

## COMMUNITY RELATIONS

### Communication with the PublicConnection with the Community

#### Public Relations

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The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Board, in collaboration with the Superintendent or designee, shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Ensure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's goodwill, respect, and trust.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media and community accurately informed.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using District social media accounts, and/or sending to the news media.
2. News conferences, interviews, and official Board or District statements, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Official Board or District statements (other than those made directly to the media) will be made through the District website and/or its social media accounts, at official District events, or through other official communication methods, such as District email or mailings. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

It is the desire and intent of the Board that there be continuous, planned public relations activities for all participants in the school community—for students, for staff, for parents, and for the public at large. These public relations efforts should emanate from both the local school and the District Administrative Office.

Public relations activities should include regular instructional activities, special events, co-curricular activities, accomplishments of students and staff, budget and financial matters, and Board activities.

All matters representing the official position of the District shall be approved by the Superintendent or designee prior to release to the public press. Routine news and information

~~concerning school events, personnel, students, and programs may be released by building principals.~~

Leg. Ref.: 23 Ill. Admin. Codes 1.210.

Adopted: Board of Education  
Woodridge School District  
January 10, 1977

Amended: ~~November 13, 1995~~  
~~December 18, 2000~~ January 13, 2025

Reviewed: ~~November 20, 2006~~  
~~January 30, 2012~~ January 13, 2025

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## COMMUNITY RELATIONS

### Visits to Schools

The Board encourages citizens interested in the educational programs of the District to visit the schools. Prospective visitors are encouraged to call the school office prior to visiting to determine whether or not a class may be on a field trip, is involved in a testing situation, or other activities which are not conducive to the planned visit. Unscheduled visitors may be requested to re-schedule their visit at a more appropriate time. All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge.

Any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside school hours, or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board policy.

Leg. Ref.: ~~105 ILCS 5/24-25~~  
~~Illinois School Code: Section 24-25~~  
~~Persons Entering School Buildings~~

Previously Adopted: ~~January 10, 1977 (Policy 1240)~~

Adopted: ~~Board of Education~~  
~~Woodridge School District~~  
~~November 13, 1995~~

Reviewed: ~~November 30, 2015~~  
~~December 5, 2016~~

Amended: ~~December 18, 2000~~  
~~November 20, 2006~~  
~~January 30, 2012~~  
~~January 11, 2016~~  
~~January 23, 2017~~

**COMMUNITY RELATIONS**

**Visits to the School**

The Principal shall provide in each office a register for all visitors and shall acquaint staff members with procedures to be utilized with visitors.

Administrative Adoption: — November 13, 1995



## COMMUNITY RELATIONS

### Visitors to and Conduct on School Property

For purposes of this policy, “school property” means any District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School property shall also include any school property, ground or street, sidewalk, or public way immediately adjacent thereto and any public right-of-way situated immediately adjacent to school property. This does not include any portion of the highway not actually on school property. A “visitor” is any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

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Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

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The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

In addition to prohibitions in other District policies, no person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

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1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Damage another’s property or that of the District.
3. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
4. Violate any provision of the criminal law of the State of Illinois or local ordinance.
5. Smoke or otherwise use tobacco products.
6. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug; be present when the person’s alcoholic beverage, cannabis, other lawful product or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
7. Unless specifically permitted by State law, possess a weapon, any object that can reasonably



be considered a weapon or looks like a weapon, or any dangerous device.

8. Delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner.)
9. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
10. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, (c) in violation of an authorized District employee's directive or, (d) in violation of State or local law.
11. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
12. Willfully violate other District rules and regulations.
13. Use or possess medical cannabis, unless he or she has complied with policy 5500, Administering Medicine to Students, implementing Ashley's Law.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

As circumstances warrant, appropriate action will be taken by the District's administrators.

#### Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. Please refer to the applicable collective bargaining agreement.

#### Procedures to Deny Future Admission to School Events



Before any person may be denied future admission to athletic and extracurricular school events, the person has a right to a hearing before the Board or Board designated hearing officer. The Superintendent or designee may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the hearing date. The hearing notice must contain:

1. The date, time, and place of the hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

The Superintendent has the discretion to deny future admission for all persons to school property for violation of this policy at all other times.

#### Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act in a civil manner or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Leg. Ref.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
20 U.S.C. §7971 *et seq.*, Pro-Children Act of 2001.  
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

Adopted: Board of Education  
Woodridge School District  
November 13, 1995

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

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



## COMMUNITY RELATIONS

### Classroom Observation Guidelines for Outside Providers Access to Classrooms and Personnel

Access to classrooms and personnel is permitted in limited situations by 105 ILCS 5/14-8.02(g-5). Guidelines follow:

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1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or student. A qualified professional means "an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in this procedure as visitors.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the student. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of the parent(s)/guardian(s) or student is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator's decision shall be final.
3. Visitors must comply with:
  - a. School safety, security, and visitation policies at all times.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
  - c. Board policy 1500, Visitors to and Conduct on School Property. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her child in the child's current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the child by the Individualized Education Program (IEP) team.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or student, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the student, the student's performance, the student's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the student, including interviews of educational personnel, student observations, assessments, tests, or assessments of the student's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the



interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the student's current educational services, program, or placement or to a proposed educational service, program, or placement.

6. Prior to visiting a school, school building, or school facility, a visitor must complete the attached, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*. This form serves to:
  - a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.
7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing the *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes form*.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or student will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release Student Record Information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records and/or information. The visitor will provide this acknowledgment and agreement by completing the form, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
10. The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.

This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other School District designee must facilitate such visit(s) when the student attends a program outside of the District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

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**Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes**

Student name: \_\_\_\_\_ DOB: \_\_\_\_\_

School attending: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview School District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian** (Complete this section if the person making the request is the parent/guardian.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

*Observations are limited to one hour or one class period per school quarter.*

**Independent Evaluator or Other Qualified Professional** (Complete this section if the person making the request is not the parent/guardian.)

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- Teacher, certified in the areas of: \_\_\_\_\_ Illinois certified?  Y  N
- Clinical Psychologist  School Psychologist
- Licensed Clinical Social Worker  Licensed Social Worker
- School Social Worker  Occupational Therapist
- Physical Therapist  Speech/Language Pathologist
- Audiologist  Psychiatrist
- Registered Nurse  Certified School Nurse
- Other qualified professional (list credentials): \_\_\_\_\_

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: \_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_  
Duration: \_\_\_\_\_

Opportunity to interview the following personnel believed to work with the student: \_\_\_\_\_  
Duration: \_\_\_\_\_

Opportunity to interview the student.

I will need more than one hour or one class period for my visit for the following reason(s): \_\_\_\_\_



Student records, as noted in the attached, signed Authorization to Release Student Record Information.

**Acknowledgement** *(To be completed by the person making the access request.)*

I understand that the District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of 6:120-AP2, *Access to Classrooms and Personnel*, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records, information, and/or observations.

Individual Requesting Access Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Verification** *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Adopted: \_\_\_\_\_ January 2023

Revised: \_\_\_\_\_ January 13, 2025

Woodridge School District 68 welcomes the opportunity to collaborate with outside providers in order to meet the needs of students. In many cases, outside providers request the opportunity to visit the classroom in order to observe the educational programming for the child with an IEP. We will make every effort to accommodate such observation requests, but our first priority is maintaining the learning environment for our students, as repeated visits and observations can result in disruptions and distractions to the classroom. Each classroom observation request will be considered on an individual basis based on its purpose, duration, and frequency.

In order to facilitate requests made for school observations in a timely manner, a specific process is utilized by the district. Before scheduling any observation, the district must have a current "Authorization for Exchange of Confidential Information" on file for any outside provider (e.g., therapist, advocate) who wishes to observe or consult. In addition, any observers will be required to sign the Classroom Observation Confidentiality Acknowledgement Form. Requests for observations must be made at least two weeks in advance of preferred visit dates by submitting a Classroom Observation Request Form.



