

GENERAL PERSONNEL

Reimbursement Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (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. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft or misconduct. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee 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, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent, or designee, may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District'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. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

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

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 3320, Use of Credit and Procurement Cards.

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Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved 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.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. 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.
2. 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.
3. 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.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees 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.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located

or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEG. REF.: ~~Illinois School Code~~ 105 ILCS 5/10-22.32
2 C.F.R. 200.475
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act
820 ILCS 115/9.5 IL Wage Payment and Collection Act

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

Reviewed:
January ~~11, 2021~~ 12, 2026

Amended:
January ~~11, 2021~~ 12, 2026

GENERAL PERSONNEL

Federal and State Grant Travel Expense Procedures

Employees must follow these procedures, **in addition to** the requirements of the Board policy 5:60, *Expenses* subhead entitled **Additional Requirements for Travel Expenses Charged to Federal and State Grants**, when their travel expenses are charged to federal grants and State grants governed by the Grant Accountability and Transparency Act (GATA).

Use of Expense Forms

Employees will submit their estimated travel expenses in advance of travel and following completion of travel. When travel expenses will be charged in part to grant funds and in part to non-grant District funds because certain expenses exceed those permitted to be charged to a grant by policy [4110](#), *Expenses*, and/or these procedures, the Superintendent or designee notes that fact and the amount to be charged to each funding source.

Lodging – General

1. Employees are not eligible for actual reimbursement of lodging expenses unless they are on official *travel status* for more than 12 hours. Travel status begins when the employee leaves his or her work location or, if reporting directly to a destination, from his or her residence or other location. It ends when the employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. See 80 Ill.Admin.Code §3000.140.
2. Employees must first contact any preferred hotel vendors of the District.
3. It is the employee's responsibility to request the lowest available lodging rate the time of making a reservation. However, if the employee requires special lodging consideration due to a disability the employee may be reimbursed the actual cost of the least costly lodging that is substantially accessible. Employees should always inquire if a hotel offers a discounted rate for local government employees, including public school district employees. If applicable, employees should be prepared to show their school identification to prove school district employment when checking-in.
4. Employees should make hotel reservations as far in advance as possible. Employees need to be aware of hotel cancellation policies. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If an employee must cancel a reservation, the employee needs to cancel before the deadline, if at all possible. Employees making reservations for several nights in a row need to be aware of hotel early check-out policies. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.
5. Employees must carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to a bill. If these services are not used, the charges should be removed before checking-out. Energy surcharge and lodging resort fees will be reimbursed if not optional.
6. If direct billing, employees must ensure that all personal or incidental charges are paid when checking-out, i.e., pay movies, personal phone calls, etc.

~~7.~~—Employees must obtain a copy of the hotel bill. ~~to attach to 5:60-E1, Employee Expense Reimbursement Form.~~

~~8.~~7. If traveling by car, an employee needs to inquire regarding self-parking options to minimize parking expenses.

Lodging – Excessive Lodging Requests

When lodging at or below the State or federal rate for a particular location is unavailable, employees must:

1. Document that lodging at the scheduled rate for the location is unavailable.
2. Attach documentation showing that a minimum of three budget to mid-fare hotels were contacted (where available). If there are less than three hotels available in a location to contact, the employee must document that fact on the form. The employee must inquire if the hotels will honor the government rate when obtaining quotes. If the District has any preferred hotels at the location, the employee must contact those hotels first.
3. Submit all excessive lodging requests to the Superintendent or designee for pre-approval.

Note: An excessive lodging request is not required if an employee stays in accommodations arranged by a conference/seminar organization or in the lowest-priced room available at or near a hotel where a conference or seminar is located.

Meals

Per diem rates and actual reimbursement amounts for meals may not exceed the rates established by the Governor’s Travel Control Board or federal travel regulations, whichever is less. To determine the lesser amount, compare the State rates with the federal per diem rates. Historically, the State meal allowances have been lower than the federal meal allowances. State rates are available at: www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx. Federal rates are available at: www.gsa.gov/travel/plan-book/per-diem-rates.

Airfare

When booking airfare, employees:

1. May not book airfare and lodging as a package through third party vendors. When booked as a package, third party vendors do not provide a detailed receipt which causes an issue verifying that the lodging rates are within the proper guidelines.
2. Should always know the restrictions and potential penalties applicable to the fare in case cancellation or change is necessary, regardless of how an airline ticket is booked.

Ride Sharing Services

When using a ride sharing service such as Uber and Lyft, employees must use the lowest cost service the ride sharing service offers such as “UberX” and “Lyft Standard.” Employees will not be reimbursed for premium services offered by ride share companies such as “Uber XL,” “UberSELECT,” “UberBLACK,” “UberSUV,” “UberLUX,” or “LyftPlus.” unless multiple employees at the same conference or event are sharing a ride and/or these ride share options are the same amount or cheaper than taxis or airport limousines. ~~Employees need to be aware that ride sharing services may charge users more during times of high demand. Ride sharing services typically let riders know in advance when prime time or surge pricing is in effect. Rides obtained during these higher cost periods are not reimbursable.~~

Administrative Adoption:

June 22, 1998

Reviewed:

~~March 23, 2009~~ August 1, 2025

Revised:

~~January 11, 2021~~ August 1, 2025

GENERAL PERSONNEL

Recognition for Service

The ~~District~~ School Board will periodically recognize those District employees who ~~make significant contributions~~ contribute significantly to the educational programs ~~or~~ and welfare of students.

