

## GENERAL PERSONNEL

### Staff Development

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

#### Abused and Neglected Child Reporting Act (ANCRA) and Erin's Law Training

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The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), ~~School Code, and mandated reporter training and training on the~~ awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 3580, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 4060, *Abused and Neglected Child Reporting*):

- ~~1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.~~
- 2.1 Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
- 3.2 By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), and boundary violations.

#### In-Service Training Requirements

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The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every ~~2-five (5)~~ 5 years ~~thereafter (unless required more frequently by other State or federal law)~~, the in-service training of ~~licensed school personnel and administrators~~ all District staff who work with pupils on:

- 1) Health conditions of students, including but not limited to training on:
  - a) Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
  - b) Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
  - c) The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
  - d) The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
  - e) ~~on e~~Current best practices regarding the identification and treatment of ~~attention deficit-~~

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- ~~disorder and attention deficit hyperactivity disorder; and~~
- f) ~~How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.~~
- 2) ~~the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school-employee-student conduct. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.~~
- 3) ~~Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).~~
- 4) ~~Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).~~
- 5) ~~Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:~~
- a) ~~Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;~~
  - b) ~~Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;~~
  - c) ~~Implementing the District's policies and procedures regarding such youth, including confidentiality; and~~
  - d) ~~Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 5470, *Teen Dating Violence Prohibited*).~~
- 6) ~~Protections and accommodations for students, including but not limited to training on:~~
- a) ~~The federal Americans with Disabilities Act as it pertains to the school environment; and~~
  - b) ~~Homelessness.~~
- 7) ~~Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 4220, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:~~
- a) ~~Teacher-student conduct;~~
  - b) ~~School employee-student conduct; and~~
  - c) ~~Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).~~
- 8) ~~Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).~~

Additional Training Requirements

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In addition, the staff development program shall include each of the following:

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- 1) Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
  - 2) The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
  - 3) For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
  - 4) For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
  - 5) For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
  - 6) For all District staff, annual sexual harassment prevention training.
  - 7) Title IX requirements for training in accordance with 34 C.F.R. §106.8(d) (see Board policy 7265, Title IX Grievance Procedure).
  - 8) Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
  - 9) Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
- ~~The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 5540, *Suicide and Depression Awareness and Prevention*.~~

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The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 5540, *Suicide and Depression Awareness and Prevention*.

It shall be the responsibility of each employee to attend committee meetings, in-service training sessions, workshops, parent-teacher meetings, and other meetings designated by the administration. Employees may be required to annually furnish evidence of professional growth.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.  
105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.  
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
105 ILCS 145/25, Care of Students with Diabetes Act  
105 ILCS 150/25, Seizure Smart School Act.  
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, Good Samaritan Act.  
775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.  
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.  
77 Ill.Admin.Code §527.800.

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LEG. REF.:

~~20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
105 ILCS 5/2-3.60 and 5/10-22.39  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, 7 C.F.R. Parts 210 and 235.  
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-23.12, 5/22-80(h), and 5/24-5.  
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.  
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, Good Samaritan Act.  
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.  
77 Ill.Admin.Code §527.800.~~

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

Amended: ~~January 24, 2022~~ January 13, 2025

Reviewed: ~~January 24, 2022~~ January 13, 2025

## GENERAL PERSONNEL

### -Workplace Harassment Prohibited

#### Statement of Policy

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's or other protected status identified in Board policy 4010, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 7260, *Uniform Grievance Procedure*; 7265, *Title IX Grievance Procedure*; 7270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 5020 *Harassment of Students Prohibited*; 5440, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 5470, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Definition of Sexual Harassment

"Sexual harassment" consists of unwelcome sexual advances; sexual advances to students by staff, whether welcome or unwelcome; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or
1. Submission to or rejection of such conduct is used as the basis for any employment or education decisions affecting such individual; or
2. Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
1. Graphic or suggestive comments about an individual's dress or body;
2. Displaying sexually explicit objects, photographs or drawings;

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3. ~~Unwelcome touching, such as patting, pinching or constant brushing against another's body; or~~
4. ~~Suggesting or demanding sexual involvement of any student or other employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.~~

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees may also report claims using Board policy 7260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 7260, then the Complaint Manager shall process and review the ~~complaint claim~~ according to that policy, in addition to any response required by this policy.

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

**Non-Discrimination Coordinator:**

Dr. William Schmidt  
7925 Janes Ave., Woodridge, IL 60517

(630) 795-6800

**Complaint Managers:**

Dr. Anne Bowers  
7925 Janes Ave  
Woodridge, IL 60517

(630) 795-6830

Dr. William Schmidt  
7925 Janes Avenue  
Woodridge, IL 60517

(630) 795-6800

Investigation Process

~~Supervisors, Building Principals, or administrators~~Any District employee who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. ~~A supervisor or administrator~~Any employee who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972, the Nondiscrimination Coordinator or designee shall consider whether action under policy 7265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 7265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, or 7270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 7260, *Uniform Grievance Procedure*, and/or policy 4220, *Employee Ethics; Code of Professional Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports that Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school

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vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 4060, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 7265, *Title IX Sexual Harassment Grievance Procedure*, or policy 7260, *Uniform Grievance Procedure*.

#### Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing *bona fide* complaints or providing information about harassment is prohibited (see Board policy 7260, *Uniform Grievance Procedure*; *7265, Title IX Grievance Procedure, and 7270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and *depending upon the law governing the complaint*, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

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LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.  
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
Vance v. Ball State Univ., 570 U.S. 421 (2013).  
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).  
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).  
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).  
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).  
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

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LEGAL REF.: ~~— Title VII of the Civil Rights Act of 1964, Section 703~~  
~~Title IX of the Education Amendments, of 1972, 20 U.S.C.~~  
~~Section 1681—et seq.~~  
~~U.S. Equal Employment Opportunity Commission, 29 CRF Part 1604.11~~  
~~U.S. Department of Education, 34 CRF Part 1604.11~~  
~~U.S. Department of Health and Human Services, 45 CRF Part 86.8(b)~~  
~~Illinois Human Rights Act, 775 ILCS 5/2-102(D), 5/2-105~~

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

Amended: ~~January 23, 2023~~ January 13, 2025

Reviewed: ~~January 23, 2023~~ January 13, 2025

## GENERAL PERSONNEL

### Sexual Harassment

#### Investigation and Grievance Procedure

Any individual who believes that he or she has been subjected to sexual harassment may submit a complaint to the Title IX Coordinator in accordance with the following grievance procedures.<sup>1</sup> If the Title IX Coordinator is the alleged harasser, then the complaint shall be submitted to the Superintendent, who shall be responsible for the investigation and grievance procedures contained herein.

#### Complaint:

1. — Any employee wishing to submit a complaint (i.e., the “complainant”) must submit a written statement to the Title IX Coordinator, or alternatively, the Superintendent, in the event that the Title IX Coordinator is the alleged harasser. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within thirty (30) business days (defined as days when the School District’s Administrative Office is open) after the incident or act which gives rise to the complaint, unless the time for submission is extended by the Title IX Coordinator because the complaint has shown good cause for such an extension.
2. — The Title IX Coordinator or his/her designee shall promptly investigate the complaint. The Coordinator/designee shall make all reasonable efforts, including but not limited to, convening a conference with the complainant to discuss the complaint and the results of the investigation, to resolve the matter informally.
3. — Absent willful false reporting, reporting sexual harassment will not reflect adversely upon an individual’s status or affect future employment or work assignments.
4. — The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

<sup>1</sup> If the complainant is a student, see grievance procedure contained in the Board of Education’s Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation Policy.

### Hearing

1. ~~In the event the complaint cannot be resolved informally, the Coordinator will advise the complainant of his/her right to a hearing and the following additional procedures:~~
  - a. ~~The complainant's request for a hearing must be submitted in writing to the Title IX Coordinator within five (5) business days of the complainant's notification of a right to a hearing. A copy of the original complaint shall be attached to the hearing request.~~
  - b. ~~Within ten (10) business days of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal hearing, at which time both the complainant and the individual responsible for the alleged harassment may present testimony and documents relevant to the complaint.~~
  - c. ~~A record of the hearing shall be made and kept. The Coordinator shall be responsible for making the record of the hearing available to the parties upon request.~~
  - d. ~~Within ten (10) business days of the hearing, the Coordinator shall provide the complainant and the Superintendent with written findings on the allegations of the complaint and, if necessary, recommendations for any corrective action. The decision shall specify the grounds upon which the disposition of the complaint was based.~~

### Review

1. ~~If the complainant is not satisfied with the Coordinator's disposition of the complaint, or if the Coordinator fails to provide the complainant with a written decision within the time limits specified in Paragraph 5 above, the complainant may thereafter seek a review of the decision as follows:~~
  - a. ~~The complainant must forward a letter seeking review of the Coordinator's decision to the Superintendent within five (5) business days of the complainant's receipt of the decision. Copies of the original complaint, minutes of the hearing, and the Coordinator's decision shall be attached to the request for review.~~
  - b. ~~The Superintendent may, at his/her discretion, convene a hearing at which the parties may present additional testimony and argument.~~
  - c. ~~Within thirty (30) business days of the filing of the request for review, the Superintendent shall provide the complainant and the Coordinator with a written decision affirming, reversing, or modifying the Coordinator's decision and specifying the grounds upon which the review decision is based.~~

~~The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.~~

~~Employees who believe they have been unlawfully harassed or discriminated against may also file a charge with the Illinois Department of Human Rights. The Department of Human Rights is a State Agency which will investigate the charge without cost to the employee. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the employee with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. Employees may contact the Department of Human Rights at 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312)814-6245 and the Human Rights Commission at 100 West Randolph, 5<sup>th</sup> Floor, Chicago, Illinois 60601, (312)814-6269.~~

#### Discipline

~~Any action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, State and federal law and other applicable Board policies. If a charge is substantiated, the Board will take such disciplinary action as it deems necessary and appropriate, including warning, suspension, or immediate discharge.~~

~~The Board will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge of sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

#### Dissemination

~~The District shall take reasonable measures to assure that District employees are informed of this policy and grievance procedure by inclusion in employee handbooks. A copy is also available at the Administrative Office and all District schools.~~

Administrative Adoption: ~~June 22, 1998~~

Reviewed: ~~November 4, 2002~~

~~March 23, 2009~~

**GENERAL PERSONNEL**

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**Employee Suspension**

The Board has a duty to supervise its employees pursuant to the provisions of The School Code. In accordance with this duty, the Board hereby enacts this Policy to govern suspensions, both with and without pay, of its certified and non-certified employees. This policy is supplemental to all other powers of the Board and does not limit its powers to dismiss, transfer, withhold step increases, or otherwise discipline its employees.