~~We will make every effort to accommodate observation requests. In order to minimize classroom disruptions, observation duration may be limited based on the specific purpose, generally not exceeding one hour, as well as staff availability. A member of the Special Education Department, such as the Case Manager, Psychologist, Social Worker, or administrator, will always accompany visitors. Visits will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the outside provider. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.~~

**~~Classroom Observation Request Form~~**

Date of Request: \_\_\_\_\_

Name of Individual Making Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Name and Title of Observer: \_\_\_\_\_

Purpose of the Observation: \_\_\_\_\_

Preferred Visit Days and Times:-

Contact Information: \_\_\_\_\_

Please submit a paper or electronic copy to the child's teacher.-

**For District Use**

Date Received:-

Authorization for Exchange of Confidential Information on File: Y/N-

Date of Observation:-

Accompanied by:-

Email Notification to Teacher(s) on:-

**Classroom Observation Confidentiality Acknowledgement Form**



I, \_\_\_\_\_, have requested to observe a classroom or program attended by students with disabilities. In exchange for permission to observe, I agree to abide by the following conditions:

~~During the observation, I will not address the teacher or support staff present, interact with students, or otherwise disrupt the teaching and learning.~~

~~During the observation, I will remain in the location directed by the teacher so as to not disrupt the educational process.~~

~~I will not ask questions pertaining to the students in the classroom related to their services, disability, or achievement.~~

~~I will not seek to study or look at work samples from the students during the observation.~~

~~I acknowledge that I cannot disclose any student identifying information to others related to the observation, including a description of the students observed, their educational needs, and/or their performance as demonstrated during the observation).~~

~~I acknowledge that school student record information, including all information related to the student's disability and individualized education plan, is highly confidential information protected by the Family Educational Rights and Privacy Act and the Illinois School Records Act, and that I have no right to access such information for students without permission. To the extent that I glean information related to another student's disability, educational needs, and/or educational program during the observation, I must maintain it in strict confidence.~~

\_\_\_\_\_  
Signature of Observer

\_\_\_\_\_  
Date

## ADMINISTRATION

### Line of Responsibility Chain of Command

~~If the Superintendent is temporarily absent, the succession of authority and responsibility of the office shall follow a succession regulation developed by the Superintendent. The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.~~

If the Superintendent, Building Principal, or other administrator is absent for an extraordinary length of time, the School Board President will call a special Board meeting for the Board to appoint, if necessary, an interim administrator.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer.

Adopted: Board of Education  
Woodridge School District 68  
March 8, 1976

Reviewed: December 11, 2007

Amended: ~~February 23, 1981~~  
~~April 7, 1997~~  
~~January 28, 2002~~  
~~January 14, 2013~~ January 13, 2025



**ADMINISTRATION**

**Line of Responsibility Chain of Command**

In the absence of the Superintendent, the line of responsibility in the district. However:

1. ~~Relative to matters of business, personnel, or instruction; the respective assistant superintendents shall be generally responsible for decision making in their area of responsibility as defined by their job description.~~
2. ~~If the matter of administration is not clearly addressed by any of the separate job descriptions of the assistant superintendents or if the administrative concern overlaps the separate job descriptions, the decision will be made jointly by the assistant superintendents as a committee. This committee shall be chaired by the most senior Assistant Superintendent.~~

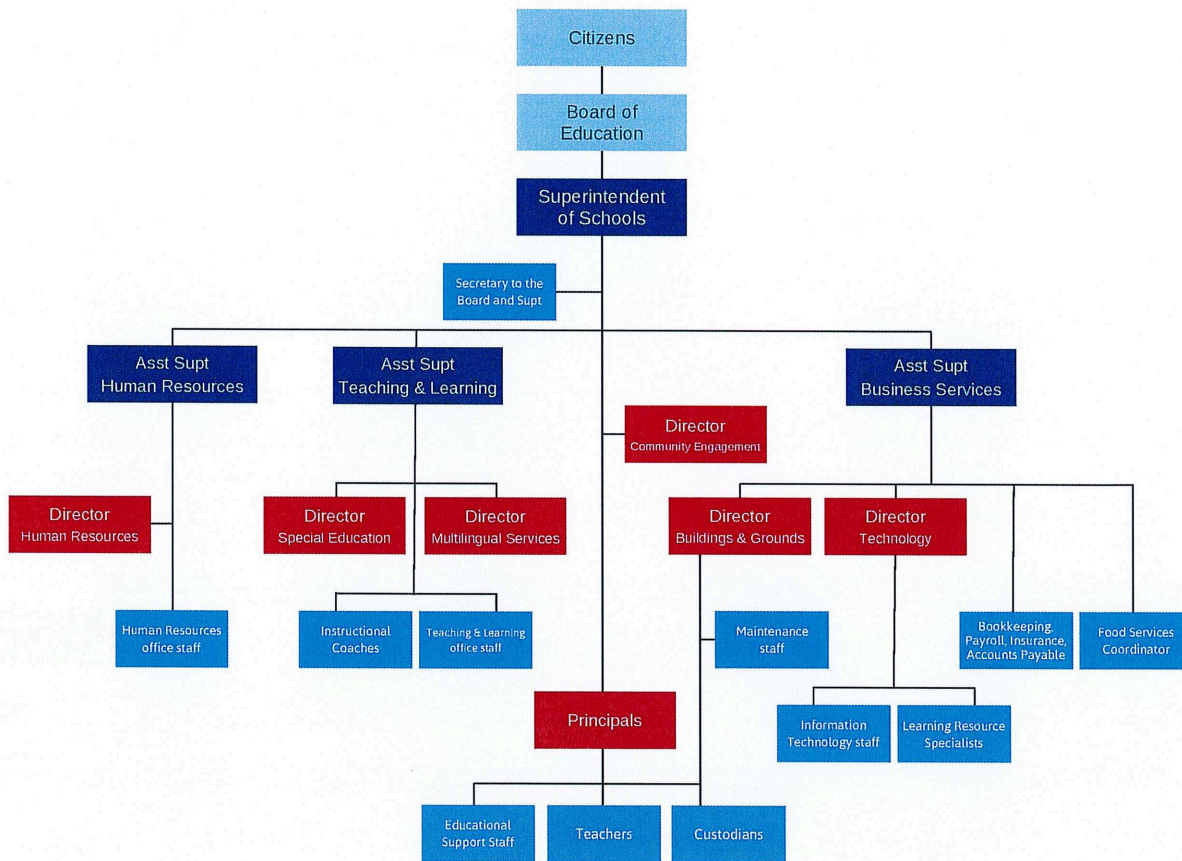
Issued: April 7, 1997

Amended: ~~January 28, 2002~~

~~December 11, 2007~~ DELETE THIS VERSION – SEE/ADD  
ORGANIZATION CHART 2100R1

**ADMINISTRATION**

**Chain of Command**



Issued: April 7, 1997  
 Amended: January 13, 2025



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**BUSINESS**

**Financial Management**

The Board recognizes that sound financial management supports the entire school program. To ensure effective financial management, the Board shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of revenue.
3. Require top quality accounting and reporting procedures
4. Maintain a level of unit expenditure necessary to provide high quality education within the anticipated availability of financial resources.

Legal Ref.: The School Code  
Chapter 105  
Section 2-3.28  
Rules and Regulations of Budget and Accounting Systems  
2-3.27 Budgets and Accounting Practices—Forms and Procedures

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Reviewed: December 4, 2000  
February 27, 2006  
January 30, 2012  
December 5, 2016  
\_\_\_\_\_

## **BUSINESS**

### **Fiscal and Business Management**

The Superintendent, or his/her designee, is responsible for the District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State laws.

Additionally, the Board recognizes that sound financial management practices support the entire school program. Effective financial management shall include best possible budgeting practices, identifying and exploring all potential revenue sources, maintaining effective accounting and record keeping practices, and evaluating and monitoring spending based on available financial resources.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an Authorization for Access to the District's Electronic Network.

### **Budget Planning**

Each January, the Superintendent or designee will develop a proposed budget calendar.

The District's fiscal year is from July 1 until June 30. The Superintendent or designee shall present to the Board, no later than the first regular meeting in August, a proposed budget with appropriate explanation, including any discussion regarding a contingency budget. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational programs. The District's budget shall be entered into the Illinois State Board of Education's *School District Budget Form* (ISBE Form 50-36). To the extent possible, the proposed budget shall be balanced as defined by the Illinois State Board of Education guidelines. The Superintendent or designee shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

### **Proposed Budget Adoption Procedures**

After receiving the tentative budget, the Board will set:

1. The date, place, and time for a public hearing on the proposed budget, and
2. The date, place, and times for the proposed budget to be available to the public for inspection.