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

Reviewed: ~~November 4, 2002~~
~~March 23, 2009~~
~~January 13, 2014~~
~~November 30, 2015~~ January 12, 2026

Amended: January 12, 2026

GENERAL PERSONNEL**Communicable and Chronic Infectious Diseases**

The Superintendent or designee shall develop and implement ~~regulations-procedures~~ for ~~dealing-withmanaging~~ known or suspected cases of a communicable and chronic infectious disease involving a District employee consistent with State and ~~Federal-federal~~ law, ~~rules-of-the~~ Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: 42 U.S.C. § 12101 et seq., Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. § 1630.1 et seq.
29 U.S.C. § 791, Rehabilitation Act of 1973; 34 C.F.R. § 104.1 et seq.; 29 U.S.C. § 791.
820 ILCS 40/1 et seq., Personnel Record Review Act.
20 ILCS 2305/6, Department of Public Health Act.
105 ILCS 5/24-5.
Rules and Regulations for the 77 Ill. Admin. Code Part 690, -Control of Communicable Diseases, issued by the Illinois Department of Public Health.

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

Reviewed: November 4, 2002
March 23, 2009
November 30, 2015; January 12, 2026

Amended: January 13, 2014; 12, 2026

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GENERAL PERSONNEL

Employee Protection

Every reasonable attempt shall be made to protect any employee who is threatened with bodily harm or abuse by an individual or a group while executing assigned duties. It shall be the responsibility of employees to notify the building administrator immediately if a threat or actual attack has been made on them.

The Board and Administration will cooperate with any investigation by law enforcement authorities regarding an assault and/or battery of an employee.

The Board will provide an employee an initial consultation with a Board designated legal firm in the event of a physical and/or verbal assault while performing his/her duties.

Upon receipt of a written complaint from any school personnel, the superintendent shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities no later than 24 hours after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

LEG. REF: ~~105 ILCS 5/10-21.7~~

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

Amended: ~~November 18, 2002~~
~~March 23, 2009~~

Reviewed: ~~January 13, 2014~~
~~November 30, 2015~~

Content is covered in Policy 3565 and 2140R1. Both are in this packet and being amended. You can refer to them – they are in this packet in numerical order.

GENERAL PERSONNEL

Reproduction and Use of Copyrighted Materials

Copyright Compliance

~~While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned electronic device. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.~~

~~LEG. REF.: Federal Copyright Law of 1976, 17 U.S.C. § et.seq
105 ILCS 5/10-23.10~~

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

~~Amended: November 18, 2002
January 13, 2014~~

~~Reviewed: March 23, 2009
November 30, 2015~~

Content is moved to Board policy 4170, Copyright.

GENERAL PERSONNELCopyright for Publication or Sale of Instructional Materials and Computer Programs-
Developed by EmployeesWorks Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

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Copyright Compliance

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LEG. REF.: 17 U.S.C. § 101 et seq., Federal Copyright Law of 1976
105 ILCS 5/10-23.10.

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

Reviewed: November 4, 2002
March 23, 2009
November 30, 2015 January 12, 2026

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

GENERAL PERSONNEL**Copyright Compliance**

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

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1. Is the work copyright protected? A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query. **Note:** The presence of a copyright notice is not determinative.
 - a. No, if it is in the public domain.
 - b. No, if it is a U.S. Government publication.
 - c. No, if it is an idea or method described in copyrighted work.
 - d. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner's exclusive rights? A "yes" or uncertain answer means you should proceed with the third query.
 - a. Yes, if you plan to copy the work.
 - b. Yes, if you plan to use the work as the basis for a new work.
 - c. Yes, if you plan to electronically distribute or publish copies.
 - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio recording.
 - e. Yes, if you plan to publicly display the work.
3. Does your planned use of the work require the copyright owner's permission? A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.
 - a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. See Appendix 1.
 - b. No, if your planned use of the work is within the *library's special rules* exception as defined in 17 U.S.C. §108.
 - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.
 - A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.
 - c. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.
Performances by teachers or students are permitted as part of a teaching activity

in a classroom or instructional setting. All other performances require permission from the copyright owner.

- d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.
- e. No, if you plan to copy and use music for academic purposes, other than performance.
- f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.
- g. Yes, notwithstanding the above, if copies will be consumed during the course. Consumable works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.
- h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.
- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software, DVD products, and/or downloadable files in District-owned equipment. No one may install or download any program on District-owned equipment without the Superintendent or designee's permission.
- k. You must follow licensing agreements applicable to District-owned software and DVD products.
- Licensing agreements with the manufacturer and vendor shall be followed.
 - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software across a network with multiple users unless the applicable license agreement permits.
 - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

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Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

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<u>Favoring Fair Use</u>	<u>Opposing Fair Use</u>
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity – gain of financial rewards from use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting that is fact intensive	<input type="checkbox"/> News reporting with a new perspective or creative flair
<input type="checkbox"/> Used to create something different and new	<input type="checkbox"/> Making a stylized version that retains the core elements of the original work
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

Nature of Copyrighted Work Used

<u>Favoring Fair Use</u>	<u>Opposing Fair Use</u>
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

Amount and Substantiality of Copyrighted Work Used

<u>Favoring Fair Use</u>	<u>Opposing Fair Use</u>
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

Impact on Market of Copyrighted Work (often viewed as the most important factor)

<u>Favoring Fair Use</u>	<u>Opposing Fair Use</u>
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Use could supplant original author's sale for copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs the market/potential market of copyrighted work or derivative work

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<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the Internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

In addition to the defense of fair use, a user of a work may also raise the argument that the expression at issue is not protectable because it is composed of *scènes à faire*, which are elements of work that are so rudimentary, commonplace, standard or unavoidable that they do not distinguish one work in a class from another, and therefore receive no copyright protection. Examples of *scènes à faire* might include:

- Story elements, e.g., an adventure story involving a wizened old mentor to a young upstart
- A horror story featuring an unstoppable killer
- Cliché phrases such as *ruby red lips*

A related concept is the *merger doctrine*, which provides that if an idea can be expressed in only a few limited ways, the expression *merges* with the idea and cannot be protected by copyright. Examples of merger may be:

- An order form for a certain type of product
- The architectural layout of a one-bedroom apartment
- Sweepstakes rules

Like questions of fair use, these issues are likely to be factually intensive and their application can be highly subjective. Consult the board attorney for guidance.