**Suspended With Pay**

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An employee may be suspended by the Board or Superintendent with pay from his or her duties or for any portion of such duties during any Board investigation of conduct constituting disobedience or misconduct or as might otherwise be appropriate for the best interests of the district.

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**Suspended Without Pay**

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An employee may be suspended by the Board or Superintendent without pay from his or her duties or for any portion of such duties for conduct constituting disobedience or misconduct or as might otherwise be appropriate for the best interests of the district.

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Before imposing a suspension without pay, the Superintendent or designee shall meet with the employee, advise the employee of the charges or reasons for which the suspension is being imposed, and provide him/her with an opportunity to respond to the charges.

Any suspension without pay shall not exceed twenty (20) employment days.

**Repayment of Compensation and Benefits**

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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. The Superintendent or designee will notify the employee of this requirement when the employee is suspended.

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LEG. REF.: 105 ILCS 5/24-12.

- 5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.
- 325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
- Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).
- Barszcz v. Cmty College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).
- Massie v. East St. Louis Sch. Dist. No.189, 203 Ill.App.3d 965 (5th Dist. 1990), Cleveland Board of Education v. Loudermill, 105 S. Ct. 1487, (1985), on remand 763 F.2d 202.
- Jones v. Board of Education of Township High School District No. 211, 651 F. Supp. 760 (N.D. Ill. 1986).
- Barszcz v. Board of Trustees of Community College District No. 504, Cook

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~~County 400 F.Supp. 675 (N.D. Ill. 1975);  
Spinelli v. Immanuel Lutheran Evangelical Congregation, Inc. 515 N.E.2d 1222  
(1987)  
Kamrth v. Board of Education of School District 150, 515 N.E.2d 1222 (1987)  
Massie v. East St. Louis School District No. 189, 561 N.E.2d 246 (5<sup>th</sup> Dist. 1990)  
Kearns v. Board of Education of North Palos Elementary School District No. 117,  
390 N.E.2d 148 (1<sup>st</sup> Dist. 1979).~~  
ILCS 430/5-60(b), as amended by P.A. 95-947.

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

Reviewed: ~~November 4, 2002~~  
~~January 13, 2014~~  
~~November 30, 2015~~ January 13, 2025

Amended: ~~March 23, 2009~~ January 13, 2025

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## STUDENTSGENERAL PERSONNEL

### Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. In an effort to provide a safe environment which allows all students to learn, the Board and all employees of the District shall endeavor to insure that effective discipline is implemented in the District. The Superintendent shall ensure that all Teachers, and other certificated licensed educational employees (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): shall (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline. The Board recognizes its responsibility to give reasonable support and assistance to employees with respect to the maintenance of discipline. Employees shall stress the development of discipline and self control on a daily basis. It shall be the responsibility of the employees to communicate to parents serious disciplinary problems and consult with parents regarding the solving of disciplinary problems.

Discipline shall be fair and positive in nature. ~~Prior to the imposition of disciplinary action, appropriate due process procedures shall be observed.~~ School personnel shall not use disciplinary methods that may be damaging to students. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) shall be prohibited in all circumstances. ~~Teachers and other certified employees may use reasonable force as needed to maintain safety for themselves or other students, staff members or other persons from bodily harm or such as it is deemed necessary to protect against property damage.~~ School personnel may only use reasonable force as permitted by 105 ILCS 5/10-20.33.

A teacher may exclude a pupil from a class in accordance with applicable collective bargaining agreement, Board policy, and administrative procedures. ~~period when the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable, provided that the teacher shall have previously given instructions of what behavior is expected and, where possible, given the student fair warning. When a pupil is so excluded by a teacher, when necessary, the student shall be escorted by an adult to the building administrative office. The principal or designee shall seek appropriate action to solve the discipline problem.~~

~~Criminal offenses committed by students shall be reciprocally reported by the school and law enforcement agencies.~~

LEG. REF.: Illinois School Code - Chapter 122  
24-24 Maintenance of Discipline  
10-20.14 Parent-Teacher Advisory  
Committee on Discipline

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

Amended: December 18, 2000  
June 25, 2012

~~May 20, 2013~~January 13, 2025

Reviewed: ~~October 20, 2003~~

~~January 25, 2010~~

~~January 13, 2014~~January 13, 2025



## GENERAL PERSONNEL

### Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible ~~communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue~~ web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities.

~~Examples include~~ This includes, but is not limited to, services such as Facebook, LinkedIn, X (formerly Twitter), YouTube, Snapchat, Threads, Instagram, TikTok, and Discord and blogs.

**Personal technology** - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks.

#### Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for ~~P~~**Professional and A**~~ppropriate C~~**onduct** required by ~~Board~~ policy 4220 *Employee Ethics; Code of Professional Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 4180, *Workplace Harassment Prohibited*; 4100, *Staff Development Program*; 4220, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6420, *Access to Electronic Networks*; 5440, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 4060, *Abused and Neglected Child Reporting*.
6. Comply with policy 4080, *Confidentiality*. This means do not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable

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information about students) or personnel records. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 4160, *Reproduction and Use of Copyrighted Materials*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. The use of social media and personal technology for dual-purposes, such as using a *Facebook* page for both personal and school use, is strongly discouraged.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media, ~~unless the District requests the use of the employee's personal technology or social media for a particular purpose and identifies the content to be accessed~~. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy, subject to any applicable collective bargaining agreements or employment agreements.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 4220, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, commits an acts prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law.

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.  
Ill. Human Rights Act, 775 ILCS 5/5A-102.  
Right to Privacy in the Workplace Act, 820 ILCS 55/10.  
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.  
Garcetti v. Ceballos, 547 U.S. 410 (2006).  
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).  
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

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

Reviewed: ~~June 12, 2023~~ January 13, 2025

Amended: ~~June 12, 2023~~ January 13, 2025

## GENERAL PERSONNEL

### Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, District-paid insurance programs, etc.) will be deducted from the District's compensation liability to the employee. The School Board's intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the District does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may consider beginning dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the ~~employee~~ returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Boards' authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the District's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, ~~an a licensed~~ advanced practice ~~registered nurse~~ ~~nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations~~, or a licensed physician assistant ~~who has been delegated the authority by his or her supervisor to perform health examinations~~ if the examination is job-related and consistent with business necessity.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12102.  
105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.  
Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).  
School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

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

Reviewed: ~~November 30, 2015~~ January 13, 2025

## STUDENTS

### Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, 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 the 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.

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### Sex Equity

No student shall, on the basis of 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 extra curriculum programs and activities.

Any student may file a sex equity complaint by using the 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 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code),

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### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's 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.: Title IX, 20 U.S.C. § 1681; et seq.; 34 C.F.R. Part 106.  
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
Ill. Constitution, Art. I, § 18.  
105 ILCS 5/10-21.3, 5/10-22.5, 5/22-19, 5/10-20.60 (P.A.s 100-29 and 100-163)  
and 5/27-1.  
23 Ill. Admin. Code §§ 1.240, 200.40, and 200.50.  
McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.  
775 ILCS 5/5-101 et seq.

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

Amended:

~~January 11, 2024~~ January 13, 2025

Reviewed:

~~January 11, 2024~~ January 13, 2025

**STUDENTS****Equal Educational Opportunity Grievance Procedure**

1. — Anyone wishing to present an allegation of equal educational opportunities discrimination by the District against a student or students shall present a grievance in writing to the administrator in charge of the building in which the student or students are housed. Equal educational opportunities documentation allegations may be in regards to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.
2. — Within one week (five working days) the administrator named in step #1 will respond in writing to the grievance and will forward copies of both the grievance and the decision to the Superintendent and to the district equity coordinator. If the grievant is not satisfied with the decision of the administrator, the grievant may request that the equity coordinator respond to the grievance.
3. — The equity coordinator shall review the grievance and the decision of the administrator and shall render a written decision within one week (five working days). Copies of the decision shall go to the grievant, the administrator named in step #2, and the Superintendent. If the equity coordinator's decision is not acceptable to the grievant or the administrator named in step #2, either may request that the Superintendent respond to the grievance.
4. — The Superintendent shall review the grievance and the decision of the equity coordinator and shall render a written decision within two weeks (ten working days). Copies of the decision shall be given to the grievant, the administrator and the equity coordinator. If the grievant is not satisfied with the decision rendered by the Superintendent, the decision may be appealed to the local board of education.
5. — Immediately upon receipt from the grievant of written notice of intent to appeal to the Board, copies of the grievance and the decisions at each prior level of review shall be forwarded by the Superintendent to the Board. The Board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within two weeks (ten working days) of the date on which the grievance was heard.
6. — If the grievant is dissatisfied with the Board's decision, appeal may be made first to the Superintendent of the Educational Service Region and finally to the State Superintendent of Schools. (See notice below)

**Notice**

The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. Appeal of decisions rendered at any of the levels of review within the district must be made within three weeks (fifteen working days) of their receipt; appeal outside the District should be made in a timely fashion. The equity coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions.

The equity coordinator for the District is the Assistant Superintendent for Personnel, and may be contacted at 7925 Janes Avenue, Woodridge, IL 60517, or by calling 630-985-7925.

### **Accommodating Breastfeeding Students Who Are Breastfeeding**

The Superintendent or designee shall ensure that students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed an infant. The District's Title IX Coordinator, in consultation with the Building Principal, will implement reasonable accommodations for the nursing mother in a manner that minimizes disruption to the student's education.

Reasonable accommodations for breastfeeding students, include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant child.
2. Permission to bring onto the school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed to due to the student's use of reasonable accommodations for breastfeeding.

### **Complaints**

The District's Complaint Manager or Nondiscrimination Coordinator or designee will process any complaints regarding reasonable accommodations for breastfeeding students in accordance with Board policies 7260, *Uniform Grievance Procedure*, and/or 7265, *Title IX Grievance Procedure*. In those cases where a complainant appeals the Superintendent's decision to the Board, the Superintendent will inform the complainant that he or she may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent, in accordance with 23 Ill.Admin.Code §200.40.