The Board Secretary shall make arrangements to publish a notice in a local newspaper stating the date, place and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question or advise the Board regarding the tentative budget.



### Final Budget Adoption Procedures

The Board shall adopt a budget before the end of the first quarter of each fiscal year September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the Illinois State Board of Education; if not balanced, if required, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to Illinois State Board of Education requirements.

The adoption of the budget shall be by roll call vote. The resolution adopting the budget shall be incorporated into the meeting's official minutes. The Board members' names voting yea and nay shall be recorded in the minutes and appropriate signatures shall be placed on the Final Budget document.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget document and budget resolution, and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy, if applicable.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act if applicable; file the Certificate of Tax Levy and associated certifications and resolutions with the County Clerk on or before the last Tuesday in December, as required by law. The Certificate lists the amount of property tax money to be requested for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by Illinois State Board of Education guidelines, and any other financial information to the Illinois State Board of Education in a timely manner according to its requirements.

### Budget and Levy Amendments

Any amendments to the Final Budget or Certificate of Tax Levy shall be made as provided in The School Code and in accordance with the Truth In Taxation Act. The Board may amend the budget by the same procedure as provided for in the original adoption, as required by law.

### Implementation

The Superintendent or designee is responsible for implementing the District's approved budget

and shall provide the Board with a monthly Budget and Program Report for both Revenues and Expenditures. The total amount budgeted as the expenditure in each fund is the maximum amount which may be expended for that category, except when a transfer of funds is authorized by the Board. The Board shall be notified regarding any expense that has the potential to be charged against the contingency budget.

The Board shall act on:

1. all expenditures;
2. all interfund loans;
3. all interfund transfers, transfers within funds; and
4. transfers from the working cash fund or abatements of it, if one exists

Leg. Ref.: 105 ILCS 5/10-17, 5/17-1, 5/17-1.2 and 5/17-11  
35 ILCS 215/6-215/8

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

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

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



## **BUSINESS**

### **Revenue and Investments**

#### Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

#### Investments

The Chief School Business Official (CSBO) shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

#### Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

#### Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts



amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
- ~~4. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.~~
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature more than 270 days, but less not later than three-10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan

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associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.

9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advice regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus or the Illinois Institutional Investment Trust Local Government Investment Pool.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.



- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-~~10-12~~ and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, demand deposit account, interest-bearing



certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District ~~may~~ shall consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA.

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#### Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

#### Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

#### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant

information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

#### Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.  
1. 30 ILCS 238/, Ill. Sustainable Investing Act.  
2. 105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

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

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

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



*ok to delete*

## BUSINESS

### Investment of Funds (Investment Guidelines Document)

#### Philosophy

Investment guidelines are conscious, formal efforts to develop, implement and monitor procedures for the prudent investments of District funds. It is an essential element in communicating to the taxpaying public, the Board's perspective and approach to this very important responsibility.

#### Investment Objectives

The investment activities undertaken by District officials shall be governed by the following specific guidelines:

1. ~~— Safety of Principal — Every District investment will be made with safety as the primary and over-riding concern. Each investment transaction shall ensure that loss of capital, whether from credit or market risk is avoided.~~
2. ~~— Liquidity — Maturity and marketability aspects of District investments should coincide directly with the anticipated cash flow needs of the District.~~
3. ~~— Rate of Return — A secondary objective should be to seek the highest returns on District investments consistent with the preservation of principle and prudent investment principles.~~
4. ~~— Public Trust — The Board and District officials should avoid any investment transaction or practice which in appearance or fact might impair public confidence in the District's stewardship of public funds.~~
5. ~~— Local Issues — The Board and District officials recognize that local financial institutions contribute to the economic development of the community and that investing in local financial institutions, if the local bid is properly secured by adequate collateral (see Section VII), adds to the growth and vitality of the local economy.~~

#### Responsibility

Investments pursuant to these guidelines should be made by the appropriate staff namely the District treasurer, in the office of the Assistant Superintendent for Business, under the supervision of the Superintendent.

#### Allowable Investment Instruments

Various instruments may be used by the District for investment purposes. They are as follows:

1. ~~— Passbook, NOW, Super NOW, and Money Market Accounts at commercial banks, savings and loan associations or investment pools. Rates on these investments are typically variable. Amounts in excess of the \$100,000 FDIC or FSLIC insurance shall be collateralized.~~
2. ~~— Certificates of Deposit at commercial banks, savings and loan associations, and investment pools for a fixed or variable rates. Amounts in excess of the \$100,000 deposit insurance per depositor must be collateralized in advance of the transfer of funds.~~



3. ~~Commercial Paper~~

4. ~~U.S. Government Securities~~ are investments backed by the full faith and credit of the U.S. Government.

~~Investment pools may be used for investment purposes; however, they must adhere to the same set of guidelines and restrictions as all institutions. Examples of investment pools are:~~

~~Illinois School District Liquid Asset Fund Plus (ISDLAF+)  
PMA Financial Network Inc.  
Illinois Public Treasurers Investment Pool  
Bank One Public Finance Division~~

Selection of Financial Institutions

~~Investments made in commercial banks and savings and loan associations must be insured by the FDIC or FSLIC. To be eligible to bid on District funds, commercial banks must have a minimum capital to assets ratio of 5.5% with savings and loan associations needing a minimum ratio of 3.2%. District funds will be invested on a bid basis and invitations to bid will be given to local and selected out of town institutions meeting the above criteria.~~

Qualifications

~~No commercial bank or savings and loan association shall be designated a depository for or otherwise hold District funds unless it has furnished the Board with copies of the most recent sworn statements of resources and liabilities plus the current fiscal year's quarterly statement of condition that the institution is required to file with the State or Federal regulatory authorities.~~

Collateral Requirements

~~All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized by securities backed by the full faith and credit of the U.S. Government or securities representing general obligations of the State of Illinois. Other collateral, such as real estate mortgages, is not acceptable. None of the securities pledged shall mature prior to the maturity relevant investments. For all pledged securities with a maturity in excess of one year, the market value of the time of the investment shall equal or exceed 110% of that portion of the certificate of deposit requiring collateralization.~~

~~Collateral will be held by a third party, such as another financial institution or the Federal Reserve Bank, for the benefit of the District, pursuant to a fully executed custodial or escrow agreement. Verbal confirmation or written evidence of collateral on deposit with the third party shall be provided prior to the investment by the District.~~

Investment Portfolio Reporting Requirement

~~On an annual basis, the District Treasurer should report to the Board overall portfolio performance, any compliance problems with these guidelines and a summary of the monthly detailed investment reports. These monthly detailed investment reports should include type of investment, issuer, interest rate, date of issuance, date of maturity, length of investment, fund from which the investment came, and the total amount of interest realized.~~

~~Leg. Ref.: Illinois Revised Statutes Chapter 85, Paragraph 902 and 903 Investment of Funds~~

~~Issued: May 15, 1995~~

~~Revised: February 27, 2006~~ NO PRESS REGS AND ITS 20 YEARS OLD

*Addressed in Policy 3120* *ok*



**BUSINESS**

**Designated Depositories**

~~The Board shall select a principal designated depository and other depositories for school funds, per requirements of The School Code of Illinois.~~

~~The principal designated depository shall be understood to be that bank wherein full banking services are expected to be rendered.~~

~~The other depositories are for deposits maintained for investment purposes.~~

~~The Treasurer shall not place funds in any depository in excess of 75% of the capital stock and surplus of the bank, unless the collateral pledged is equal to or exceeds the deposit of the District, and only after receipt of written assurance of collateral in the form of U.S. Government Securities held by an Illinois correspondent bank whose assets exceed one billion dollars or the Federal Reserve Bank of Chicago. The collateral pledged to the District shall only be released under the signature of the District Treasurer and designated depository bank officer.~~

~~No charges shall be made to the District for collateral held for the benefit of the District by a designated depository.~~

~~Leg. Ref.: 105 ILCS 5/8-6 Custody of School Funds  
105 ILCS 5/8-7 Only Lawful Custodian of Funds~~

~~Adopted: Board of Education  
Woodridge School District  
May 15, 1995~~

~~Reviewed: December 4, 2000  
January 30, 2012~~

~~Revised: February 27, 2006  
ADDRESSED IN POLICY 3120~~

ok

## BUSINESS

### Tuition Fees

#### Non-Resident Tuition

The Board may approve enrollment of a non-resident student, provided:

1. — Satisfactory arrangements for assessed tuition have been made.
2. — No additional facilities or staff will be needed to accommodate them and the class size will be kept within the desired number.
3. — Individual non-resident student enrollment will be determined on a year-to-year basis. Approval for any one year is not authorization to attend a following year.