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Appendix 2: Copyright Resource List

U.S. Copyright Office

www.copyright.gov

U.S. Copyright Office Fair Use Index

www.copyright.gov/fair-use/

Copyright Act, as amended, Title 17 of the United States Code

www.copyright.gov/title17/92chap1.html

Copyright and Artificial Intelligence

www.copyright.gov/ai/

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Commented [MM1]: I emailed Mr. Mandell on 4/23/21 seeking consent permission for use and any updates.

Commented [MM2R1]: He has responded to my follow up email on 4/28 that he will get back to me soon.

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Commented [MM3]: Michael and Karis, can you please delete extra lines in the list? Also, please double check my hyperlink changes to make sure they all appear correctly and link?

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Copyright Term and the Public Domain in the United States; updated every Jan. 1.

Cornell University Copyright Information Center

<https://guides.library.cornell.edu/copyright>

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U.S. Copyright Office Circular 21: Reproductions of Copyrighted Works by Educators and Librarians

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www.copyright.gov/circs/circ21.pdf

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Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) www.copyright.gov/circs/circ21.pdf

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TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)

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www.copyright.gov/legislation/pl107-273.pdf

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The TEACH Act: New roles, rules and responsibilities for academic institutions

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<https://library.udel.edu/wp-content/uploads/2023/08/copyright-teach-act.pdf>

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Copyright: Distance Education and the TEACH Act

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www.ala.org/advocacy/copyright/teachact/distanceeducation

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Copyright Crash Course: TEACH ACT

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The University of Texas Libraries

<https://guides.lib.utexas.edu/copyright/teachact>

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WIPO (World Intellectual Property Organization)

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www.wipo.org

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MPAA (Motion Picture Association of America)

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www.mpa.org

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SIIA (Software & Information Industry Association)

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www.siia.net/

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CCC Copyright Clearance Center (Copyright permission for publications worldwide)

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www.copyright.com

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ASCAP (American Society of Composers, Authors and Publishers)

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www.ascap.com

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The Authors Registry (Maintains an extensive directory of authors)

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www.authorsregistry.org

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Copyright & Fair Use (Stanford University Libraries)

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<https://fairuse.stanford.edu/>

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Copyright Society of the USA

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www.copyrightsociety.org

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Crash Course in Copyright

University of Texas Libraries

<https://guides.lib.utexas.edu/copyright>

National Writers Union

www.nwu.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))

www.gutenberg.org

WATCH: Writers and Their Copyright Holders

The University of Texas at Austin

<https://norman.hrc.utexas.edu/watch/>

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? A "no" means you may use the work freely; a "yes" or uncertain answer means you should proceed with the second query.
 - a. No, if it is in the public domain.
 - b. No, if it is a U.S. Government publication.
 - c. No, if it is an idea or method described in copyrighted work.
 - d. The presence of a copyright notice is not determinative.
 - e. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner's exclusive rights? A "yes" or uncertain answer means you should proceed with the third query.
 - a. Yes, if you plan to copy the work.
 - b. Yes, if you plan to use the work as the basis for a new work.
 - c. Yes, if you plan to electronically distribute or publish copies.
 - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
 - e. Yes, if you plan to publicly display the work.
3. Does your planned use of the work require the copyright owner's permission? A "no" means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a "yes" or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.
 - a. No, if your planned use of printed work is within the fair use exception as defined in 17 U.S.C. §107. See Appendix 1.

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- b. ~~No, if your planned use of the work is within the library's special rules exception as defined in 17 U.S.C. §108.~~
- ~~A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.~~
 - ~~A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.~~
- e. ~~No, if your planned use of the work is within the educational performances and displays exception as defined in 17 U.S.C. §110.~~
- ~~Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.~~
- d. ~~No, if you plan to use it in an overhead or opaque projector for instructional purposes.~~
- e. ~~No, if you plan to copy and use music for academic purposes, other than performance.~~
- f. ~~Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.~~
- g. ~~Yes, notwithstanding the above, if copies will be consumed during the course. Consumable works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.~~
- h. ~~Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.~~
- i. ~~You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.~~
- j. ~~You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software, CD-ROM or DVD products, and/or downloadable files in District owned equipment. No one may install or download any program on District owned equipment without the Superintendent or designee's permission.~~
- k. ~~You must follow licensing agreements applicable to District-owned software and CD-ROM or DVD products.~~
- ~~Licensing agreements with the manufacturer and vendor shall be followed.~~
 - ~~Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless the applicable license agreement permits.~~
 - ~~A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.~~

Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair-use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity – gain of financial rewards from <i>(sic)</i> use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academies	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting that is fact intensive	<input type="checkbox"/> News reporting with a new perspective or creative flair
<input type="checkbox"/> Used to create something different and new	<input type="checkbox"/> Making a stylized version that retains the core elements of the original work
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction-based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