Administrative Adoption: ~~September 10, 2024~~ January 13, 2025



## **STUDENTS**

### **Harassment of Students is Prohibited**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

#### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 7265, *Title IX Grievance Procedure*, and 7260, *Uniform Grievance Procedure*.

#### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Complaint Manager, Building Principal, Associate Principal, Dean of Students, or any employee with whom the student is comfortable speaking. Students may choose to report to a person of the student's same gender.

Reports under this policy will be considered a report under Board policy 7260, *Uniform Grievance Procedure*, and/or Board policy 7265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

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

### Complaint Managers:

Dr. Anne Bowers  
7925 Janes Ave  
Woodridge, IL 60517  
[bowersa@woodridged68.org](mailto:bowersa@woodridged68.org)  
(630) 795-6803

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

The Superintendent shall use reasonable measures to inform staff members and students of this policy, by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook, on the District website, and if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate handbooks, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

### Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. An employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 7265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 7270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under policy 7265, *Title IX Grievance Procedure*, or 7270 *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 7260, *Uniform Grievance Procedure*, and/or 5365, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside

of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 4060, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 7265, *Title IX Grievance Procedure*, or Board policy 7260, *Uniform Grievance Procedure*.

#### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the ~~discipline-behavior~~ policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

#### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 7260, *Uniform Grievance Procedure*; 7265, *Title IX Grievance Procedure*; and 7270 *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEG. REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational 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.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

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

Amended: ~~August 19, 2024~~ January 13, 2025

Reviewed: ~~August 19, 2024~~ January 13, 2025

## **STUDENTS**

### **Health, Dental and Eye Examinations; Immunizations; and Exclusion of Students**

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the IL Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling for the first time in an Illinois school, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice ~~registered nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations~~, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening ~~must be included as is~~ a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of ~~6 months~~ and ~~6 seven~~ years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The IL Department of Public Health (IDPH) will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and HPV related cancers and the availability of the HPV vaccine.
5. The District will provide informational materials regarding influenza, and influenza vaccinations, ~~, meningococcal disease, and meningococcal vaccinations~~ developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).
6. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of

the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

#### Exemptions

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

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 5510, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Students participating in interscholastic athletics shall have an annual physical examination.

#### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

#### Dental

All children in kindergarten and the second and sixth grades are required to have a dental examination by May 15<sup>th</sup> of the current school year in accordance with rules adopted by the IDPH. A school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination or (2) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Eye Examination

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

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

LEG. REF.: [42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.](#)  
[105 ILCS 5/27-8.1 and 45/1-20.](#)  
[410 ILCS 45/7.1, Lead Poisoning Prevention Act.](#)  
[410 ILCS 315/2e, Communicable Disease Prevention Act.](#)  
[23 Ill.Admin.Code §1.530.](#)  
[77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.](#)  
[77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.](#)  
[77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.](#)  
~~[105 ILCS 5/27-8.1](#)~~  
~~[410 ILCS 45/7.1.](#)~~  
~~[105 ILCS 5/27-8.1\(1.10\) and \(2\), as amended by P.A. 95-671.](#)~~  
~~[77 Ill. Admin. Code. §§665.10 and 665.240.](#)~~  
~~[McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.](#)~~

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

Reviewed: ~~January 11, 2021~~ [January 13, 2025](#)

Amended: ~~January 11, 2021~~ [January 13, 2025](#)

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## **STUDENTS**

### **Suspension and Expulsion Procedures**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  - c) That the student's continuing presence in school would either:
    - i) Pose a threat to the safety of other students, staff, or members of the school community, or
    - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5-4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may



be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEG. REF.: 105 ILCS 5/10-20.14, 5/10-22.6  
 Gun Free Schools Act of 1994  
Goss v. Lopez, 95 S.Ct. 729 (1975).  
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

~~CROSS REF.: Board Policy 5360: Discipline and Consequence~~

Adopted: Board of Education  
 Woodridge School District 68  
 October 25, 1999

Reviewed: ~~January 24, 2022~~ January 13, 2025

Amended: ~~January 24, 2022~~ January 13, 2025

## STUDENTS

### Suspension and Expulsion Short-Term Out-of-School Suspension (1-3 days) Form

#### 1. Definitions

- a. ~~Suspension: An exclusion of a student from school, all school activities, and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days. A suspended student is prohibited from being on school grounds.~~
- b. ~~Expulsion: An exclusion of a student from school, all school activities, and/or denial of educational services, to which the student would otherwise be entitled, for a period of more than ten (10) school days not to exceed two calendar years. An expelled student is prohibited from being on school grounds.~~
- e. ~~Gross disobedience and misconduct shall include but is not limited to the following:~~
  1. ~~Carrying or using weapons or any other object that can be used as a weapon.~~
  2. ~~Carrying or using look-alike weapons.~~
  3. ~~Possession or use of narcotics (drugs, and/or controlled substance), look-alike drugs, alcoholic beverages or drug paraphernalia. A "look-alike" drug is defined as 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 or controlled substance, 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 or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.~~
  4. ~~Willfully defacing or damaging school property.~~
  5. ~~Possession or use of tobacco.~~
  6. ~~Forgery or misrepresentation.~~
  7. ~~Profanity or vulgarity.~~
  8. ~~Commission of serious acts of defiance against a teacher, either in action or words.~~
  9. ~~Willful disobedience.~~
  10. ~~Malicious harming of other children.~~
  11. ~~Stealing.~~
  12. ~~Assault of a school district employee.~~
  13. ~~Use or possession of electronic signaling devices such as pagers and cellular phones.~~
  14. ~~Battery against a school district employee.~~

- ~~15. Harassment of a school district employee or student.~~
  - ~~16. Unexcused absenteeism, however the truancy statutes and Board policy will be utilized for chronic and habitual truants.~~
  - ~~17. Involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia.~~
  - ~~18. Harassment of any type including sexual harassment.~~
  - ~~19. Failure to follow the Student Dress Code.~~
  - ~~20. Fighting.~~
  - ~~21. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.~~
  - ~~22. Other acts of misconduct and gross disobedience which are disruptive and/or create a safety hazard to students, staff and/or school property.~~
- ~~d. A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.~~
  - ~~e. For purposes of this regulation, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.~~
- ~~2. Suspension Authority
    - ~~a. The Board authorizes the Superintendent or the principal of any school to suspend a student for gross disobedience or misconduct with the exceptions noted in 6a, b, and c. All suspensions shall be reported immediately by the Principal to the Superintendent.~~~~
- ~~3. Due Process Procedures for Suspensions
    - ~~a. Except as set forth in subparagraph (b) below, prior to the imposition of suspension, the following procedures shall be observed:
      - ~~1. The suspending school official shall give the student oral or written notice of the charges and evidence to support such charges.~~
      - ~~2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official.~~~~~~

- ~~3. The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.~~
- ~~b. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing set forth shall follow as soon as possible.~~
- ~~c. Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive written notice of the following:
  - ~~1. The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.~~
  - ~~2. The beginning date and total number of days of the suspension.~~
  - ~~3. The right to a review of the suspension as set forth in the "Review Hearing Procedures" outlined herein. A request for a review hearing shall be submitted in writing within ten school days, after receipt of the Suspension notice. The review hearing shall be held at time and date mutually convenient to the parties involved.~~~~
- ~~4. Due Process Procedures for Expulsions
  - ~~a. The Board may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the board of education or the board has taken action upon findings submitted by a hearing officer appointed by the board.~~
  - ~~b. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:
    - ~~1. The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.~~
    - ~~2. The time, place, and date of the hearing.~~
    - ~~3. The review hearing procedures set forth in the "Review Hearing Procedures" outlined herein.~~~~
  - ~~c. The hearing shall be held at a time and date mutually convenient to the parties involved.~~
  - ~~d. The District will not utilize traditional suspension or expulsion practices with preschool students who are exhibiting challenging behavior. It is the District's practice to use other methods to better help the student:
    - ~~e. Utilize preschool multi-disciplinary team to screen and evaluate the student.~~
    - ~~f. Partner with the family to develop a collaborative intervention plan.~~
    - ~~g. Identify and utilize community resources to help the student, including a mental health consultation.~~
    - ~~h. Document the steps taken to ensure that the student can safely participate~~~~~~

~~in the preschool program.~~

- ~~i. Create a transition plan, if necessary for the student's well-being.~~
- ~~j. Move the student to a different early childhood setting.~~

#### Review Hearing Procedures

- ~~a. The hearing shall be held in executive session at the request of the parent(s) or guardian(s) or the school administrators.~~
- ~~b. The student shall be afforded the following:
  - ~~1. The right to be represented by counsel (at the expense of the student or parents).~~
  - ~~2. The right to present evidence and call witnesses.~~~~

- e. ~~After a review hearing the Board shall take such action as it finds appropriate.~~
- d. ~~If the Board finds in a hearing on the suspension of a student that the suspension was unjustified or unreasonable, the following procedures shall be followed:~~
  - 1. ~~The student's record shall be expunged of all notations or remarks in regard to the suspension.~~
  - 2. ~~The student's absence(s) shall be recorded as "excused".~~
  - 3. ~~All educational opportunities and services missed by the student shall be afforded. Tutoring shall be provided if requested or deemed necessary.~~

6. ~~Special Education Considerations~~

- a. ~~If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from, a disability as defined in 105 ILS 5/14-1.01 through 14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education, the student may be referred for special education evaluation. The Board will determine whether to affirm the suspension or expel the student on a case by case basis.~~
- b. ~~Special education students whose behavior would otherwise warrant suspension or expulsion:~~
  - 1. ~~Shall not be suspended for a period exceeding 10 days during the course of the school year.~~
  - 2. ~~If expulsion of a special education student is being considered, a multi-disciplinary conference shall be convened during the period of student suspension to determine whether the conduct is a manifestation of the student's disability or whether the student needs to be re-evaluated.~~
    - i. ~~If the conduct at issue is determined to be a manifestation of the student's disability, the student may not be excluded from school for a period exceeding the aggregate of 10 days. Should the multi-disciplinary conference come to this conclusion, the team should also consider whether the student's current IEP is appropriate.~~
    - ii. ~~If the conduct at issue is determined to not be a manifestation of the student's disability, the student may be expelled for the conduct. However, the school shall not cease providing educational services to the special education student during the period of expulsion. Should the multi-disciplinary conference come to this conclusion, the team should also determine how the student will continue to receive educational services during the period of expulsion, if an expulsion should occur.~~

~~3. If the Superintendent believes that a special education student's conduct in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.~~

~~7. Academic Penalty~~

~~The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.~~

~~Legal Reference: 105 ILCS 5/10-22.6  
105 ILCS 5/14.01. et seq.  
23 Ill. Admin. Code Part 226~~

~~Administrative Adoption: December 2, 2002  
January 1, 2020~~

REVIEW HEARING PROCEDURE

1. The hearing shall be held in executive session at the request of the parent(s) or guardian(s) or the school administrators.
2. The student shall be afforded the following:
  - a. The right to be represented by counsel (at the expense of the student or parents).
  - b. The right to present evidence and call witnesses.
3. After a review hearing the Board shall take such action as it finds appropriate.
4. If the Board finds in a hearing on the suspension of a student that the suspension was unjustified or unreasonable, the following procedures shall be followed:
  - a. The student's record shall be expunged of all notations or remarks in regard to the suspension.
  - b. The student's absence(s) shall be recorded as "excused".
  - c. All educational opportunities and services missed by the student shall be afforded. Tutoring shall be provided if requested or deemed necessary.