Monthly tuition, payable in advance, shall be determined at 1/10 of the per capita cost of the preceding year.

#### Future Residents

The children of families who have signed a contract to buy, build or rent a residence in the District may be enrolled in the district. The student will be allowed to attend school without payment of tuition as long as the family moves into the district within the first 31 calendar days. The Superintendent, or designee reserves the right to extend this timeline for extenuating circumstances.

#### Former Residents

Regularly enrolled children of former residents shall be permitted to complete any school year. At the end of the school year, they shall be classified as non-residents and subject to the rules pertaining to out-of-District residents.

#### Special Education Tuition

The tuition for non-resident pupils assigned to special education cooperative classrooms within the District shall be paid by the resident district of the pupil and such tuition shall be determined by the formula established by the cooperative. A non-resident pupil may attend a District Special Education Site Based Program on a cases by case basis only if approved by the Superintendent, or Designee. The tuition and guidelines will be determined by the two involved district per a written agreement. Approval for any one year is not authorization to attend a following year.



Summer School

Tuition charges for summer school shall be based upon the actual costs incurred in operation, and are not intended to provide a financial profit for the District. Tuition may be waived if it is determined that the family of an individual pupil is indigent or that the educational needs of the pupil require attendance at such courses.

3210  
Page 2 of 2

Leg. Ref.:—The School Code of Illinois  
Chapter 105-10-22.5  
Assignment of Pupils to Schools  
Non-resident Pupils  
Tuition Race Discrimination  
Chapter 105-10-20-12A  
Tuition for Non-resident Pupils  
Chapter 105-18-8  
Summer School  
Chapter 105-10-22.33A  
Summer School

Adopted:—Board of Education  
Woodridge School District  
May 15, 1995

Amended:—December 18, 2000  
November 18, 2002  
January 14, 2019

Reviewed:—February 27, 2006  
—January 30, 2012

**BUSINESS**

**Tuition Fees**

Summer School

The tuition fee may be waived if parents (guardians) submit a state or county aid number, or submit proof that a family is only receiving Social Security disability benefits, or provide certified proof that family income falls below the Federal or Illinois guidelines as provided for the free lunch program.

The form for waiver of fees shall be submitted to the Principal and forwarded to the Business Office.

Issued: \_\_\_\_\_ May 15, 1995

Reviewed: \_\_\_\_\_ February 27, 2006



## **STUDENTS**

### **Residence**

#### **Resident Students**

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

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

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

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

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

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

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

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

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

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

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

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.

2. The student will attend the school designated by the Superintendent or designee.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

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

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

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

#### Challenging a Student's Residence Status

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

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

#### Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.

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



### Students with a Disability

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

### Extracurricular Activities, Including Interscholastic Competition

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

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

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

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

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

### Homeless Children

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.

105 ILCS 45/.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School  
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650  
(Ill.App.1, 1997).

Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

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

Amended: January 24, 2022

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



## **BUSINESS**

### **Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

#### **Standards for Purchasing and Contracting**

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. Contracts shall be approved or authorized by the Board as required by State law or under the following circumstances:

1. All consultant contracts for professional services over \$35,000 in a single year;
2. All multi-year contracts in excess of \$70,000 in a single year, provided that exercising an option year in a multi-year contract shall not be considered a new contract; and,
3. All contracts for capital expenditures in excess of \$100,000 in a single year.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of what is allowed by state law must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, yearbooks, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.



6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 3350, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c)9 to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
  - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.8586.
12. Purchases made with federal or State awards must comply with 2C.F.R. Part 200 and 30 ILCS 708/, as applicable and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.



LEGAL REF.: 2 C.F.R. Part 200  
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-20.86, 5/10-21.9, 5/10-22.34c,  
5/15A-1 et seq., and 5/19b-1 et seq. 5/22-94 and 5/24-5.  
820 ILCS 130/. Prevailing Wage Act  
410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
30 ILCS 708/, Grant Accountability and Transparency Act.

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

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

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

**BUSINESS****District Use of Credit and Procurement Cards**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate. At the request of the Superintendent, a District credit card shall be issued to the Superintendent to be utilized for the purchase of budgeted expenditures. The Board shall be notified of this action.

When the Superintendent is no longer employed with the District, the credit card shall be returned and cancelled.

**Procurement Card**

The Superintendent or designee may approve the issuance of a procurement card to designated staff members to be utilized for the purchase of budgeted expenditures.

When such designated staff member is no longer employed by the District, the procurement card shall be returned and cancelled.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.



5. All cardholders must sign a statement affirming that they are familiar with this policy.

~~6. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.~~

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~~6.7.~~ Cardholders must submit the original, itemized receipt to document all purchases.

~~7.8.~~ No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.

~~8.9.~~ The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.  
23 Ill.Admin.Code §100.70(d).

Adopted: Board of Education  
Woodridge School District 68  
May 15, 1995

Amended: ~~December 18, 2000~~  
~~February 27, 2006~~  
~~January 13, 2014~~ January 13, 2025

Reviewed: ~~March 23, 2009~~  
~~January 30, 2012~~ January 13, 2025

## **BUSINESS**

### **Accounting and Audits**

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

#### Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board Member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

#### Inventories

The Superintendent or designee is responsible for developing and maintaining the inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. The Superintendent, or designee, shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

#### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent, or designee shall review and discuss the Annual Financial Report with the Board before it is submitted.

#### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$1,000-\$5,000 depending on the item and have an estimated useful



life greater than one year. To be considered a capital asset for insurance coverage purposes, a capital item must be at or above a capitalization threshold of \$1,000 and have an estimated useful life greater than one year. The following Capitalization Table should be used when developing the estimated useful life and calculating the depreciation expense for an item using the straight line depreciation method.

<b><u>Capitalization Thresholds:</u></b>	
Land and Land Improvements	\$5,000
Buildings and Building Improvements	\$5,000
Infrastructure and Site Improvements	\$50,000
Equipment and Furnishings	\$2,500
Technology and Software	\$1,000
<b><u>Estimated Useful Lives:</u></b>	
<i>Land and Land Improvements (N/A)</i>	
<i>Buildings and Building Improvements (20-50 years)</i>	
HVAC and Boiler Systems	20-25 years
Roof and Gutter Systems	25-30 years
Electrical and Plumbing Systems	30-50 years
<i>Infrastructure and Site Improvements (20-50 years)</i>	
Parking Lots/Sidewalks/Curbs	20-25 years
Landscaping and Trees	25-30 years
Sewer and Lighting	30-50 years
<i>Equipment and Furnishings (5-20 years)</i>	
Office Equipment	5-15 years
Cars/Trucks	7-10 years
Telephones	10-12 years
Library Books	10-15 years
Tables/Desks/Chairs	10-15 years

Fixtures	15-20 years
<i>Technology and Software (5-10 years)</i>	
Computers	4-5 years
Software	5-7 years
Network Equipment	5-10 years
Technology Infrastructure	8-10 years

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent, or designee, shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District’s convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee’s personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

~~Revolving funds and the petty cash system are established in Board policy 3430, *Petty Cash*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board’s monthly listing of bills indicating the recipient and including an explanation.~~



### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds or fiduciary funds and revolving accounts may be signed by the respective account custodian.

### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

Leg. Ref.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/10-21.4, and 5/17-1 et. Seq.  
[Ill. Rev. Stat., ch.105 &&2-3.27, 2-3.28, 10-21.4 abd 17-1 et.seq]  
23 Ill Adm. Code, ch. 110 and 125

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Reviewed: ~~January 11, 2024~~January 13, 2025

Amended: ~~January 11, 2024~~January 13, 2025

**BUSINESS****Checklist Internal Controls**

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented. This includes:
  - No check is issued without pre-approved documentation for the expenditure pursuant to the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.
  - No bank account is opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number without pre-approved documentation.
  - No credit or procurement card is assigned to an individual without pre-approved documentation. All use of a credit or procurement card must be in compliance with Board policy, *Use of Credit and Procurement Cards*, and administrative procedure, *Controls for the Use of District Credit and Procurement Cards*.
  - Every receipt to and expenditure from a revolving fund and a petty cash fund are supported with clear documentation and otherwise comply with Board policies *Payment Procedures*, and *Accounting and Audits*.
  - A record is made of all checks issued and all payments made by credit or procurement cards that includes descriptive information sufficient to allow assignment of the appropriate code.
2. Financial records and data must be accurate and complete. This includes:
  - Data entries are timely made.
  - Cash handling is properly recorded.
  - Checks are sequentially numbered and missing checks are accounted for.
  - Financial reporting deadlines are followed.
3. Accounts payable must be accurate and punctual. This includes:
  - Payments are made on a timely basis.
  - A thorough explanation is provided for any over/underpayments.
  - Payroll and benefits are reviewed and continually updated.
4. District ~~property~~ assets must be protected from loss or misuse. This includes:
  - Valuable technology assets are safeguarded from theft or loss.
  - A backup and recovery system is developed for electronic systems.
  - Only authorized individuals have access to various systems.
  - Passwords are kept secure and frequently changed.
  - Keys are kept secure and accounted for.
  - District property is not *borrowed* or otherwise used for private purposes.



- District personal property having a monetary value (excluding, for example, trash, out-dated equipment, consumed consumables, and spoilage) is discarded only with the Board's prior approval.
- 5. Incompatible duties should be segregated, if possible. This includes:
  - Transaction approval is separated from disbursement approval duties so that no single individual controls all phases of the claim payment process.
  - Reconciliation of checking accounts and credit cards is performed by an individual who does not have check-writing authority, and if possible, by someone who does not record checks and credit card payments in the District's books.
  - Other controls are used if segregation of duties is impossible.
- 6. Accounting records are periodically reconciled. This includes:
  - All accounts are balanced monthly.
  - All statements from checking accounts and credit cards are reconciled monthly.
  - Expenses are verified against receipts.
  - Out-of-balance conditions are investigated.
- 7. Equipment and supplies must be safeguarded. This includes:
  - Inventories are periodically taken and inspections are frequently made.
  - A reliable record is kept identifying what technology assets have been provided to specific employees.
  - Access to supplies is limited and controlled.
- 8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
  - Responsibilities match job descriptions.
  - If required by State law, staff members are appropriately bonded.
  - Staff members are held accountable for complying with Board policies and administrative processes or procedures that have been established to safeguard the District's financial condition.
  - Staff members are appropriately trained and evaluated.
  - Staff members are encouraged to notify their supervisors or the Superintendent of risks, losses, and/or concerns.
- 9. Any unnecessary weaknesses or financial risks must be promptly corrected. This includes:
  - Internal control concerns raised by the District's independent auditor in connection with the annual financial audit are properly addressed.
  - Internal or external auditors are annually engaged to assess risk and/or test existing internal controls for those areas not included within the scope of the annual financial audit; concerns are promptly addressed.

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Amended: ~~October 30, 2024~~ January 13, 2025

## BUSINESS

### Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 3410, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.  
23 Ill.Admin.Code §100.70.

### Petty Cash

At each school a petty cash fund shall be established by the Superintendent or designee. The petty cash fund shall be under the direction of the Principal.

The petty cash fund shall be used only by authorized personnel to purchase minor items for school use.

Upon request of a Principal, the Superintendent or designee shall reimburse the petty cash fund, according to expenditures which must be receipted on petty cash vouchers.

Leg. Ref.: ~~The School Code of Illinois~~  
~~Chapter 105-10-20.19 Payment of Orders~~



Adopted: Board of Education  
Woodridge School District  
May 15, 1995

Amended: ~~December 18, 2000~~ January 13, 2025

Reviewed: February 27, 2006  
~~January 30, 2012~~ January 13, 2025

**BUSINESS****Petty Cash**

Reimbursement from petty cash funds to authorized personnel will be documented as follows:

1. ~~Cash receipt containing the following information:~~
  1. ~~Name and address of vendor~~
  2. ~~Date of purchase~~
  3. ~~Description of items~~
  4. ~~Unit cost~~
  5. ~~Total cost~~
  6. ~~Acknowledgment of cash payment received~~
  7. ~~Signature of purchaser~~
  
2. ~~A copy of the petty cash voucher, identifying the purchase to which related, and signed by the person receiving reimbursement.~~

Administrative Adoption: ~~May 15, 1995~~

Reviewed: ~~February 27, 2006~~



**BUSINESS**

Facilities Use

School facilities are available to nonprofit organizations and other governmental agencies that serve residents of the District and having at least one District resident as an officer/agent of the group during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

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Persons on school premises must abide by the District's conduct rules at all times. The Board may grant the use of its buildings and grounds to nonprofit organizations and other governmental agencies that serve residents of the District and having at least one District resident as an officer/agent of the group.

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All equipment of the school must be used at the location of the facilities, and there may be a charge for such use. The facilities will be made available on a first-come, first-serve basis. Dates for use of the facilities must be cleared through the District Office and Rental Request, Certificate of Insurance, and Rental Agreement must be submitted to the District's Office at a minimum of one calendar week in advance

The Board shall approve a schedule of fees for the use of school facilities and shall charge a custodial and/or maintenance/set up fee, if needed, unless the custodian or maintenance staff, is normally on duty during the time of the activity, and no additional time to support the facility use is required.

The use of school facilities shall normally be without cost to the following organizations on days when school is in session:

Employee groups, PTO, Girl or Boy Scout organizations,  
Governmental agencies that serve residents of the District,  
Woodridge Park District, groups sponsored by the YMCA, the  
Woodridge Athletic Association, Friends of the Library, school  
sponsored organizations and other youth orientated organizations  
as approved by the Superintendent or designee.

All (other) organizations, including churches using school facilities for church services or persons granted the use of schools for individual purposes, shall assume the scheduled fee and cost of such additional staff services as may be required.

A custodian must be present during the activity, unless waived by the District. Security or supervision may be required at the discretion of the school district based on the nature of the activity and the risks posed to the school district facilities.

Adopted: Board of Education

Woodridge School District  
June 26, 2000

Reviewed: ~~December 4, 2000~~  
~~March 23, 2009~~  
~~January 30, 2012~~  
~~November 30, 2015~~  
~~December 5, 2016~~ January 13, 2025

Amended: ~~February 27, 2006~~  
~~January 31, 2011~~  
~~January 11, 2016~~  
~~January 14, 2019~~ January 13, 2025



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## BUSINESS

### Facilities Use

The use of District facilities shall be limited to officially chartered, nonprofit making organizations located within the District boundaries and having an officer living within the District boundaries. Any organization requesting the use of a District facility should be prepared to show a copy of their charter upon request. The organization should also be open to, or for the benefit of Woodridge School District residents. The facilities will be issued on a first-come, first-serve basis. Dates for use of the facilities must be cleared through the District Administration Office at a minimum of one calendar week in advance. A signed Confirmation needs to be on file in the District Administration Office prior to the reserved rental date. All regulations must be followed or future use of facilities could be denied. ~~Rental Request forms for the next school year will be sent to our schools for their facility usage the first Monday in April and are due back the third Monday in May.~~ The order of priority for Facility usage will be as follows:

1. School or Administrative related functions.
2. Woodridge Park District.
3. Outside groups.

~~A certificate of insurance naming Woodridge School District 68 as additional insured is required. Please submit a copy when you complete your facility rental request online.~~

#### Definitions

Damage: Any damage caused to any equipment or facilities must be restored at the group's expense and to the satisfaction of the District.

Setting up: It is the group's responsibility to set up the tables and/or chairs, if ~~they are~~ needed. The custodian will make them available and assist when necessary. Children are not allowed to do set ups or take down any of the schools equipment (tables, chairs, etc.).