Amount and Substantiality of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

Impact on Market of Copyrighted Work (often viewed as the most important factor)

Favoring Fair Use	Opposing Fair Use
--------------------------	--------------------------

<input type="checkbox"/> User owns lawfully-acquired/purchased-copy	<input type="checkbox"/> Use could supplant original author's sale for copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs the market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

In addition to the defense of fair use, a user of a work may also raise the argument that the expression at issue is not protectable because it is composed of *scènes à faire*, which are elements of work that are so rudimentary, commonplace, standard or unavoidable that they do not distinguish one work in a class from another, and therefore receive no copyright protection. Examples of *scènes à faire* might include:

- Story elements, e.g., an adventure story involving a wizened old mentor to a young upstart
- A horror story featuring an unstoppable killer
- Cliché phrases such a *ruby red lips*

A related concept is the *merger doctrine*, which provides that if an idea can be expressed in only a few limited ways, the expression *merges* with the idea and cannot be protected by copyright. Examples of merger may be:

- An order form for a certain type of product
- The architectural layout of a one-bedroom apartment
- Sweepstakes rules

Like questions of fair use, these issues are likely to be factually intensive and their application can be highly subjective. Consult the board attorney for guidance.

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Appendix 2: Copyright Resource List

U.S. Copyright Office
www.copyright.gov

U.S. Copyright Office Fair Use Index

www.copyright.gov/fair-use/

Copyright Act, as amended, Title 17 of the United States Code
www.copyright.gov/title17/92chap1.html

Copyright Term and the Public Domain in the United States; updated every Jan. 1.
copyright.cornell.edu/resources/publicdomain.cfm
Cornell University Copyright Information Center

Circular 21: Reproductions of Copyrighted Works by Educators and Librarians
www.copyright.gov/eires/eire21.pdf
U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) www.copyright.gov/eires/eire21.pdf

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)-
www.copyright.gov/legislation/ph07-273.pdf

The TEACH Act: New roles, rules and responsibilities for academic institutions
www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf

Copyright: Distance Education and the TEACH Act
<http://www.ala.org/advocacy/copyright/teachact/distanceeducation>

Copyright Crash Course: TEACH ACT
<https://guides.lib.utexas.edu/copyright/teachact>
The University of Texas Libraries

WIPO (World Intellectual Property Organization)
www.wipo.org

MPAA (Motion Picture Association of America)
www.mpa.org

Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)
www.permissionsgroup.com

SIIA (Software & Information Industry Association)
www.sii.net/

CCC Copyright Clearance Center (Copyright permission for publications worldwide)
www.copyright.com

ASCAP (American Society of Composers, Authors and Publishers)
www.ascap.com

BMI (Broadcast Music Inc.)
www.bmi.com

SESAC, Inc. (A performing rights organization)
www.sesac.com

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)
www.harryfox.com

The Authors Registry (Maintains an extensive directory of authors)
www.authorsregistry.org

Copyright & Fair Use (Stanford University Libraries)
fairuse.stanford.edu/

Copyright Society of the USA
<https://www.esusa.org> (copy and paste link into browser if clicking doesn't work)

The Copyright (Copyright Registration and Information Resource)
www.benedict.com

Crash Course in Copyright
University of Texas Libraries
copyright.lib.utexas.edu/

Kohn on Music Licensing
www.kohnmusic.com

National Writers Union
www.nwu.org

Poets & Writers, Inc.
www.pw.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))
www.gutenberg.org

WATCH: Writers and Their Copyright Holders
The University of Texas at Austin
norman.hrc.utexas.edu/watch/

LEG. REF.: P.L. 94-553, 90 Stat. 2591
The Copyrights Act, 1976

Administrative Adoption: June 22, 1998

Reviewed: January 24, 2022

Amended: January 12, 2024

Changed numbering to align under the correct policy and content.

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GENERAL PERSONNEL**Instructional Materials and Computer Programs Developed Within the Scope of Employment**

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Definitions

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

Works made for hire - Instructional materials and computer programs (including written, electronic, digital, audio, visual materials and tapes, films, and works of art) when an employee creates them:

1. Within the employee's scope of employment,
2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),
3. Under the District's supervision or control,
4. As a direct result of the employee's duties with the District, and/or
5. Using District resources or facilities.

Proceeds - Profits derived from the marketing or sale of instructional materials after deducting the expenses of developing and marketing these materials.

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Computer program - A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.

Computer - An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.

Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the marketing or sale of works made for hire other than computer programs.

~~An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.~~

Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements.

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development.

~~LEGAL REF.: 17 U.S.C. §101.~~
~~105 ILCS 5/10-23.10.~~

Administrative Adoption: June 22, 1998

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

Amended: January 12, 2026

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GENERAL PERSONNEL

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. -All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 am Sunday to 11:59 pm Saturday. -Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Employees may be suspended without pay in accordance with Board policy, 4210 *Employee Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy, 4860 *ESP Employment Termination and Suspensions*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

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LEGAL REF.: 820 ILCS 105/4a.

29 U.S.C. §201 et seq., Fair Labor Standards Act, ~~29 U.S.C. §201 et seq.~~, 29
C.F.R. Parts 516, 541, 548, 553, 778, and 785.

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

Reviewed: ~~November 30, 2015~~January 12, 2026

Amended: January 12, 2026

PROFESSIONAL PERSONNEL

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

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School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

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School Day

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to provisions in State and federal law.

