Times New Roman, 12 pt

#### Visits to the Schools

A Board member visiting a District school in the capacity of a Board member shall contact the Superintendent prior to making an unscheduled visit.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act,  
50 ILCS 205/20, Local Records Act,

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Adopted: Board of Education  
Woodridge School District 68  
January 30, 2012

Reviewed: January 14, 2013  
December 1, 2014 January 12, 2026

Formatted: Font: Times New Roman, 12 pt

Amended: January 12, 2015 2026

Formatted: Font: Times New Roman, 12 pt

Formatted: Normal



## **BOARD OF EDUCATION**

### **Board Requests for Information and Action**

~~Requests from individual members of the Board, to the Administration, or District personnel that necessitate written reports or specific action shall be communicated to all Board Members. Administrators shall serve as resources for the Board by providing information as long as providing that information is not in conflict with Board of Education policy or State law.~~

~~Requests for procedural or administrative information by individual Board members that can be responded to without additional staff time and/or research, should be routinely provided and not be reported to the entire Board. The administrator shall inform the Board member if the request would necessitate additional staff time and research.~~

~~Subsequent to a request by an individual Board member for information that necessitates staff time and/or research, the administrator may, on his/her own volition, and for his/her purpose obtain the information. In such instances the administrator will transmit the information to all Board members.~~

~~Requests for information that would necessitate additional staff time and/or research need to be processed through the Superintendent or proposed by the Board member at a meeting of the Board. If authorized by the Superintendent or approved by the Board, such reports shall be communicated to all Board members.~~

Adopted: — Board of Education  
Woodridge School District 68  
October 22, 1996  
Amended: — April 24, 2023

Delete policy and add content to Board policy 7350 that we just discussed.



## **BOARD OF EDUCATION**

### **Board Policy Development**

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

#### Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

#### Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration ~~will~~ may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection on the District's website. Copy requests should be made pursuant to Board policy 7510, *Access to District Public Records*.

Formatted: Font: Italic

#### Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

#### Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent.

If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. -The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILS 5/10-20.5

Adopted: Board of Education  
Woodridge School District 68  
October 22, 1996

Amended: ~~January 28, 2002~~  
~~January 12, 2015~~  
~~January 14, 2019~~ January 12, 2026

Reviewed: ~~December 11, 2007~~  
~~January 14, 2013~~  
~~December 1, 2014~~ January 12, 2026



## **BOARD OF EDUCATION**

### **Access to District Public Records**

The Board encourages the dissemination of public information requested by citizens. As a general procedure routine District information, which could otherwise be requested under the provisions of the Illinois Freedom of Information Act, shall be provided without charge. A reasonable fee shall be assessed for unusually burdensome requests.

~~The Board hereby states its intention to comply with the provisions of the Illinois Freedom of Information Act. Information concerning the school district, and the records of such entity, shall be displayed, and lists of records shall be maintained, as required by the Act. Public records of the entity shall be available for inspection and copying. Compliance with the Act shall be effected in accordance with this Policy and Regulations for implementation of this policy which shall be issued by the Administration.~~

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

~~Electronically stored public records, including E-mail messages containing material that a school official or employee made or received as part of his or her official responsibilities and that contains informational data appropriate for preservation, shall be preserved and cataloged separately from non-public electronic communications.~~

### **Freedom of Information Officer**

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

### **Definition**

The District's definition of public records for purposes of this policy, is the definition contained in 5 ILCS 140/2(c) without amendment. ~~are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.~~

### **Requesting Records**

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of



Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. ~~All requests for inspection and copying~~The Superintendent or designee shall instruct District employees to immediately be forwarded forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

#### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

~~Notwithstanding the above, the Freedom of Information Officer shall respond to~~The time periods are extended for responding to requests for records made for a commercial purposes, requests by a recurrent requester, ~~and to or~~ voluminous requests (as those terms are defined in Section 2 of FOIA). The time periods for responding to those requests are governed by ~~according to~~ Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

#### Copying Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the

actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

#### Provision of Copies and Access to Records

~~A public record that is the subject of an approved access request will be available for The inspection and or copying of a public record that is the subject of an approved access request is permitted~~ at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, ~~a description of the District and the methods~~ the process for requesting a public record.

The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

#### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: \_\_\_\_\_ 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16 and 5/24A-7.1.  
820 ILCS 40/11.  
820 ILCS 130/5.

Adopted: Board of Education  
Woodridge School District 68  
June 25, 1984

Reviewed: January 25, 2010  
July 27, 2015  
December 5, 2016 January 12, 2026

Formatted: Indent: Left: 1", First line: 0.5"

Amended: September 26, 1988  
~~April 23, 1990~~  
~~April 7, 1997~~  
~~January 28, 2008~~  
~~January 14, 2013~~  
~~August 31, 2015~~  
~~January 23, 2017~~January 12, 2026

Formatted: Indent: Left: 0", Hanging: 1.5", Tab stops: -1", Left