Cleaning: All organizations using District property shall be responsible for the cleaning of said property and to the custodian's satisfaction. Cleaning rules are posted and must be adhered to by all organizations. Classrooms must be returned to original condition; desks, chairs, and tables must be realigned in proper order and ~~chalkboards~~whiteboards, if used, must be cleaned. Do not erase any ~~chalkboard-whiteboard~~ marked "save." material. Floors must be cleaned. Paint used in carpeted classrooms must be washable so not to stain the carpet. All garbage must be emptied and taken away from the premise.

Serving of Food: It is the responsibility of the group to contact the DuPage County Health Department Office at 630-682-7400 or [www.dupagehealth.org/temporary-food-services](http://www.dupagehealth.org/temporary-food-services) for a Temporary Food Handling Permit, and submit a copy of this permit to our Administration office prior to the event.

Supervision: A custodian must be present to open and close the facilities. If the time of the meeting extends beyond the normal working hours of the custodian, a charge will be made to



compensate for his/her time. If the time of the meeting is held when the custodian is not normally on duty, a charge will be made. See fee schedule for these charges. Group members are to stay within their assigned area. Going to other areas, such as the Teachers' Lounge, is prohibited. Please keep group members out of the halls. Proper adult supervision is mandatory for all youth groups.

Equipment: The District does not provide audio-visual equipment or physical education equipment for use by outside organizations. Classroom items, such as school supplies, books, games or toys, etc. should not be used by outside groups.

Keys: Only the administrators, clerical and custodial staff shall be allowed access to any District building facilities or equipment.

Time Limit for Meetings: All facilities are unavailable to outside groups on Sunday, with the exception of the Woodridge Park District. Meetings held Monday through Friday must adjourn by 9:00 p.m. Saturday meetings are only allowed at Jefferson Junior High and will adjourn by 4:00 p.m., with the exception of the Park District.

Parent-Teacher Associations: Organizations whose purpose is for the welfare and promotion of educational matter will be entitled to the use of District property. (i.e. PTO, PTA, and official school-sponsored organizations.)

Religious Groups: No other restrictions other than previously set forth shall be imposed on any recognized religious group.

Community Clubs or Civic Organizations: Organizations defined as any nonprofit group whose membership is open to any resident of the District in the age group defined by their charter.

Employee Groups: Persons employed by the Board of Woodridge School District.

National Youth Organizations: 4H Clubs, Boy & Girl Scouts and other national youth organization, recognized by the Board, under responsible adult supervision.

Smoking in School Facilities: Board policy and State Law prohibits smoking on District property. Please note that this prohibition extends to not just the facilities but also the property. Please inform your members that smoking is not allowed at the function sponsored by your organization.

Regulations Governing the Use of Facilities:

1. Chairs must be put back in their proper places.
2. Floors must be cleaned.
3. Desks and tables must be realigned in proper order.
4. If you use the chalkboard, please clean it.
5. All garbage must be emptied and taken away from the premise.
6. All dishes used must be washed and put away.
7. Ovens, utensil packs and other items used for the school lunch program may not



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be used by outside groups.

8. Sink must be scoured and cleaned and counter tops cleared and cleaned.
9. If the stove is used, clean it thoroughly, and see that all burners are turned off.
10. Nothing should be put into the trash can to attract mice.
11. Dish towels and coffee pots should be furnished by the organization renting the facility.
12. No hard bats and balls are allowed in the gymnasiums.

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Page 3 of 3

13. No floor hockey, baseball or soccer allowed in any school.
14. Gym shoes only should be used in gymnasiums for athletic type functions.
15. If you must cancel a scheduled meeting, call the District Office at 630-~~967-2040795-6800~~ to report the cancellation as soon as possible please.
16. No alcoholic beverages are allowed in or on school property.
17. If using a classroom, stay out of student and teacher desks.
18. No food or drinks are allowed in the gym except liquids for the team members.
19. Paint used in carpeted classrooms must be washable so as not to stain carpet.
20. District copy machines and paper may not be used by outside groups.
21. Representative of group is required to sign in and out the group usage sheet that is on the premises giving times and noting any damage done to facility.

Fee Schedule: The Rental Contract will reflect all gym, classroom, and custodial fees. Please call the District Office at -630-~~967-2040795-6800~~ for a current fee schedule.

Please note that all activities are subject to cancellations due to special school events scheduled last minute. Further, there may be times facilities will be closed due to inclement weather. It is the group's responsibility to call and verify if the scheduled event may be cancelled due to a school closing.

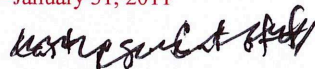
Invoices will be sent to the responsible officer on the contract unless otherwise directed. If a group subject to a fee does not show up and has not cancelled, they will be billed for their scheduled use of the facility. Fees will be charged from when the custodian arrives to when the building is cleaned and secured.

The use of school facilities when school is in session shall normally be without cost to employee groups, PTO's, Girl or Boy Scout organizations, the Woodridge Park District and other school-sponsored organizations on days when school is in session.

It is the policy of Woodridge School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent for Personnel/Human Resources, 7925 Janes Avenue, Woodridge, Illinois 60517, ~~985-7925630-795-6803~~, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Administrative Revision: June 25, 1998

Amended: ~~April 23, 1999~~  
~~March 26, 2001~~  
~~February 27, 2006~~  
~~March 23, 2009~~  
~~May 1, 2010~~  
~~January 31, 2011~~





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March 20, 2012 January 13, 2025

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## BUSINESS

### Safety

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### School Safety Drill Plan

During each academic year, each school building that houses school children must conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/) of:

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

#### Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).



### Automated External Defibrillator (AED)

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

### Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

### Emergency Closing

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies which threaten the safety of students, staff members, or school property.

### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and

identified by the Illinois State Board of Education.

2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Leg. Ref.: 105 ILCS 5/10-20.2, 5/10-20.57, 5/18-12, and 5/18-12.5.  
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

Adopted: Board of Education  
Woodridge School District  
May 15, 1995

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

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



STUDENTS

Safety

~~The Board and all employees of the District shall give proper attention to the safety of pupils and violence prevention. The Superintendent or designee shall be responsible for recommending suitable programs providing for the safety of pupils and prevention of violence. Special attention should be given to the prevention of accidents and responding to crisis situations.~~

~~The District shall establish rules for student safety, instruct students in safety and accident prevention, provide protective devices and provide suitable and safe equipment.~~

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

~~Amended: October 27, 2003~~

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

## STUDENTS

### Safety

The safety of students shall be assured through close supervision of students in all school buildings and grounds and through special attention to the following:

1. — Maintaining a safe school environment, administrators shall periodically inspect the physical condition of all buildings and grounds, and report all deficiencies to the Superintendent or designee.
2. — Observing of safe practices on the part of school personnel and students, particularly in those areas of instruction of extracurricular activities which offer special hazards.
3. — Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education. Special emphasis will be placed on eye protective devices required when participating in industrial arts, and science laboratories.
4. — Allowing housekeeping chores in the program of the classroom and school from which pupils can benefit by doing. However, in assigning chores, the safety of the pupils must be the first consideration. Staff members and adults supervising children should also remember that they could be held liable, under law, were a child injured carrying out a task assigned inappropriately to his physical/mental maturity or to his status as "pupil" (not employee). The following are activities that are not appropriate for students:
  - a. — Going on errands off school grounds for any reason.
  - b. — Lifting or transporting items of size, weight or shape that are not well within their physical strength and mental capacities to do so safely.
  - c. — Fixing or repairing any parts of the school building, school furniture, and furnishings.
  - d. — Folding, unfolding or moving lunch tables.
  - e. — Moving and setting up risers or stage units.
  - f. — Moving audio visual carts with heavy equipment on them such as televisions, VCR's, etc.
  - g. — Opening and closing bleachers.
  - h. — Moving pianos.
  - i. — Stacking and unstacking chairs from chair racks except at the Junior High when supervision is provided.
  - j. — Climbing on desks, chairs, furniture, cabinets or boxes.
5. — It shall be the responsibility of the building principal to immediately notify the police department when a student(s) provides the school with a report of a suspicious vehicle or an attempted abduction of a student.

Administrative Adoption: — October 25, 1999



**BUSINESS**

**MEDICAL EMERGENCY PLAN WITH AED**

The following operations implement School Board policy 3520, Safety, requiring a plan for responding to medical emergencies at a physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/, and the Ill. Dept. of Public Health (IDPH) Rules, Title 77, Part 527, Physical Fitness Medical Emergency Preparedness Code. Any definitions of terms found in this Act and IDPH implementing rules are used as the definitions of those terms in this procedure. 77 Ill.Admin.Code Part 527.