Administrative Adoption: October 25, 1999  
Reviewed: November 4, 2002  
Amended: March 23, 2009  
September 1, 2019



*Sample of Regular Education Suspension Letter*

(SCHOOL NAME)  
(ADDRESS)  
WOODRIDGE, ILLINOIS 60517  
(PHONE & FAX)

(Date)

Parent Name  
Parent Address  
City, State, Zip Code

RE: (Student Name)

Dear \_\_\_\_\_,

This letter is intended to outline procedures which will be followed concerning the out-of-school suspension of your (son or daughter), Name. The reason for the suspension is as follows:

- (List reason here, usually one or two sentences)

A copy of the specific rules and regulations violated by your (son or daughter) are attached. The External Suspension will be for (# of days), (list days and dates here). (Student name) will return to school on (list date here). During the length of the external suspension, suspended students are not allowed on School District 68 property.

Illinois statute provides the right to a review of the suspension as set forth in the "Review Hearing Procedures" outlined herein. Should you desire a review hearing, a written request should be submitted within ten (10) school days after receipt of the suspension notice to Mr. Jerome Brendel, Superintendent of Schools, 7925 Janes Avenue, Woodridge, Illinois 60517. The review hearing should take place on a date mutually acceptable to all parties involved.

Sincerely,

(Principal Name here)  
Principal

cc: \_\_\_\_\_ C. Skinner  
\_\_\_\_\_ J. Brendel

*Sample of Special Education Suspension Letter*

(SCHOOL NAME)  
(ADDRESS)  
WOODRIDGE, ILLINOIS 60517  
(PHONE & FAX)

(Date)

Parent Name  
Parent Address  
City, State, Zip Code

RE: (Student Name)

Dear \_\_\_\_\_,

This letter is intended to outline procedures which will be followed concerning the out-of-school suspension of your (son or daughter), Name. The reason for the suspension is as follows:

- (List reason here, usually one or two sentences)

A copy of the specific rules and regulations violated by your (son or daughter) are attached. The suspension will be for (# of days), (list days and dates here). (Student name) return to school is pending a Manifestation Determination Meeting and IEP meeting to review appropriateness of goals, services and programs. During the length of the suspension suspended students are not allowed on School District 68 property.

Illinois statute provides the right to a review of the suspension as set forth in the "Review Hearing Procedures" outlined herein. Should you desire a review hearing, a written request should be submitted within ten (10) school days after receipt of the suspension notice to Mr. Jerome Brendel, Superintendent of Schools, 7925 Janes Avenue, Woodridge, Illinois 60517. The review hearing should take place on a date mutually acceptable to all parties involved.

Sincerely,

(Principal Name here)  
Principal

cc: \_\_\_\_\_ C. Skinner  
\_\_\_\_\_ J. Brendel

**Short-Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rule(s) and/or Board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

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

**Rationale for the specific duration of the suspension:**

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

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: *(List explanation below.)*

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

**II. Your child's continued presence at school poses a disruption to other students' learning opportunities.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted. (List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources; e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)

**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the Superintendent).

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

cc: School Board

Administrative Adoption: December 2, 2002

Revised: January 13, 2025

**STUDENTS****Long-Term Out-of-School Suspension (4-10 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
 Student Incident Date

Student handbook rule(s) and/or Board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

Date(s) of suspension: \_\_\_\_\_

Date student is eligible to return to school: \_\_\_\_\_

**Description of incident:** (List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)

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

**Rationale for the specific duration of the suspension:**

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

**It has been further determined that: (At least one of the following must be completed.)**

**I. Your child's continued presence at school poses a threat to school safety of other students, staff, or members of the school community. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: (List explanation below.)**

\_\_\_\_\_

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**II. Your child’s continued presence at school substantially disrupts, impedes, or interferes with the operation of the school.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: (List explanation below.)

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. The following behavioral and disciplinary interventions have been exhausted (List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources: e.g., any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

Students that are suspended out-of-school for 4 or more school days must be provided with appropriate and available support services during the period of suspension. The following support services are available to your child: (Note that this requirement only applies to students who are suspended out-of-school for 4 through 10 school days. List all support services or indicate if no support services are appropriate and available.)

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To discuss this matter, you may contact the Building Principal.

Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the Superintendent).

---

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

cc: \_\_\_\_\_ School Board

Administrative Adoption: January 13, 2025

## STUDENTS UNDER POLICY FOR STUDENT BEHAVIOR

### Drugs, Tobacco, Alcohol – Drug Free Schools

#### A. Policy

The Board finds and determines that the use of illicit drugs, tobacco and the unlawful possession and use of alcohol is wrong and harmful. The Board prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol including anabolic steroids on property of the District or as part of any of its activities. Moreover, no student shall be under the influence of any substance specified herein on school premises or as part of any of its activities. For the purposes of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages. The Board further prohibits the distribution, dispensation, possession or use of drug paraphernalia, look-alike drugs and tobacco on property of the District or as part of any of its activities. All cases of actual use, possession, sale, and distribution of tobacco, alcohol, drugs, drug paraphernalia, controlled substances or look-alike drugs upon school property, or at school sponsored events, traveling to and from school or on school buses, will be reported to the appropriate law enforcement agency.

#### B. Penalties for Violation

Compliance with this policy is a condition of continued enrollment. Consequently, a violation of any aspect of this policy will render students subject to disciplinary action up to and including expulsion or referral for prosecution. Alternatively, if deemed appropriate by the Board under the particular circumstances, a student who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board.

The Board advocates an emphasis on assistance to students who are found to use, possess or sell tobacco, drugs, controlled substances, or alcohol. Therefore, in such cases a parent conference shall be arranged by the principal to develop, if appropriate, a referral for counseling assistance. At the parents expense, such assistance may include, but is not limited to the following: teachers, administrators, counselors, social workers, parents, family physician and outside community resources.

#### C. Dissemination of Information

Students and parents shall be notified of available age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated by the Board.

~~Students and parents shall be provided information about any available drug and alcohol counseling and rehabilitation and re-entry programs which are available in the community to students.~~

~~Students and parents shall be notified at least each school year of the standards of conduct required by this policy, that compliance with those standards is mandatory and of the sanctions set forth in this policy. Students and parents shall be given a copy of this policy each school year.~~

~~LEG. REF.: Drug Free Schools and Communities Act of 1986  
(47 U.S.C. Sec. 3171, et. Seg.), as amended  
Illinois Rev. Stat. 1973, Ch.23, Sec. 2357, 2359~~

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

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



## **STUDENT BEHAVIOR**

### **Student Behavior**

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

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

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

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

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - 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. 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.
  6. Using or possessing an electronic paging device. 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 (c) it

is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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. 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. 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. 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. Teen dating violence, as described in Board Policy 5470.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. 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.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
20. 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. 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. 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, 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.

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.

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. Corporal punishment is defined as 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.

#### 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.

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable

relationship to school shall be expelled for a period of at least one calendar year but not more than two (2) calendar years:

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

The expulsion requirement under either paragraph 1 or 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 or around 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.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. 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 incidents involving battery against staff members to the Ill. State Board of Education

through its web-based School Incident Reporting System as they occur during the year and no later than August 1 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 educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as 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, 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, 5/24-24,  
5/26-12, 5/27-23.7, 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.

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

Reviewed: January ~~22, 2024~~ 13, 2025

Amended: January 22, 2024

## STUDENTS

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

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

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

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

#### Definitions from 105 ILCS 5/27-23.7

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

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



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

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

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

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

### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Non-Discrimination Coordinator or any staff member with whom the

student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Non-Discrimination Coordinator:**

William E. Schmidt  
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schmidtw@woodridge68.org

(630) 967-2033

**Complaint Managers:**

<u>Dr. Anne Bowers</u>	<u>Dr. William Schmidt</u>
<u>2525 Mitchell Drive</u>	<u>7925 Janes Avenue</u>
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<u>630-967-2012</u>	<u>630-967-2033</u>

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.
- 11. Pursuant to State law and policy 7410, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;

- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

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

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

LEG. REF.: 405 ILS 49/1 et seq.  
105ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code § 1.240 and 1.280.

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

Reviewed: ~~August 19, 2024~~ January 13, 2025

Amended: August 19, 2024

## Students

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 11 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 7265, *Title IX Grievance Procedure*. This policy prohibits any person from engaging in sex discrimination, including sexual-based—harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 5020, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 5440, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 5020, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6040, *Curriculum*. This includes incorporating student social and emotional

development into the District’s educational program as required by State law and in alignment with Board policy 6370, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

LEGAL REF.: 105 ILCS 110/3.10.

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

Amended: ~~August 19, 2024~~ January 13, 2025

Reviewed: ~~August 19, 2024~~ January 13, 2025

**STUDENTS****Abused and Neglected Child Reporting Act Requirement**

The State of Illinois requires by law that any employee, student teacher or school volunteer having reasonable cause to believe any child with whom they have direct contact has been subjected to abuse or neglect shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services.