Evaluation

The District's teacher evaluation will be conducted under the plan developed pursuant to State law.

Assignment and Transfer

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

Dismissal

The District will follow State law when dismissing a teacher.

Employees Represented by the Woodridge Education Association

Other terms and conditions of employment for employees represented by the Woodridge Education Association are provided for in the "Professional Agreement Between the Board of Education and the Woodridge Education Association."

Salary

Teachers shall be paid according to the salaries fixed by the Board, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Administrators

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

Compensation for Substitute Teachers

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

Nursing Mothers

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

LEG. REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
 42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.
 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-~~9596~~, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.
 23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

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

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

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

PROFESSIONAL PERSONNEL

Substitute Teachers

The District may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.
- ~~3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.~~

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in any school year through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training programs. Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 90 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of

the semester, whichever is greater, if, prior to the end of the then current 30 calendar-day-period, the District makes a written request to the ROE for a 30 calendar-day-extension and the extension is granted by the ROE.

Under the direction of the Assistant Superintendent for Human Resources, suitable programs for the training, assigning, orienting and evaluating the work of substitute teachers shall be provided.

LEG. REF.: 105 ILCS 5/10-20.~~67~~68, 5/21B-20(2), 5/21B-20(3) and 5/21B-20(4).

105 ILCS 128/22, School Safety Drill Act

40 ILCS 5/16-118, Ill. Pension Code.

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

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

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

PROFESSIONAL PERSONNEL

Substitute Teachers

Minimum Qualifications of the Substitute Teacher

Substitute teachers are generally required to have one of the following that is valid in Illinois:

1. Professional educator license or professional educator license with stipulations that required a bachelor's degree for issuance
2. Substitute teaching license

Exceptions in 105 ILCS 5/21B-20(2)(E) and (F) allow individuals who do not hold a bachelor's degree to substitute teach in career and technical education classrooms if they hold an educator license with stipulations and such license holds: a career and technical educator endorsement or a provisional career and technical educator endorsement.

Additionally, any individual who serves as a substitute teacher for driver's education must be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(h).

Minimum Qualifications of the Short-Term Substitute Teacher

Short-term substitute teachers must:

1. Hold a valid Short-Term Substitute Teaching License; and
2. Have completed the District's short-term substitute teacher training program.

The District's short-term substitute teacher training program provides short-term substitutes with information on curriculum, classroom management techniques, school safety, and District and building operations. This training program is also available to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License.

Personnel File Requirements

All substitute teachers shall have each of the following documents on file with the District Administrative Office.

1. Completed application for employment and transcript of college credits
2. Evidence of license registration
3. Evidence of physical fitness to perform assigned duties and freedom from communicable disease
4. State and federal tax forms
5. If applicable, Immigration and Naturalization Service, Form I-9
6. Signed *Acknowledgement of Mandated Reporter Status* form provided by DCFS and, if applicable, evidence that the individual completed mandated reporter training within three months of initial employment and at least every three years after that date (required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4)

Contact ISBE, the ROE, or Intermediate Service Center with questions. More information is on the ISBE website, *Substitute Teacher License* at: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

District Responsibilities

1. The Superintendent or designee maintains a list of all substitute teachers in the District Administrative Office.
2. The Superintendent or designee verifies:
 - a. Criminal background check results

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Administrative Adoption: June 22, 1998

Reviewed: ~~October 30, 2024~~ January 12, 2026

Amended: January 12, 2026

PROFESSIONAL PERSONNEL

Student Teachers and Interns

~~The District shall participate in student teacher training programs and intern training program sponsored by approved colleges and universities. It shall be the responsibility of such colleges and universities to make the arrangements for the student teacher training programs.~~

~~It shall be the responsibility of the Superintendent or designee to assign student teachers and to determine the number of student teachers to be placed in the schools at any one time. Precaution shall be taken to ensure that no school or teacher is overburdened.~~ The Superintendent or designee is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or ~~participate in any field experience~~ begin a required internship in the District, the Superintendent or designee shall ensure that:

1. The District performed a ~~complete criminal history records check~~ 105 ILCS 5/10-21.9(g) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A ~~complete criminal history records check pursuant to~~ 105 ILCS 5/10-21.9(g) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth ~~Community Notification Law~~ Registration Act (730 ILCS 154/75-105, ~~amended by 97-154~~).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the ~~Department of Ill.~~ State Police (ISP), to the ~~Department of State Police~~ ISP. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

LEG. REF.: 34 U.S.C. §20901 et seq., Adam Walsh Child Protection and Safety Act, P.L. 109-248.

Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

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

Reviewed: ~~March 23, 2009~~
~~December 1, 2014~~
~~November 30, 2015~~
~~December 5, 2016~~ January 12, 2026

Amended: ~~November 18, 2002~~
~~January 31, 2011~~
~~January 12, 2015~~
~~January 23, 2017~~ January 12, 2026

EDUCATIONAL SUPPORT PERSONNEL

ESP Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. ~~The District shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and~~

~~commercial vehicle drivers~~ New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in applicable Board policy.

LEGAL REF.: 34 C.F.R. §200.58.
 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
 625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.
 23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

Adopted: Woodridge School District 68
 Board of Education
 January 24, 2022

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

Reviewed: January 12, 2026

EDUCATIONAL SUPPORT PERSONNEL

Schedules and Employment Year

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The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, School Board policy, and applicable agreements and shall:

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1. Assign each employee at least one supervisor who will establish a work schedule, including breaks, as required by building or District needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee.

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Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk according to State and federal law.

