

## **INSTRUCTION**

### **Educational Philosophy and Objectives**

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

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

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

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

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

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

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

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

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

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

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

**Kindergarten**

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

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

23 Ill. Admin Code 1.420

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

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

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



## INSTRUCTION

### Curriculum Content

#### Subject Fields

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

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

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

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computer literacy skills that are embedded in the curriculum.

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

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

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

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

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

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

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~~11-13.~~ In all schools, ~~conservation of natural resources must be taught~~environmental education, including instruction on: (a) ~~home ecology~~the current problems and needs in the conservation of natural resources; and (b) ~~endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it~~beginning in the fall of 2026, instruction of climate change.

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

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

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

~~15-14.~~ In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

~~16-15.~~ In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

~~17-16.~~ In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade,



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

~~18.17.~~ In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

~~19.18.~~ In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19<sup>th</sup> century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.

~~20.19.~~ In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### Legal Reference:

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

Adopted: Board of Education  
 Woodridge School District 68



June 26, 2000

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

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

## **INSTRUCTION**

### **School Year Calendar, ~~School~~and Days; Emergency School Closings**

#### School Calendar

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

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

#### School Day

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

#### Commemorative Holidays

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

#### Emergency Closings

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

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

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

Amended: January 13, 202012, 2026

Reviewed: January 13, 202012, 2026



## INSTRUCTION

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

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

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

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

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

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

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

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

## INSTRUCTION

### Extracurricular and Co-Curricular Activities

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

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

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

### Academic Criteria for Participation

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

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

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

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

Reviewed: January 31, 2011 January 12, 2026

## **INSTRUCTION**

### **English Learners**

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

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

### **Parent Involvement**

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



parent Advisory Committee.

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

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

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

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

## **INSTRUCTION**

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

#### Textbook and Instructional Materials- Challenges

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

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

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

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

~~Challenged materials will not be removed from use during the challenge process.~~

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

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

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

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Adopted: Board of Education  
 Woodridge School District 68

June 26, 2000

Amended:

January ~~13, 2025~~ 12, 2026



## **INSTRUCTION**

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

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

#### **Procedure**

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

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

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

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Administrative Adoption: \_\_\_\_\_ June 26, 2000

Reviewed: \_\_\_\_\_ January 23, 2023



6400R1

WOODRIDGE SCHOOL DISTRICT 68  
Woodridge, Illinois

CURRICULUM OBJECTION FORM

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

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

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

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

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

☐ by classroom  
observation

☐ by review

☐ by word-of-mouth

☐  
other \_\_\_\_\_

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

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

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

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

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

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

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

Administrative Adoption: June 26, 2000

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

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

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

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

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

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

Reviewed: January 12, 2026

Amended: January 12, 2026

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## **BOARD OF EDUCATION**

### **Board Committees**

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

### **Special Board Committees**

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

### **Standing Board Committees**

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

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

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

Adopted: Board of Education  
Woodridge School District 68

October 22, 1996

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

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

## **BOARD OF EDUCATION**

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

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

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

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

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

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

Amended: — April 24, 2023

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



## **BOARD OF EDUCATION**

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

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

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

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

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

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

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

I further swear (or affirm) that:

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

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

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

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

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

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in such decisions through ethical and constructive changes;

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

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

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

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

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

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

The Board adopts the *Board Agreed Protocols, which are aligned Illinois Association of School Boards' Code of Conduct for Members of School Boards (Code).*

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

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

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

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

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## **BOARD OF EDUCATION**

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

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

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

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

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

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

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

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

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

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

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

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

| Reviewed: January 12, 2026

## **BOARD OF EDUCATION**

### **Board Member Development**

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

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

The Board shall maintain membership in the Illinois Association of School Boards and the National Consortium of State School Boards Associations (COSSBA).

### **Mandatory Board Member Training**

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

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

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

### **New Board Member Orientation**

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

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

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

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

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

### Candidates

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

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

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

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

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



## **BOARD OF EDUCATION**

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

#### Board Member Compensation Prohibited

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

#### Roll Call Vote

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

#### Regulation of School District Expenses

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

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

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

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

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

#### Advancements

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

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

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

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

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

#### Reimbursements and Purchase Orders

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

#### Credit and Procurement Cards

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

#### Standardized Expense Form(s) Required

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

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

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



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

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

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

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

Adopted: Board of Education  
Woodridge School District 68



October 22, 1996

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

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

## **BOARD OF EDUCATION**

### **Architect Procurement of Architectural, Engineering, and Land Surveying Services**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## School Board

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### Communications To and From the Board

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

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

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

### Board Member Use of Electronic Communications

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

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

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

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#### Board Requests for Information and Action

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

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

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

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

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#### Visits to the Schools

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

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

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

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

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Amended: January 12, ~~2015~~ 2026

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## **BOARD OF EDUCATION**

### **Board Policy Development**

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

#### Policy Development

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

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

#### Policy Adoption and Dissemination

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

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

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#### Board Policy Review and Monitoring

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

#### Superintendent Implementation

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

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

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

Suspension of Policies

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

LEGAL REF.: 105 ILS 5/10-20.5

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

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

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



## **BOARD OF EDUCATION**

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

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

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

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The

Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

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

### **Freedom of Information Officer**

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

### **Definition**

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

### **Requesting Records**

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

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

#### Responding to Requests

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

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

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

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

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

#### Copying Fees

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

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



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

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

#### Provision of Copies and Access to Records

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

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

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

#### Preserving Public Records

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

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

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

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

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

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