The Board shall establish the necessary rules and regulations through the Superintendent or designee to comply with the intent of the act.

LEG. REF.:— State of Illinois  
Abused & Neglected Child Reporting Act

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

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

## **STUDENTS**

### **Use of Educational Technologies; Student Data Privacy and Security**

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6000, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy ~~6400~~6030, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District adheres to Board policies 6000 and 6400.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

#### **Definitions**

*Covered information* means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

*Operators* are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

*Breach* means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

#### **Operator Contracts**

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 3310, *Purchases*, and shall include any specific provisions required by State law.

#### **Security Standards**

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the



District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by  
34 C.F.R. Part 99.  
05 ILCS 10/, Ill. School Student Records Act.  
105 ILCS 85/, Student Online Personal Protection Act.

Adopted: Board of Education  
Woodridge School District  
January 11, 2021

Revised: January 13, 2025

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## STUDENTS

### Using a Photograph or Video Recording of a Student

#### Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use pictures or videos, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

#### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to not be able to publish a picture with a student identified by name, one of the student's parents or guardians must sign and so indicate on a Parent Permission Form for Field Trips and Photographs and Videos.

#### Pictures of Students Taken By Non-School Agencies

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

Adopted: \_\_\_\_\_ Board of Education  
Woodridge School District 68 \_\_\_\_\_  
March 23, 2009

Amended: \_\_\_\_\_ January 25, 2010

Reviewed: \_\_\_\_\_ January 13, 2014

**Using a Photograph or Video Recording of a Student**

*Distribute to parent/guardian at the time he/she/they register(s) a child for school and/or annually at the beginning of the school year. Return to the Building Principal to be kept in the student's temporary record.*

**Student** \_\_\_\_\_ **School Year** \_\_\_\_\_

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

- **I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.**
- **I DO NOT grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal**

\_\_\_\_\_  
 \_\_\_\_\_  
 Student Name \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Pictures of Students Taken By Non-School Agencies

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

Administrative Adoption: March 23, 2009  
Revised: ~~January 25, 2010~~  
\_\_\_\_\_ ~~January 22, 2018~~ January 13, 2025

## STUDENTS

### Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s), and when applicable, the IL Department of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to opt-out of the release of directory information regarding their child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

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

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

Reviewed: January ~~23, 2023~~ 13, 2025

Amended: January 23, 2023

## **INSTRUCTION**

### **Class Size**

Recognizing that class size is an important factor in providing a quality education, the Board will strive within budgetary limitations to maintain class sizes which provide the best opportunities for all the children of the district to develop their fullest potential. In establishing guidelines for class size the administration and the Board will consider the grade level, the financial condition of the district and available facilities.

The maximum class size shall be as follows:

Kindergarten 25 students  
Grades 1 - 3 28 students  
Grades 4 - 6 30 students

When any K-6 class exceeds the maximum enrollment before the beginning of winter break, a new class shall be added unless the principal and teachers recommend to the Superintendent or designee, a new class not be created. Special circumstances, such as pending student transfers may necessitate a delay in authorization or result in a decision not to authorize the teacher.

When any grade level exceeds the maximum enrollment after the beginning of winter break, an Enrollment Teaching Assistant will be employed in the grade level for the remainder of the school year.

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

Amended: January 14, 2019

Reviewed: ~~January 14, 2019~~ ~~January 23, 2023~~ January 13, 2025

6030\*

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## INSTRUCTION

### Curriculum Development

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#### Adoption

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The Superintendent shall recommend a comprehensive curriculum that is aligned with:

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. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The Illinois State Learning Standards and any District learning standards, and
6. Any required State or federal student testing.

The School Board will consider the Superintendent's recommendation and adopt a curriculum that meets the above criteria.

#### Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

#### Development

The Superintendent shall develop a curriculum review cycle to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

#### Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 20 U.S.C. §1681, Title IX of the Education Amendments of 1972, implemented\*  
by 34 C.F.R. Part 106.

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105 ILCS 5/10-20.8 and 5/10-19.

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Adopted: January 13, 2025.

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## **INSTRUCTION**

### **Curriculum Development Guideliness**

#### **Curriculum Committee**

The Curriculum Committee assists in the District's curriculum planning process and provides the Superintendent with recommendations and supportive summaries. The Committee shall serve in an advisory capacity only.

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The Curriculum Committee will:

1. Engage in two-way communication with teachers in order to address questions and concerns, keep everyone informed, and cooperatively strive for continuous improvement.
2. Provide system wide coordination of curriculum and student learning experiences.
3. Identify and categorize problems related to curriculum.
4. Research instructional methods and curriculum, utilizing available resources.
5. Engage in long-range planning for the continuous improvement of the curriculum.

The Superintendent or designee appoints Committee members and directs the Committee, providing specific tasks and timeframes.

#### **Curriculum Guides and Course Outlines**

Development of guides:

1. Curriculum guides are best developed by the staff and teachers who are to use them.
2. When entire staff participation is not feasible, the Superintendent or designee will direct staff representatives and/or relevant department heads to study, create, and revise the guides.
3. Completed guides will be given to the Superintendent.

Use of guides:

1. Curriculum guides serve as a framework from which teachers will develop units of study, individual lesson plans, and approaches to instruction that will serve students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
2. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, teachers may be given a greater degree of freedom in respect to sequence.
3. In all cases, sufficient latitude shall be permitted to provide teachers with time to teach the current, topical, and incidental issues that add to motivation and meaningful teaching and learning.
4. The Building Principal and/or department heads shall see that optimum use is made of available curriculum guides.

The Curriculum Guide for each major subject area shall, at a minimum, be re-issued at least each time there is an adoption of new textual materials in that subject area in accordance with the "Long-Range Curriculum Renewal Schedule."

6040R-16030R1

Administrative Adoption: June 26, 2000

Amended: March 21, 2005 January 13, 2025

## **INSTRUCTION**

### **Curriculum Content**

#### Subject Fields

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In 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, 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.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. 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, but at minimum of 3 days per 5-day week.

7. 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. 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, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) ~~components necessary to develop a sound mind in a healthy body~~ personal health habits, (d) dangers and avoidance of abduction and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) in grades 6-8, the dangers of fentanyl! The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. 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. 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.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. 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.

12.  
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.

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

17. 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.

17.

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

19. 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.

19.

20. 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.

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#### Extended Instructional Programs

The District may offer various extended instructional programs in accordance with state law and the District's educational philosophy.

#### Introduction/Deletion of Course Offerings

All administrative recommendations regarding the introduction or deletion of course offerings shall include a justification and any resulting staffing or budget changes. All such course offerings shall be subject to Board approval.

#### Changes

The modification of existing instructional methods or materials as specified in the district curriculum guides shall be made only with the prior approval of the central office if those changes supplant rather than supplement those methods or materials. Any proposed change shall be submitted to the Assistant Superintendent for Teaching & Learning by the building principal for review. The Assistant Superintendent shall determine whether the proposed change should be designated as a "curriculum modification request" falling within the scope of this policy and regulation.

#### Guides

Curriculum guides for every major subject area shall be developed and periodically updated by the professional staff under the direction of the Assistant Superintendent for Teaching & Learning or a designate to be used to guide the professional staff in the planning of sequential instructional activities so that the educational experiences of the students form a well-articulated continuum of development from one grade level to the next and from school to school.

Legal Reference: 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.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.

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

Amended: ~~January 22, 2024~~ January 13, 2025

Reviewed: ~~January 22, 2024~~ January 13, 2025

**Instruction****Community Resource Persons and Volunteers**

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. [Volunteers may not be used for office/clerical duties.](#)

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. To assist with academic programs under a certificated teacher's immediate supervision;
3. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the IL. School Crisis Assistance Team Steering Committee;
4. As a guest lecturer or resource person under a licensed teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy regarding *Convicted Child Sex Offender; Screening; Notifications* to establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy regarding *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
720 ILCS 5/12C-50.1.  
730 ILCS 152/101 et seq. and 154/75-105.

ADOPTED: January 22, 2018

AMENDED: [January 23, 2023](#) [January 13, 2025](#)



INSTRUCTION**Instructional Materials**

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All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials. These materials should provide quality learning experiences for students and:

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1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

Adoption: January 13, 2025.

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**INSTRUCTION****Recognition of Religious Beliefs and Customs Teaching About Religions**

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

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

Reviewed: March 21, 2005

Amended: ~~January 31, 2011~~ January 13, 2025

**INSTRUCTION****Seasonal Observances**

~~No religious belief or non-belief shall be promoted by the district or its employees. Seasonal observances of holidays which have both religious and secular significance are acceptable if presented educationally rather than devotionally.~~

~~Music, art, literature and drama having religious themes or bases may be included in school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and/or religious heritage of the particular holiday.~~

~~Seasonal programs and activities serve as a natural outgrowth of a student's educational studies. Educational staff shall be permitted to periodically present programs with the provision that a student or staff member may be excused from participation.~~

~~District employees shall be sensitive to the religious and/or cultural makeup of the school population and should take into account religious and/or cultural diversity in society beyond the local community. Decisions shall always be appropriate to context and reflect overall balance among religious and/or cultural traditions.~~

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

Amended: \_\_\_\_\_ March 21, 2005

Reviewed: \_\_\_\_\_ January 31, 2011

## INSTRUCTION

### Seasonal Observances

1. ~~When presenting a school sponsored activity or program, avoid programs that emphasize a religious message. Present the cultural aspects of the religious holiday and use as the primary criterion the educational value to be derived from preparing and presenting the program.~~
2. ~~When planning such activities or programs, consideration should be given to themes such as the following:
  - a. ~~Seasonal holidays around the world.~~
  - b. ~~Holiday greetings of different lands and peoples.~~
  - c. ~~A historical study of holidays of the world.~~
  - d. ~~Fold music, dances, and customs associated with different cultures.~~~~
3. ~~Caution should be exercised about the amount of classroom time devoted to holiday activities.~~
4. ~~Teachings about religious holidays or religions in general should be objective and should avoid implication the District supports any particular religious doctrine.~~
5. ~~Student performances such as instrumental and vocal concerts may be dedicated to exclusively public and secular holidays. Components of performances may be associated with religious holidays provided the components do not constitute the majority of the program.~~
6. ~~Seasonal programs and activities are to be conducted in a non-devotional setting. The purpose and result of school-sponsored performances may not be the advancement of any religion.~~
7. ~~Appropriate content of any school sponsored activity or program may include the use of historical, cultural, traditional or secular symbols. The use of religious art and symbols, such as the cross, nativity scene (Creche), Star of David, Menorah, crescent, etc., is permitted as a teaching aid or educational resource provided such display is a necessary and intrinsic part of the cultural heritage of the holiday.~~
8. ~~Singing or performances of festive and seasonal songs and dances should be presented for their musical and artistic content with appropriate explanations of their historical and cultural significance.~~
9. ~~Students and staff members who do not wish to participate in school sponsored activities or programs because of religious beliefs must be excused from the activity with no disciplinary action or loss of school credit.~~
10. ~~No student shall be compelled to recognize or observe any holiday in ways contrary to his/her religious beliefs.~~
11. ~~All school sponsored activities and programs must be approved by the superintendent or designee who has authority to prohibit any event which may have the effect of promoting religion.~~