LEGAL REF.: 29 U.S.C. §§207 and 218d, Fair Labor Standards Act.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Law.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

Adopted: Board of Education
Woodridge School District 68
January 12, 2026

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EDUCATIONAL SUPPORT PERSONNEL**Uniforms for Custodians and Maintenance Employees**

The District shall furnish uniforms each year to all full time custodial and maintenance employees. These employees shall be expected to launder, to care for, and to maintain uniforms in good condition and to be appropriately dressed in uniforms during scheduled working hours.

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

Amended: November 18, 2002

Reviewed: ~~March 23, 2009~~
~~January 13, 2014~~
~~November 30, 2015~~ January 12, 2026

EDUCATIONAL SUPPORT PERSONNEL

Resignation

All educational support personnel who intend to resign or to retire should notify their immediate supervisor in writing. Employees should provide 2 weeks' termination notice except when the best interests of the District require otherwise. In most cases, resigning employees should be permitted to work to their effective resignation date. A resignation notice cannot be revoked once accepted or otherwise acted upon.

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

Amended: ~~November 18, 2002~~

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

Delete this policy and move content to be included in Policy 4860, Employment Termination and Suspensions.

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EDUCATIONAL SUPPORT PERSONNEL

ESP Employment Termination and Suspensions

Resignation and Retirement

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All educational support personnel who intend to resign or to retire should notify their immediate supervisor in writing. Employees should provide two (2) weeks' notice of resignation except when the best interests of the District require otherwise. A resignation notice cannot be revoked once accepted or otherwise acted upon. All educational support personnel who intend to retire should notify their immediate supervisor in writing as far in advance as possible.

Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due

to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

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Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District, and in accordance with any applicable collective bargaining agreement. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

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Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension.

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LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.
 5 ILCS 430 et seq., State Officials and Employees Ethics Act.
 325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
 820 ILCS 105/4a, Minimum Wage Law. LEG. REF.: 105 ILCS 5/10-23.5

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

Reviewed: January ~~13, 2020~~ 12, 2026

Amended: January ~~13, 2020~~ 12, 2026

STUDENTS

Equal Educational Opportunities

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

Sex Equity

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

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

Administrative Implementation

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

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

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

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

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

STUDENTS

Student Assignment and Intra-District Transfer

School Attendance Areas

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

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

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

Transfers Within the District

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

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

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

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

continued enrollment based upon a prior year's decision.

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

Student Assignment to Teachers and Classes

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

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

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

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

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

STUDENTS

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

Age

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

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

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

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Admission Procedure

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

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

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

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

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

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

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

Homeless Children

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

Foster Care Students

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

Transferring In Student Transfers To and From Non-District Schools

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

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

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

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

Transferring Out

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

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

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

LEGAL REF.: 8 U.S.C. §1101 et seq., Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1.
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.

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LEG. REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232.
105 ILCS 5/2-3.13a and 10/8.1.
23 Ill. Admin. Code § 375.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101.
20 U.S.C. § 1400 et seq.
42 U.S.C. § 12101 et seq.
105 ILCS 5/10-20.12, 5/10-22.5a, 5/10-22.6, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, and 5/27-8.1
325 ILCS 55/1 et seq. and 50/1 et seq.

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

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

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

STUDENTS

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

Annual Review

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

Legal Citations

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

Guidance Documents

The following non-regulatory guidance list provides more information:

1. Ill. State Board of Education's annual registration and enrollment guidance document titled *Residency & Enrollment, Immigrant Pupils, Homeless Pupils and School Fees & Waivers*, www.isbe.net/Documents/guidance_reg.pdf;
2. *Dear Colleague Letter: School Enrollment Procedures*, (OCR 05/08/14), www.justice.gov/sites/default/files/crt/legacy/2015/01/07/eldcleng.pdf;
3. *Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents* (revised 05/08/14), www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerqa.pdf; and
4. *Fact Sheet: Information on the Rights of All Children to Enroll in School*, www.justice.gov/sites/default/files/crt/legacy/2014/05/08/plylerfact.pdf.

Transferring In

Steps	Requirements and Actions That Must Be Completed
Compliance with admission eligibility prerequisites in State law and School Board policy	All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and School Board policy on admissions. See Board policy <i>School Admissions and Student Transfers To and From Non-District Schools</i> .
Compliance with the Missing Children Records Act and Missing Children Registration Law	<p>The Building Principal or designee of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. 325 ILCS 55/5(b); 20 Ill.Admin.Code §1290.60(a).</p> <p>If the person enrolling a student fails to comply with the above requirement, the Building Principal or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the matter will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, refer the case.</p> <p>The Building Principal or designee shall immediately report to the local law enforcement authority and the Ill. State Police (ISP) any affidavit explaining the inability to produce a copy of the birth</p>

Steps	Requirements and Actions That Must Be Completed
	<p>certificate that appears inaccurate or suspicious in form or content. 325 ILCS 50/5(b) and 55/5(b).</p> <p>The Building Principal or designee shall, within 14 days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. 23 Ill.Admin.Code §375.75(b); 325 ILCS 50/5(c) and 55/5(c).</p>
Compliance with the Good Standing Requirement	<p>The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed <i>Good Standing Form</i> from that school arrives at the school into which the student is transferring. 105 ILCS 5/2-3.13a.</p> <p>The <i>Good Standing Form</i>, ISBE Form 33-78, available at: www.isbe.net/Documents/33-78_student_transfer.pdf, indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion. 105 ILCS 5/2-3.13a(b).</p> <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. 105 ILCS 5/2-3.13a(b).</p> <p>The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion. 105 ILCS 5/2-3.13a(a).</p> <p>Note: The Board may adopt a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion in an alternative school program established under the School Code. 105 ILCS 5/2-3.13a(a); 5/10-22.6(g). If the Board adopts such a policy, it must allow the consideration of any mitigating factors (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A). 105 ILCS 5/10-22.6(g), amended by P.A. 102-466, <i>a/k/a Ensuring Success in School Law</i>, eff. 7-1-25.</p> <p>If the student is transferring from an Illinois public school, the Building Principal or designee shall refuse to admit the student unless the student can produce a <i>Good Standing Form</i>.</p> <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the Building Principal or designee shall refuse to admit the student unless his or her parent(s)/guardian(s) certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.</p>