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<u>Actor</u>	<u>Action</u>				
<u>Superintendent or designee</u>	<p><u>Appoints a staff member to coordinate the operations in this Procedure who will be known as the <i>Plan Coordinator</i>.</u></p> <p><u>Plan Coordinator:</u></p> <hr/> <table border="1"><thead><tr><th><u>Name</u></th><th><u>Position</u></th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table> <p><u>Files this plan with the IDPH, Division of EMS &amp; Highway Safety, 422 S. 5th St. - 3rd Floor, Springfield, IL 62701. Files an updated plan with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. 77 Ill.Admin.Code §527.400(a) and (c).</u></p> <p><u>Decides, with input from the Plan Coordinator, the schedule for purchasing and maintenance of AEDs. See 210 ILCS 74/50 for compliance date schedule(s).</u></p> <p><u>If the AED becomes inoperable, the district must replace or repair it within 10 days. Persons using the facility must be notified if an operable AED is not on the premises. The AED shall be mobile and accessible at all times when the AED is operable. 77 Ill.Admin.Code §527.600.</u></p> <p><u>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</u></p> <p><u>Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a completed report that an AED was used. Cooperates to provide information that may be necessary for non-transport vehicle (defined at 77 Ill.Admin.Code §515.825) in compliance with 77 Ill.Admin.Code §515.350 (requires documentation of all medical care provided and a report to the EMS System within 24 hours for the EMS System to review) and provides information to IDPH upon request.</u></p>	<u>Name</u>	<u>Position</u>		
<u>Name</u>	<u>Position</u>				
<u>Plan Coordinator</u>	<p><b><u>Responsibilities Concerning Emergency Responders</u></b></p> <p><u>With the Building Principal, identifies all staff members who, through</u></p>				

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<u>Actor</u>	<u>Action</u>
	<p>their education or training, are appropriate emergency responders for specific facilities. <u>If possible, train all emergency responders in CPR and AED use.</u></p> <p><b><u>Responsibilities Concerning AED Users</u></b></p> <p><u>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff during staffed business hours (210 ILCS 74/15 and 77 Ill.Admin.Code §527.600) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code §527.800.</u></p> <p><u>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</u></p> <p><b><u>Responsibilities Concerning AED Registration</u></b></p> <p><u>Coordinates with local emergency medical services systems. 77 Ill.Admin.Code §527.500.</u></p> <p><u>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. 410 ILCS 4/20(b) and 77 Ill.Admin.Code §527.500.</u></p> <p><u>Cooperates and provides any information requested by the local emergency communications or vehicle dispatch so they can complete the Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</u></p> <p><b><u>Responsibilities Concerning Location of AED and Other First Aid Equipment</u></b></p> <p><b><u>Indoor Facility</u></b> - <u>Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. 77 Ill.Admin.Code §527.600.</u></p> <p><b><u>Outdoor Facility</u></b> - <u>Ensures that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the location of the AED at its entrances. 210 ILCS 74/15(b-10) and 77 Ill.Admin.Code §527.600(c).</u></p> <p><u>Keeps a copy of the AED's manual with the AED. 77 Ill.Admin.Code §527.700(b).</u></p> <p><b><u>Responsibilities Concerning Notification and Posting</u></b></p> <p><u>Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to</u></p>



<u>Actor</u>	<u>Action</u>
	<p>medical emergencies. 77 Ill.Admin.Code §527.800(b).</p> <p><b><u>Responsibilities Concerning Training</u></b></p> <p><u>Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors, or other similarly situated anticipated rescuers or users. 77 Ill.Admin.Code §527.800 and 210 ILCS 74/15(b) and (b-5).</u></p> <p><b><u>Responsibilities Concerning Instructions for Responding to Medical Emergencies</u></b></p> <p><u>Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</u></p> <p><u>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</u></p> <p><b><u>Responsibilities Concerning Maintenance and Testing of AEDs</u></b></p> <p><u>Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. 77 Ill.Admin.Code §527.700(a) and 210 ILCS 74/15(c).</u></p> <p><u>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill.Admin.Code §527.700(b).</u></p>
<u>Building Principal</u>	<p><u>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.400(a).</u></p> <p><u>Posts a notice at the facility’s main entrance stating that an AED is located on the premises.</u></p> <p><u>Receives notice in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</u></p>
<u>School Nurse(s)</u>	<p><u>Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.</u></p> <p><u>These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill.Admin.Code §527.800(c).</u></p>
<u>Trained AED User(s) and/or Other Emergency Responder(s)</u>	<p><u>According to their training, uses appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care. 77</u></p>

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	<p><u>Ill.Admin.Code §527.400(a).</u></p> <p><u>According to their training, uses the AED to help restore a normal heart rhythm. 77 Ill.Admin.Code §527.400(a).</u></p> <p><u>Calls 911 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</u></p> <p><u>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</u></p> <p><u>Whenever an AED is used this person cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</u></p>
<u>All Facility Staff Members and Users</u>	<p><u>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</u></p> <ol style="list-style-type: none"> <li><u>1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances, call 911 without delay.</u></li> <li><u>2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.</u></li> <li><u>3. Immediately inform the Building Principal or designee of the emergency.</u></li> <li><u>4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.</u></li> <li><u>5. If necessary, the emergency responder instructs someone to call 911, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.</u></li> <li><u>6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or other emergency contact.</u></li> <li><u>7. If an AED was used, the person using it cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED. If appropriate, a supervising staff member completes an accident report.</u></li> <li><u>8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.</u></li> </ol>

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The procedures set forth herein were developed pursuant to the *Physical Fitness Facility Medical Emergency Preparedness Act*, 210 ILCS 74/1 et seq. ("Emergency Preparedness Act"), the *Illinois Automated External Defibrillator Act*, 410 ILCS 4/1 et seq. ("AED Act") and rules and regulations promulgated by the Illinois Department of Public Health, 77 Ill. Adm. Code 525.100 et seq., 77 Ill. Adm. Code 527.100 et seq. The procedures are intended to govern responses to



medical emergencies and the use of AEDs in indoor or outdoor physical fitness facilities operated by the District.

**A. Indoor Physical Fitness Facility**

1. A physical fitness facility includes any indoor establishment that meets all of the following requirements:
  - a. is owned or operated by, among other entities, a public elementary or secondary school;
  - b. Is supervised by one or more persons, other than maintenance or security personnel, employed by the District for the purpose of directly supervising the physical fitness activities taking place at an indoor physical fitness facility;
  - c. Serves a total of 100 or more individuals (in calculating the number of individuals served by a facility, the greater of the seating capacity; the capacity of the facility under applicable fire code, pool, or similar standards, shall be included in the final determination); and
  - d. Is a swimming pool; stadium; athletic field; track and field facility; tennis court; basketball court; volleyball court; aerobics studio; dance studio; boxing gym; martial arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationary bicycle facility; velodrome; racquetball court; gymnastics facility; or any other indoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

**B. Medical Emergency Plan**

1. In the case of a medical emergency, which means the occurrence of a sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care, the following procedures should be followed:
  - a. A supervisor of the activity will immediately call 911 for medical emergencies, including each time an Automated External Defibrillator ("AED") is used;
  - b. The trained AED user on site will immediately evaluate the person with a medical emergency to determine if the use of an AED is warranted;
  - c. Based on his/her training, if the trained AED user determines that use of the AED is warranted, he/she will proceed to use the AED in accordance with his/her training;
  - d. The facility staff shall take reasonable measures to ensure that the AED is operated only by trained AED users for the intended purposes of the AED. This provision should not be construed to prohibit, however, the use of the AED by other than facility staff in the event of a medical emergency requiring the use of an AED.