Administrative Adoption: ~~June 26, 2000~~

Reviewed: ~~March 21, 2005~~

## INSTRUCTION

### Teaching About Religions

The following are guidelines for teaching about religions:

1. Instruction must be age appropriate to ensure that students will not believe the District is sponsoring religion.
2. Instruction may expose students to religious views, but may not impose any particular views.
3. Instruction must be informational, not indoctrination.
4. Instruction must be academic, not devotional.
5. Instruction may study what people believe, but may not teach a student what to believe.
6. Instruction should strive for student awareness of a variety of religions, but should not press for student acceptance of any one religion.

Within the parameters of the academic study of religion, teachers may display objects, artifacts and symbols which give form to a variety of religious customs, beliefs, and expressions. Any classroom and school display presented as a part of religious study will meet the following criteria:

1. The display will be exhibited on a temporary basis.
2. The display will be constructed in a manner which presents no endorsement, favoritism, or promotion of a single religion or religious belief.
3. The display will include non-secular as well as secular symbols.
4. The display will include appropriate, descriptive labels attached to the symbols.

Individual student participation in the preparation of a religious study display or a religious holiday display is strictly voluntary. If the display is a class activity, any student who wishes not to participate must be given an alternative assignment.

Administrative Adoption: June 26, 2000

Reviewed: January ~~23, 2023~~ 13, 2025

**INSTRUCTION**

**Using Animals in the Educational Program**

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Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**Animal Experiments**

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Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

**Animal Dissection**

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The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/.

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

Amended: ~~December 18, 2000~~  
~~March 21, 2005~~  
~~January 13, 2014~~ January 13, 2025

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Reviewed: ~~January 31, 2011~~ January 13, 2025

**INSTRUCTION****Instructional Methods – Animals**

~~The use of animals in the classroom requires written approval of the school principal for each use. Because of the potential for allergic reactions by students and staff, all use of animals shall be limited in duration for a specific lesson or unit of instruction if it has been established that none of the students will be medically affected by the presence of the animal(s).~~

~~Animals may not be used for instructional purposes unless the teacher can show that the related instructional objective could not be met without the use of live animals. All such animals must be treated humanely and provided appropriate care before, during and after the lesson and/or unit.~~

~~Administrative Adoption: October 30, 2001~~

~~Reviewed: March 21, 2005~~

## **INSTRUCTION**

### **Field Trips**

Instructional field trips are designed to reinforce and enrich learning by exposing students to experiences outside of the classroom setting. They are an integral part of the curriculum and contribute to the District's educational goals.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) unless otherwise exempted, are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy regarding *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

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

Amended: ~~March 21, 2005~~  
~~January 31, 2011~~  
~~January 11, 2016~~  
~~January 14, 2019~~ January 13, 2025

Reviewed: ~~November 30, 2015~~  
~~December 3, 2018~~ January 13, 2025



**INSTRUCTION****Field Trip Guideliness**

<u>Actor</u>	<u>Action</u>
<u>Teacher(s) or administrator who seeks consent for a school-sponsored trip with students</u>	<p><u>Submits a trip proposal to the Building Principal. The proposal must specifically describe each of the following:</u></p> <ol style="list-style-type: none"> <li><u>1. The trip, including possible dates, location, and experience</u></li> <li><u>2. The trip's educational value</u></li> <li><u>3. Transportation requirements</u></li> <li><u>4. Supervision plans that include, among other things, plans for at least two adult supervisors to be present with every grouping of students</u></li> <li><u>5. The students who will be involved</u></li> <li><u>6. The alternative experience that will be provided non-participating students</u></li> <li><u>7. A summary and evaluation of any previous similar trip</u></li> </ol>
<u>Building Principal</u>	<p><u>Prepares a recommendation for the Superintendent or Board, as appropriate, using the following factors to analyze the trip proposal:</u></p> <ul style="list-style-type: none"> <li><u>Educational value</u></li> <li><u>Distance to be traveled</u></li> <li><u>Location</u></li> <li><u>Travel arrangements</u></li> <li><u>Fees</u></li> <li><u>Parent concerns</u></li> <li><u>Insurance carrier's liability feedback</u></li> <li><u>Safety considerations</u></li> <li><u>Heightened security alerts</u></li> <li><u>Whether trip is an annual event</u></li> </ul>
<u>Appropriate teacher(s) and Building Principal</u>	<p><u>Makes final transportation arrangements.</u></p> <p><u>Recruits parents/guardians for supervisory roles, as appropriate.</u></p> <p><u>Collects signed consent forms and fees from all participating students' parents/guardians.</u></p> <p><u>Makes sure all supervisors have a list of the following:</u></p> <ol style="list-style-type: none"> <li><u>1. Names of all student participants and supervisors</u></li> <li><u>2. Names and specifics of students with special needs</u></li> <li><u>3. Name/phone number of emergency contacts for all students and supervisors</u></li> <li><u>4. Date/time and specific destination of trip</u></li> <li><u>5. Departure/arrival times both to and from destination</u></li> <li><u>6. Name and phone number of transportation company and primary contact in case of emergency</u></li> </ol>

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<u>Actor</u>	<u>Action</u>
	<u>7. Name/phone number of contact at destination</u> <u>8. Once at destination, where to go in case of an emergency</u> <u>9. Make final supervisor assignments and inform all supervisors of their individual assignments</u>
<u>Parent(s)/guardian(s)</u>	<u>Decides whether to consent to their child's participation.</u>  <u>If the student is participating, pays all applicable fees for entry, food, lodging, transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches in accordance with policy 4:140, <i>Waiver of Student Fees</i>.</u>
<u>Teacher(s) or administrator proposing the trip</u>	<u>After a trip, evaluates the trip and provides the Building Principal with the evaluation.</u>

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No field trip may be scheduled unless a "Field Trip Information" form has been submitted to the principal at least one week prior to the date of the planned field trip.

Administrative Adoption: June 26, 2000

Reviewed: ~~March 21, 2005~~ January 13, 2025

Revised: January 13, 2025

**INSTRUCTION****Research**

The Board encourages educational research within the district when the demonstrated purpose is to improve instruction.

Research of experimental projects relating to students, staff, facilities or instructional materials must be approved prior to initiation by the Superintendent or designee who will determine the priority of obtaining parental approval for the research project.

Research projects which are conducted in conjunction with a non-district agency shall be under the direction of the Superintendent or designee. The release of data collected thereby shall be directed by the Superintendent or designee.

The Board shall be notified of any research project relating to students or instructional programs conducted by a non-district agency.

The Board reserves the right to cancel any such research project within the district at any time.

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

Amended: \_\_\_\_\_ March 21, 2005

Reviewed: \_\_\_\_\_ January 31, 2011

## INSTRUCTION

### Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall ~~not exclude students based on the~~ not be conditioned upon the protected classifications identified in School Board policy #5010, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Processes that provide a student's parent(s)/guardian(s) with:
  3. ~~Written N~~notification when their child is eligible for enrollment in accelerated courses;
  - and
  - 2.4. ~~Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's~~their child's participation in the APP; and
  - 3.5. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

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LEGAL REF.: 105 ILCS 5/14A.  
23 Ill.Admin.Code Part 227, Gifted Education.

Adopted: Woodridge School District 68  
Board of Education  
January 22, 2024

Revised: January 13, 2025

## INSTRUCTION

### Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

~~A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.~~

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEG REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.  
Education for Homeless Children Act, 105 ILCS 45/1-1 et seq.  
23 IL.Admin.Code §1.241

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

Reviewed: ~~March 21, 2005~~  
~~January 31, 2011~~  
~~November 30, 2015~~  
~~December 6, 2015~~ January 13, 2025

Amended: ~~January 13, 2014~~  
~~January 11, 2016~~  
~~January 23, 2017~~ January 13, 2025

## Instruction

### Education of Homeless Children

Actor	Action
School Board <b>Preliminary Step</b>	Upon recommendation of the Superintendent, determine whether to expend transportation funds to provide financial homeless prevention assistance to the parents/guardians (or persons who enroll students) of children who are homeless or <i>at risk of becoming homeless</i> , in accordance with the provisions of 105 ILCS 5/29-5 (amended by P.A. 100-332); 105 ILCS 45/1-17 (added by P.A. 100-332). See duties of the Liaison for Homeless Children below for specific eligibility requirements.
Superintendent <b>Preliminary Steps</b>	<p>Serve as or designate an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a Liaison for Homeless Children. 42 U.S.C. §11432(g)(1)(J)(ii).</p> <p>Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)), <i>homeless children and youths</i> means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 U.S.C. §11302(a)(1)). The term includes:</p> <ol style="list-style-type: none"> <li>1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; <del>or are awaiting foster care placement;</del></li> <li>1. <del>Note: Effective 12-10-16,</del> Section §11434a(2) will no longer include children “awaiting foster care placement” within the definition of <i>homeless children and youths</i>.</li> <li>2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 11302(a)(2)(C));</li> <li>3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</li> <li>4. Migratory children (as such term is defined in <del>section 20 U.S.C. §6399 of title 20</del>) who qualify as homeless for purposes of this part because the children are living in clauses (1), <del>(2), or through</del> (3) above.</li> </ol> <p>Under the Ill. Education for Homeless Children Act, 105 ILCS 45/1-5, <i>homeless person, child, or youth</i> includes, but is not limited to, any of the following:</p> <ol style="list-style-type: none"> <li>1. An individual who lacks a fixed, regular, and adequate nighttime place of abode.</li> <li>2. An individual who has a primary nighttime place of abode that is: <ol style="list-style-type: none"> <li>a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);</li> </ol> </li> </ol>