Steps	Requirements and Actions That Must Be Completed
Compliance with the School Code and the Illinois School Student Records Act	<p>If a request has not been made, the Building Principal shall request academic transcripts and medical records from the student's former school.</p> <p>The Building Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student's official transcript of scholastic records pursuant to 105 ILCS 5/2-3.13a(a) and 23 Ill.Admin.Code §375.75(i). 105 ILCS 10/8.1.</p> <p>Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS 10/8.1(d); 105 ILCS 70/32. Simultaneous with the enrollment of a child of active duty military personnel, the Building Principal or designee shall request the child's educational records from his or her former school. 105 ILCS 70/32.</p>
Compliance with laws concerning education of homeless children	<p>The Building Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment, in accordance with Board policy <i>Education of Homeless Children</i>. 42 U.S.C. §11432(g)(3)(C)(i) (McKinney-Vento Homeless Assistance Act); 105 ILCS 45/1-20.</p> <p>The Building Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii); 105 ILCS 45/1-10.</p>
Other admission steps	<p>Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.</p> <p>When parent(s)/guardian(s) of a student eligible for special education present a copy of the student's current individualized education program (IEP) to a new school, the student must be placed in a program described in the IEP. 105 ILCS 10/8.1(c); 23 Ill.Admin.Code §226.50(a)(1). If the school does not receive a copy of the student's current IEP or a verbal or written confirmation of the requirements of that IEP from the previous school district when the student is presented for enrollment, the student must be placed in a setting that the District believes will meet the student's needs until a copy of the current IEP is obtained or a new IEP is developed. 23 Ill.Admin.Code §226.50(a)(2).</p> <p>The Building Principal or designee shall administer a Student Home Language Survey, to each student entering the District's schools for the first time. 23 Ill.Admin.Code §228.15(a). ISBE provides Sample Home Language Surveys that are available in English and twenty-nine other languages under the Home Language Surveys tab at: www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx.</p>

Steps	Requirements and Actions That Must Be Completed
	<p>If the Building Principal or designee did not send a request for records to the student's former school or school district, he or she shall send a notification to the school or school district from which the student transferred documenting that the student has enrolled in the school. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p> <p>The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. 105 ILCS 5/22-70. Such students will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed. 105 ILCS 70/33. All course, program, extracurricular, graduation and other placements from the student's former school shall be initially honored if the District has those options, and space is available. 105 ILCS 70/35.</p>

Transferring Out

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

Steps	Requirements and Action That Must Be Completed
	<p>furnish a complete set of unofficial educational records to the extent feasible. 105 ILCS 70/32(a).</p> <p>The Building Principal or designee shall, within 10 days after the student has paid all of his or her outstanding fines and fees and at the school's own expense, forward an official transcript of the scholastic records as defined in 23 Ill.Admin.Code §375.75(i). 105 ILCS 5/2-3.13a(a).</p> <p>The Building Principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for the student's permanent and temporary school records and of his or her right to request a copy of those records. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).</p> <p>If within 150 days after a student leaves a school, the school has not received a request for the student's record, or been presented with other documentation that the student has enrolled in another school, the student is counted in the school's and District's calculation of its annual dropout rate. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p>
Compliance with the Missing Children Records Act and Missing Children Registration Law	<p>The Building Principal or designee of the transferring school must send the student's records within 10 days of receipt of the request, unless the record has been flagged pursuant to the Missing Children Records Act and/or Missing Children Registration Law; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and ISP of the request. 325 ILCS 55/5 and 50/5.</p> <p>If ISP notifies a school of a current or former student's disappearance, the school must flag the student's record so that whenever information regarding the record is requested, the school can immediately report the request to ISP.</p>
Compliance with the Good Standing Requirement	<p>The Building Principal or designee of the transferring school shall send to the school in which the student will or has enrolled a completed <i>Good Standing Form</i> (ISBE Form 33-78 available at: www.isbe.net/Documents/33-78_student_transfer.pdf) and, if a transferring student is currently suspended or expelled, indicate (105 ILCS 5/2-3.13a(a)):</p> <ol style="list-style-type: none"> 1. The date and duration of the suspension or expulsion, and 2. Whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 <i>et seq.</i>), for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school.
Compliance with the Illinois Domestic Violence Act	<p>If a child transferring to another school is a <i>protected person</i> under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of</p>

Steps	Requirements and Action That Must Be Completed
	<p>protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222(f).</p> <p>The Building Principal or designee shall respond to the above request by providing, within 24 hours of the transfer or sooner if possible, written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring. 750 ILCS 60/222(f).</p>
Compliance with requirements for tracking transfer	<p>The Superintendent and Building Principal, or their designees, shall count a student as a dropout in the calculation of a school's and District's annual student dropout rate unless the school or district to which a student transferred sends notification that the student has enrolled in the transferee school or school district. 105 ILCS 5/2-3.13a(c); 23 Ill.Admin.Code §375.75(e).</p>