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Actor	Action
	<ul style="list-style-type: none"> <li>b. An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.</li> </ul>
<p>Liaison for Homeless Children</p> <p><b>Duties</b></p>	<p>Review and use the information provided at: <a href="http://www.isbe.net/Pages/Homeless.aspx">www.isbe.net/Pages/Homeless.aspx</a> to become aware of the resources and training materials provided by the Illinois State Board of Education with regard to the education of homeless children. See <a href="http://www2.ed.gov/programs/homeless/legislation.html">www2.ed.gov/programs/homeless/legislation.html</a> for <a href="#">information about federal requirements and technical assistance from the National Center for Homeless Education, funded by the U.S. Dept. of Education's information about federal requirements.</a></p> <p>Ensure that homeless children and youths are identified by school personnel and through coordinated activities with other entities and agencies. 42 U.S.C. §11432(g)(6)(A)(i).</p> <p>Ensure that homeless children and youths enroll in, and have a full and equal opportunity to succeed in District programs. 42 U.S.C. §11432(g)(6)(A)(ii).</p> <p>Ensure that homeless families, children, and youths receive educational services for which they are eligible, and make referrals to health care, dental, mental health, and other appropriate services. 42 U.S.C. §11432(g)(6)(A)(iii)-(iv).</p> <p>Inform parent(s)/guardian(s) of educational and related opportunities available to their children, and provide them with meaningful opportunities to participate in their children's education. 42 U.S.C. §11432(g)(6)(A)(v).</p> <p>Disseminate public notice of the educational rights of homeless children and youths in the location where they receive services (such as schools, family shelters, <a href="#">public libraries</a>, and soup kitchens). 42 U.S.C. §11432(g)(6)(A)(vi).</p> <p>Mediate enrollment disputes to:</p> <ol style="list-style-type: none"> <li>1. Ensure the child/youth is immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;</li> <li>2. Provide the homeless child/youth's parent/guardian with a written explanation of the school's decision regarding school selection or enrollment, including their rights to appeal the decision;</li> <li>3. Complete the dispute resolution process as expeditiously as possible; and</li> <li>4. In the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending resolution of the dispute. 42 U.S.C. §11432(g)(3)(E)(iv) and 42 U.S.C. §11432(g)(6)(A)(vii).</li> </ol> <p>Fully inform the parent/guardian of a homeless child/youth, and any unaccompanied youth, of all transportation services and assist in accessing transportation services. 42 U.S.C. §11432(g)(6)(A)(vii). Convene a meeting with the parent/guardian and teacher of the child if the travel time to a homeless child's school of origin is longer than one hour each way, or</p>

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Actor	Action
	<p>if the travel time is shorter, but the District wishes to evaluate whether such travel is in the best interest of the child's development and education. 105 ILCS 45/1-15.</p> <p>Assist unaccompanied youth in placement/enrollment decisions, consider the youth's wishes in those decisions, and provide notice to the youth of the right to appeal such decisions. 42 U.S.C. §11432(g)(3)(B)(iv).</p> <p>Assist children/youths who do not have immunizations or medical records in obtaining necessary immunizations and/or medical records. 42 U.S.C. §11432(g)(3)(C)(iii).</p> <p>If needed, verify children's homeless status so they may obtain free copies of their birth certificates, in accordance with procedures established by the State Registrar of Vital Records. 410 ILCS 535/25.3, amended by P.A. <del>100-506, eff. 1-1-18</del> 102-1141.</p> <p>Collaborate with State and local social service agencies that provide services to the homeless as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. 42 U.S.C. §11432(g)(5)(A) and (g)(6)(C).</p> <p>Conduct a hardship review whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing; a hardship review should be performed after the passage of 18 months and annually thereafter. 105 ILCS 45/1-25(a-5).</p> <p><u>Make a recommendation to the Superintendent regarding whether the Board should authorize financial homeless prevention assistance for families with children who are homeless or at risk of being homeless.</u> 105 ILCS 5/29-5, <del>amended by P.A. 102-539</del>; 105 ILCS 45/1-17.</p> <p>In those cases where the parties agree it is in the best interest of the child and District to do so, prepare a written housing plan (Plan) to provide financial assistance in an amount that will allow a child who is homeless or <i>at risk of being homeless</i> to remain permanently in his/her home or obtain new housing. <del>Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate.</del> 105 ILCS 45/1-17(a).</p> <p>Before entering into any such Plan, verify that all of the following requirements have been met in order for the District to claim the financial assistance against its State transportation funds:</p> <ol style="list-style-type: none"> <li>1. The District has attempted to provide the financial assistance through its local homeless assistance agency that is part of the McKinney-Vento Homeless Act's continuum of care. 105 ILCS 45/1-17(b).</li> <li>2. The amount of the financial assistance will not exceed the District's</li> </ol>

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Actor	Action
	<p>actual costs for providing transportation for the child. 105 ILCS 5/29-5, <u>amended by P.A. 102-539.</u></p> <p>3. The District is not otherwise claiming the transportation costs in another State or federal grant. 105 ILCS 5/29-5, <u>amended by P.A. 102-539.</u></p> <p>4. If the assistance is to be provided to a child <i>at risk of becoming homeless</i>, the parent/guardian, person who enrolled the child, or unaccompanied minor has provided documented evidence showing that the child's living situation will, within eight weeks, cease to be fixed, regular, and adequate and will result in the child becoming homeless. Acceptable proof includes, but is not limited to: foreclosure notice, eviction notice, utility shut-off or discontinuation notice, or written statement from the parent/guardian, person who enrolled the student, or unaccompanied minor. 105 ILCS 45/1-17(d).</p> <p>Refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent whenever a school denies a homeless child enrollment or transportation, and provide the child or his or her parent/guardian with a written statement of the basis for the denial. 105 ILCS 45/1-25(a).</p>
Parent(s)/guardian(s) <b>Assignment</b>	Choose the child's attendance center between the following options (105 ILCS 45/1-10 controls because it exceeds the rights granted to parent(s)/guardian(s) in federal law): <ol style="list-style-type: none"> <li>Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or</li> <li>Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.</li> </ol> <p>The term <i>school of origin</i> means the school that the child attended when permanently housed or the school in which the child was last enrolled. 42 U.S.C. §11432(g)(3)(I) and 105 ILCS 45/1-5.</p> <p>If the child is attending his/her school of origin, make a good faith effort to provide or arrange for transportation to and from the school of origin, including authorizing relatives, friends, or a program for homeless persons to provide the child with transportation.</p>
Building Principal Where Homeless Student Will be Enrolled <b>Enrollment</b>	Shall immediately enroll the homeless child/youth, even if the child/youth is unable to produce records normally required for enrollment, e.g., previous academic records, medical records, proof of residency, or other documentation. 42 U.S.C. §11432(g)(3)(C)(i) and 105 ILCS 45/1-20. <p>Shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii) and 105 ILCS 45/1-20.</p> <p>If the child/youth needs to obtain immunizations, or immunization or medical records, shall immediately refer the child/youth's parent/guardian to the Liaison for Homeless Children. 42 U.S.C. §11432(g)(3)(C)(iii) and</p>

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Actor	Action
	<p>105 ILCS 45/1-20.</p> <p>Maintain records for the homeless child/youth that are ordinarily kept for students according to District policy and procedure on student school records. 42 U.S.C. §11432(g)(3)(D).</p> <p>Ensure each homeless child/youth is provided services comparable to services offered to other students including the following: 42 U.S.C. §11432(g)(4).</p> <ol style="list-style-type: none"> <li>1. Transportation services;</li> <li>2. Educational services for which the child/youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;</li> <li>3. Programs in vocational and technical education;</li> <li>4. Programs for gifted and talented students; and</li> <li>5. School nutrition programs.</li> </ol> <p>Shall require a parent/guardian of a homeless child/youth, if available, to submit contact information. 42 U.S.C. §11432(g)(3)(H) and 105 ILCS 45/1-20.</p>
<p>Transportation Director and Building Principal Where Homeless Student Will be Enrolled</p> <p><b>Transportation</b></p>	<p>Ensure transportation is provided to a homeless child/youth, at the request of the parent/guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin. 42 U.S.C. §11432(g)(1)(J)(iii); 42 U.S.C. §11432(g)(4)(A). State law, found at 105 ILCS 45/1-15, is superseded by federal law. The term <i>school of origin</i> means the school that the student attended when permanently housed or the school in which the student was last enrolled. 42 U.S.C. §11432(g)(3)(I). Transportation shall be arranged as follows:</p> <ol style="list-style-type: none"> <li>1. If the homeless child/youth continues to live in the area served by the school district in which the school of origin is located, the child/youth's transportation to and from the school of origin shall be provided or arranged by the district in which the school of origin is located.</li> <li>2. If the homeless child/youth's living arrangements in the area served by the district of origin terminate and the child/youth, though continuing his or her education in the school of origin, begins living in an area served by another school district, the district of origin and the district in which the homeless child/youth is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.</li> </ol> <p>42 U.S.C. §11432(g)(1)(J)(iii).</p>
<p><u>Liaison for Homeless Children</u></p> <p><u>Dispute</u></p>	<p><u>If a dispute arises involving any issue related to the homeless status or homelessness-related claim of a child/youth or the child/youth's parent/guardian, attempts to resolve any disagreement. 23 Ill.Admin.Code §1.241(b)(1).</u></p> <p><b>Note: The District must structure dispute resolution as informally</b></p>

Actor	Action
	<p><u>as possible to give a child/youth or the child/youth's parent/guardian any necessary assistance navigating the process. 23 Ill.Admin.Code §1.241((b)(2).</u></p> <p><u>Does not delay enrollment, transportation, or other services before or during dispute resolution; continues providing those services until the conclusion of the dispute resolution process (including any appeals). 23 Ill.Admin.Code §1.241(b)(3).</u></p>
<p>Superintendent or Designee</p> <p><b>Dispute</b></p>	<p>If a dispute arises, shall inform the homeless child/youth's parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.</p> <p>Each Regional Superintendent appoints an ombudsperson to provide resource information and resolve disputes at schools within his or her jurisdiction relating to the rights of homeless children under this Act. 105 ILCS 45/1-25. The Homeless Family Placement Act governs shelter placement. 310 ILCS 85/1 <i>et seq.</i></p>

Adopted: January 22, 2018

Revised: January 13, 2025

## **INSTRUCTION**

### **Student Social and Emotional Development**

Woodridge School District 68 recognizes that a student's social and emotional development is a critical component for overall development, academic readiness and school success. The District's instructional program shall support the Illinois Learning Standards for social and emotional development.

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. The Illinois Learning Standards include three goals for students:

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1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited toThe District holds the following components of its instructional program as priorities for fostering positive social and emotional development:

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1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
3. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
4. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and

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ongoing progress about school climate, students' social and emotional development, and academic performance. Early identification and intervention for those students who may be at risk for learning problems associated with social, emotional or mental health problems.

~~2. Referral and assessment through both school-based and community supports for students who exhibit social and emotional difficulties.~~

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~~4. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.~~

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~~3. 5. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development. Parent and community involvement in promoting learning and social opportunities for the social and emotional growth of the student population.~~

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~~4. 6. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it. Professional development and training for school personnel in social, emotional and academic learning.~~

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~~5. School-wide practices and strategies for age-appropriate social/emotional development and academic performance.~~

The District shall have administrative regulation in place that address supportive services, the referral process and linkages with community agencies.

LEG. REF.: *Children's Mental Health Act of 2003, 405 ILCS 49*

Adopted: Board of Education  
Woodridge School District 68  
August 30, 2004

Reviewed: ~~March 21, 2005~~  
~~January 31, 2014~~ January 13, 2025

Amended: ~~January 25, 2010~~  
~~January 22, 2018~~ January 13, 2025

## INSTRUCTION

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

~~The Board shall approve the use of textbooks and instructional materials in accordance with the Illinois School Code and administrative procedure for curriculum development.~~

~~The Board shall approve textbooks and instructional materials in each major subject area during the selection year for that subject area.— Technology to support teaching and learning shall be an important component of every curriculum development process.~~

#### 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 Privacy*. 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.

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. 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. 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.

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, 5/28-6

Adopted: Board of Education  
Woodridge School District 68



June 26, 2000

| Amended: January ~~23, 2023~~13, 2025

**INSTRUCTION**

**Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by school counselors or licensed educators with a school support personnel endorsement in the area of school counseling.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §1.420(q).

ADOPTED: Board of Education  
Woodridge School District  
January 13, 2025

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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.

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#### 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 Committees composed of Board Members may be created by the Board for specific assignments. When so created, such committees shall be appointed by the President and shall terminate either upon completing their assignments or by a vote of the Board at any time. These committees shall not act in a decision making capacity, but rather make recommendations to the Board. When legally required, Board committee meetings shall comply with the Open Meetings Act.~~

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 offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 5420, *Behavior Interventions with Students With Disabilities*. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.

LEGAL REF.: 5 ILCS 120.

105 ILCS 5/10-20.14 and 5/14-8.05

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

Amended: ~~January 28, 2002~~  
~~January 14, 2013~~ January 13, 2025

Reviewed: ~~December 11, 2007~~ January 13, 2025

## **BOARD OF EDUCATION**

### **Board Member Qualifications**

A School *Board* member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, ~~and~~ certain types of State or federal employment, and conviction of an infamous crime. A child sex offender, as defined in State law, is ineligible for School Board membership.

Examples of incompatible offices are: Board of Review member, City Council member, City Manager, Community College District Trustee, County Board Member, County Engineer, County Zoning Administrator, County Zoning Board of Appeals Member, Educational Labor Relations Board Member, Fire Protection District Trustee, Park District Board Member, Township Assessor, and Township School Trustee.

LEGAL REF.: Ill. Constitution, Art. 2, §¶ 1; Art. 4, §¶ 2(e); Art. 6, §¶ 13(b).  
105 ILCS 5/10-3 and 5/10-10.

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

Revised: January 13, 2025

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## **BOARD OF EDUCATION**

### **Board Member Development**

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

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

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

### **Mandatory Board Member Training**

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

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in: (1) education and labor laws; (2) financial oversight and accountability; (3) fiduciary responsibilities; ~~and~~ (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.

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

Amended: ~~January 22, 2024~~ January 13, 2025

Reviewed: ~~January 22, 2024~~ January 13, 2025

## **School Board**

### **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

#### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

#### **Making a Report or Complaint; Investigation Process**

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 7260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.



### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### **Prevention and Response Program**

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### **Policy Posting and Distribution**

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 5365, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

**Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 7260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.  
105 ILCS 5/22-95 (final citation pending).  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

Adopted: Board of Education  
Woodridge School District  
January 13, 2025

## School Board

### Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin

The District responds to all reports of alleged discrimination and harassment based on an individual's race, color, or national origin in violation of federal law, State law, and/or Board policy. Use this procedure and 7260R, *Guidelines for Investigating Complaints Filed Under Policy 7260, Uniform Grievance Procedure*, to implement the District's response to reports of discrimination and harassment based on a student's, employee's, or community member's race, color, or national origin, as well as any related complaints of retaliation.

#### Training

<b>Actor</b>	<b>Action</b>
Superintendent or Designee	<p>Ensures all District employees receive training on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. Uses the model training program developed by the Ill. Dept. of Human Rights (IDHR) or another training program that includes, at a minimum, the following (775 ILCS 5/5A-103(b), added by P.A. 103-472, eff. 8-1-24):</p> <ol style="list-style-type: none"> <li>1. A primary focus on prevention of discrimination and harassment based on race, color, and national origin and retaliation;</li> <li>2. An explanation of discrimination and harassment based on race, color, and national origin and an explanation of retaliation;</li> <li>3. Examples of conduct that constitute discrimination and harassment based on race, color, and national origin and retaliation;</li> <li>4. An explanation, with examples, of how patterns of conduct can, taken together over time, rise to the level of bullying, harassment, or discrimination;</li> <li>5. An explanation of the difference between discrimination based on disparate treatment and discrimination based on disparate impact;</li> <li>6. A summary of other classes that are protected from harassment and discrimination, and a statement that training intended to improve recognition of discrimination based on race, color, and national origin does not diminish protections under the law for other protected classes;</li> <li>7. An explanation of the difference between harassment as defined under the Ill. Human Rights Act (IHRA) and bullying;</li> <li>8. A summary of relevant federal and State statutory protections and remedies available to victims concerning discrimination</li> </ol>

<b>Actor</b>	<b>Action</b>
	<p>and harassment based on race, color, and national origin, and retaliation, including, but not limited to, a summary of the IHRA's protections from discrimination, harassment and retaliation in the following contexts: (a) students toward other students; (b) teachers and other school employees toward students; (c) students toward teachers and other school employees; and (d) teachers and other school employees toward other teachers and other school employees.</p> <p>9. Directions on how to contact the IDHR if a school fails to take corrective action to stop the harassment or discrimination;</p> <p>10. A summary of responsibilities of schools in the prevention, investigation, and corrective measures of discrimination, harassment, and retaliation, including, but not limited to, explanation of responsibilities in the contexts listed in item #8, above; and</p> <p>11. An explanation of the liability for discrimination, harassment, and retaliation under the IHRA.</p>

#### Reporting

<b>Actor</b>	<b>Action</b>
All District employees	<p>Upon receiving a report of an allegation of discrimination or harassment based on race, color, or national origin, or any other conduct prohibited by Board policy 7270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>:</p> <ol style="list-style-type: none"> <li>1. If applicable, immediately reports a suspicion of child abuse or neglect to the Ill. Dept. of Children and Family Services on its Child Abuse Hotline 1-800-25-Abuse (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY)).</li> <li>2. Promptly forwards the report of the allegation of discrimination or harassment to the District's Nondiscrimination Coordinator or a Complaint Manager.</li> </ol>

#### Investigation

<b>Actor</b>	<b>Action</b>
Nondiscrimination Coordinator or Complaint Manager	<p>Follows the internal complaint process in policy 7260, <i>Uniform Grievance Procedure</i>, and the guidelines in 7260R, <i>Guidelines for Investigating Complaints Filed Under Policy 7260, Uniform Grievance Procedure</i>. In addition, does the following:</p> <p>In the case of an anonymous report, investigates the allegation(s); however, in no case can an anonymous report be the sole basis of disciplinary action against a student or employee. 105 ILCS 5/22-</p>

	<p>95(c)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24.</p> <p>Assigns the Building Principal to investigate allegations of student misconduct, in accordance with this procedure.</p> <p>Permits any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied by a support individual of the person's choice when making a report. 105 ILCS 5/22-95(c)(2) (final citation pending), added by P.A. 103-472, eff. 8-1-24.</p> <p>If a support individual is accompanying a complainant, reminds the support individual that he or she:</p> <ol style="list-style-type: none"> <li>1. May be present for emotional support of the complainant, but may not respond on the complainant's behalf, act as the complainant's advocate, or otherwise disrupt the interview.</li> <li>2. Must abide by school rules for visitors, including Board policy 1500, <i>Visitors to and Conduct on School Property</i>. 105 ILCS 5/22-95(c)(2) (citation pending), added by P.A. 103-472, eff. 8-1-24.</li> <li>3. Is expected to maintain confidentiality.</li> </ol> <p>Informs the complainant that he/she is protected from retaliation and will not suffer adverse consequences as a result of the complaint or investigation. Explains the protection from retaliation does not mean the complainant is exempt from adverse consequences for conduct not related to the investigation. 105 ILCS 5/22-95(c)(6) (final citation pending), added by P.A. 103-472, eff. 8-1-24.</p> <p>When appropriate, offers the complainant the option to resolve allegations directly with the offender, but does not require or unduly influence the complainant to accept this option. 105 ILCS 5/22-95(c)(5) (final citation pending), added by P.A. 103-472, eff. 8-1-24.</p> <p>Based on the findings of the investigation, makes recommendations to the Superintendent regarding remedial interventions and/or disciplinary action. For employees, examples of possible remedial interventions include additional training and restorative justice practices. For students, examples of possible remedial interventions include behavior intervention supports, schedule alterations, assigned seating arrangements, and restorative justice practices.</p>
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Adopted: July 22, 2024