Administrative Adopted: January 12, 2026

STUDENTS

Residence

Resident Students

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

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

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

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

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

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

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

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

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

Requests for Non-Resident Student Admission

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

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

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

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

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

Challenging a Student's Residence Status

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

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

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

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

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

Students with a Disability

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

Extracurricular Activities, Including Interscholastic Competition

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

Assignment When Enrolling Full-Time in a District School

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

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

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

Homeless Children

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

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

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

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

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

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STUDENTS**Releasing Release Students During School Hours**

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

Early Dismissal Announcement

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

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

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

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

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

STUDENTS

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the ~~Federal U.S.~~ and ~~State Illinois~~ Constitutions and laws for persons of their age and maturity in a school setting.

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

Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

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

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

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

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

STUDENTS

Search and Seizure

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

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

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

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students and Their Personal Effects

~~Authorized school employees and school liaison police officers~~School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there ~~are is a~~ reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex ~~of the student~~, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

School Property

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

Law Enforcement and Assistance

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

Seizure of Property

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

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

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

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

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

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

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

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

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

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Adopted: Board of Education
Woodridge School District

October 25, 1999

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

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

STUDENTS

Agency and ~~Police Interviews~~ Law Enforcement Requests

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

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

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

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

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

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

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

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

e)7) _____

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

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

Reviewed: January 24, 2022 12, 2026

Amended: January 24, 2022 12, 2026

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

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

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

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

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

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

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

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

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

Procedures

- 1) If a government or law enforcement agent (e.g. ICE) arrives at a school:
- 2) Ask the agent to provide their personal drivers license and other credentials. Follow all other rules required of visitors. Escort the ICE agent(s) to a private office.
- 3) Contact the Principal, and if not available, call an administrator on their cell phone.
- 4) The designated administrator will contact the Superintendent or designee.

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

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

ii) Make copies of this documentation for our records.

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

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

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

9) If there is a criminal warrant:

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

10) If there is an ICE administrative warrant:

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

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

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

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Administrative Adoption: October 25, 1999

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

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

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

To be completed by District staff member:

Name of District Staff (Please print)

Title of District Staff Member

Name of District or School Building

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

Name of Agency or Law Enforcement Unit

Contact Name

Contact Number

Badge Number or Identification Number
(Handwritten only, no photocopies)

Title of Law Enforcement Agent

School Visit Location

Date and Time of Visit

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

☐ Warrant

☐ Subpoena

☐ Exigent Circumstances (Please be specific):

☐ Other (*Please be specific*):

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

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

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

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

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

Name of District Office or School Building

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

☐ **Permission Granted** ☐ **Permission Denied**

Date

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

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

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

*Supervisor's Name (*Please print*)* _____

Visitor Time In _____ Visitor Time Out _____

Date

Supervisor's Signature

Administrative Adoption: January 12, 2026

STUDENTS**Freedom of Speech and Expression**

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

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

LEG. REF.: 23 Ill Admin. Code §1.210

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

Amended: October 27, 2003

Reviewed: January 25, 2010
January 13, 2014

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

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STUDENTS

Restrictions on Publications; Elementary Schools

School Sponsored Publications and Web Sites

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

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

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

Non-school Sponsored Publications Accessed or Distributed on Campus

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

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

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

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

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

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

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Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

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

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

Hazelwood v. Kuhlmeier, 408 S.Ct.562484 U.S. 260 (1988).

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

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733393 U.S. 503 (1969).

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

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

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

STUDENT

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

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

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

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

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

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

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

Disciplinary Measures

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

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

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

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

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

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Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

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

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

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

Delegation of Authority

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

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

Student Handbook

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

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

LEGAL REF: 20 U.S.C. §7971 et seq., Pro-Children Act of 2004.
 20 U.S.C. §7961 et seq., Gun Free Schools Act.
 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,
 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100,
5/22-110, 5/24-24, 5/26-12, 5/27-~~23-7240~~, and 5/31-3.
~~105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health~~
~~Education Act.~~
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
 410 ILCS 647/, Powdered Caffeine Control and Education Act.
 430 ILCS 66/, Firearm Concealed Carry Act.
 23 Ill.Admin.Code §§ 1.280, 1.285.

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

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

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

Students

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

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

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

Guidelines for Reports from the District to Local Law Enforcement

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

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

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

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

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

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

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

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

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

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

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

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

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Reviewed: January 23, 2023 January 12, 2026

Amended: January 12, 2026

STUDENTS

Guidelines for Investigating Sexting Allegations

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

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

Glossary of Terms

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

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

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

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

Preparation of Guidelines for Investigating Sexting Allegations

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

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

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Investigation and Management of Sexting Allegations

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

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

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

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Administrative Adoption: January 12, 2026

STUDENTS

Bus Conduct

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

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

School Bus Suspensions

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

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

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

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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

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

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

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

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

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

STUDENTS

Gang Activity

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

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

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

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

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

Amended: ~~_____~~ October 27, 2003

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

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

STUDENTS**Gang Activity Prohibited**

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

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

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

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

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

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

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

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

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

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

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

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

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

Administrative Adoption: October 25, 1999

Amended: January 12, 2026

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

STUDENTS

Behavior Interventions for Misconduct by Students with Disabilities

Behavioral Interventions

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

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

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

Discipline of Special Education Students

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

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

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

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

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

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

STUDENTS

Vandalism

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

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

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

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

Amended: January 12, 2026