- ~~2. The following are office contacts for the specific facility staff to be notified in the event of a medical emergency:~~

~~*Superintendent's office—630-967-2034*~~

~~*Assistant Superintendent of Business—630-967-2045*~~

~~*Assistant Superintendent for Personnel—630-967-2033*~~

~~*District Administration Office—630-985-7925*~~

- ~~3. A copy of this Plan shall be filed with the Illinois Department of Public Health.~~
- ~~4. This Plan will be updated with the Illinois Department of Public Health after a change in a District indoor physical fitness facility required to have an AED that affects the ability to comply with a medical emergency such as, but not limited to, facility closure for more than 45 days, an inoperable AED for more than 45 days, or lack of trained staff for more than 45 days.~~

**C. ~~Location, Maintenance and Notice of AEDs~~**

- ~~1. Each District indoor physical fitness facility required to have an AED pursuant to the Emergency Preparedness Act and its implementing regulations shall be equipped with at least one AED meeting the requirements of the Act and its implementing regulations, within the time established by the Act and its regulations.~~
- ~~2. The District will install AEDs by the dates specified in the Physical Fitness Facility Medical Emergency Preparedness Act and its regulations.~~
- ~~3. The AEDs will be placed and stored in a location so as to maximize availability to all areas of an indoor physical fitness facility and to minimize response time.~~
- ~~4. AED(s) will be accessible and mobile at all times.~~
- ~~5. At all times, the district will have posted at the main entrance of each physical fitness facility a notice stating that an AED is located on the premises.~~
- ~~6. AEDs will be placed and stored in a wall cabinet with an alarm system sufficient to indicate device removal and be highly visible. The cabinet will be equipped with the AED maintenance and testing manual.~~



7. An additional copy of the maintenance and testing manual for each of the District's AEDs will be available in the principal's office in the building where the physical fitness facility is located.
8. The District will ensure that each AED is maintained and tested according to the manufacturer's guidelines.
9. The Superintendent or his/her designee will designate one individual at each indoor physical fitness facility to conduct regular tests of each AED located in the facility. The individual will maintain documentation related to the testing. At a minimum, the documentation will include the date and type of testing and the signature of the individual performing the testing.

**D. Trained AED Users**

1. Physical facility staff will be trained in cardiopulmonary resuscitation and the use of an AED when the facility acquires an AED according to the compliance dates of the Physical Fitness Facility Emergency Preparedness Act. The facility must have at least one trained AED user on staff at all times, and also must ensure that appropriate numbers of facility staff and applicable supervisors are trained to avoid lapses in compliance with the Physical Fitness Facility Emergency Preparedness Act.
2. AED(s) shall only be operated by a trained AED user which includes:
  - a. A person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross, American Heart Association or other recognized training; or
  - b. A person who is licensed to practice medicine in all of its branches in Illinois.
3. Each member of the facility staff will be trained on the location of the AED and the requirements of the facility's Medical Emergency Plan. Third party operators and authorized users of the facility will also be informed, by postings or other notifications, of the AED and the Medical Emergency Plan.
4. The Superintendent or his/her designee will devise a plan for training District personnel in the use of AEDs which may include: health services personnel, activities personnel, physical education teachers, coaches, athletic trainers, deans, hall monitors, locker room attendants, and administration.
5. The Superintendent or his/her designee will also ensure that all trained AED users are timely re-certified, as required by the Illinois Department of Public Health's Automated External Defibrillator Code, 77 Ill. Adm. Code 525.400, which requires re-certification every two years.

**E. Local Emergency Medical Services Systems**

1. The District will ensure that each AED is registered with an Emergency Medical Services ("EMS"), which is DefibTech, located at 13897 W. Wainwright, Boise, ID 83713, phone, (877) 378-9772 x 310.
2. Such registration will include:
  - a. list of trained users at each facility; and
  - b. a copy of the manufacturer's guidelines for maintenance and training, and documentation confirming that these guidelines were met as established.
3. The District will ensure that it notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED in each District indoor physical fitness facility.

**F. Reporting of Use**

1. In the event that an AED is used in a District indoor physical fitness facility, the use will be reported to the EMS Facility by the Building Principal or his/her designee. These reports will be faxed or mailed on a monthly basis to the EMS Facility by the Superintendent or his/her designee. The report will include:
  - a. the date of the incident;
  - b. the time of the incident;
  - c. the name of the person who determined the patient's unresponsiveness;
  - d. the time that 911 was called;
  - e. the initial heart rhythm;
  - f. the number of times the patient was defibrillated;
  - g. the name of the person who defibrillated the patient;
  - h. the final rhythm at the time of arrival of the first response vehicle:
    - i. Breathing, yes or no;
    - ii. Pulse, yes or no.

Administrative Adoption: June 27, 2005  
Reviewed: ~~February 27, 2006~~ January 13, 2025  
Amended: ~~January 31, 2014~~ 13, 2025



**STUDENTS****Accidents – Illness**

~~The Superintendent or designee shall establish procedures to be followed when student illness or accidents require immediate medical attention. The parent or guardian or a person previously designated in writing to act in such situations, shall be contacted for directions.~~

~~In the event it is not possible to make the necessary contact or if the urgency of the injury or illness does not permit this action, the school shall activate E.M.S. (911) for emergency treatment. In these situations the school shall immediately contact the Superintendent or designee and follow up with a written report.~~

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

~~Amended: October 27, 2003~~

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

**BUSINESS**

**MEDICAL EMERGENCIES AND AUTOMATED EXTERNAL DEFIBRILLATORS**

The Superintendent will establish and implement procedures for responding to medical emergencies and a medical emergency plan which shall address among other things, maintenance and use of AEDs pursuant to the *Physical Fitness Facility Medical Emergency Preparedness Act* and the *Automated External Defibrillator Act* and their implementing regulations. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Legal References: ~~210 ILCS 74/1, et seq.~~  
~~410 ILCS 4/1, et seq.~~  
~~77 Ill. Adm. Code 525.100 et seq.~~  
~~77 Ill. Adm. Code 527.100 et seq.~~

Adopted: ~~Board of Education~~  
~~Woodridge School District~~  
~~June 27, 2005~~

Amended: ~~January 11, 2016~~

Reviewed: ~~February 27, 2006~~  
~~January 30, 2012~~  
~~November 30, 2015~~



[Comprehensive Safety and Security Plan](#)

[LINK to Woodridge School District 68 Emergency Operations Plan](#)

STUDENTS BUSINESS

Accidents - Illness

In case of ~~serious~~ an emergency injury or illness, ~~the immediate concern is to aid the injured or sick student~~

1. CALL 911.

2. Contact the Principal.

After identification of a non-emergency accident, injury or illness, the following procedures are to be used as general guidelines only:

1. Immediately contact the ~~principal~~ Principal.
2. The principal **WILL IMMEDIATELY ATTEMPT TO CONTACT THE PARENT OR LEGAL GUARDIAN in an accident involving a student.**
3. ~~If available, obtain~~ Obtain the assistance of the qualified first-aid person in the building.
4. The ~~first-aid person~~ Health Aid and School Nurse and principal shall determine the seriousness of the injury. Care and consideration must be taken in rendering assistance to the injured. In the event of injury it is requested that the person or student not be moved until authorized by the ~~first-aid person~~ Health Aid, School Nurse, principal-Principal, or emergency personnel.
5. In the case of a serious, but non-emergency injury or illness, Based on the determination of the School Nurse, Pprincipal, first-aid personHealth Aid, and parent, will make a determination if the injured student may be taken to the hospital. Depending on the seriousness of injury, one of the following procedures may be used to transport the injured to the hospital:
  - a. **PARENTS** - The parent will come to school and transport the injured in his/her personal car.
  - b. **AMBULANCE SERVICE** - The principal may obtain the services of an ambulance by calling 911.
6. In case of serious injury, call the office of the superintendent and notify them of the type of injury, seriousness, and status of situation.
7. An accident report form shall be filled out for **ALL** injuries and forwarded to the office of the Assistant Superintendent for Business within three days of the injury.

LEG. REF.: ~~Document #1, Section 5-3.3~~

Administrative Adoption: October 25, 1999

Revised: January 13, 2025

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**EMPLOYEE'S REPORT OF INJURY****Information About You**

Your Name:  
Address:  
Phone #:  
Employer's Name:  
Marital Status: S M D W  
Sex: M F  
Children under 18 (sex and age):  
Height:  
Weight:  
Average Weekly Wage:  
Length of Employment:  
Days & Hours Worked:  
Other Employment:

**Information About Accident**

Date of Accident:  
Time:  
Place of Accident:  
What were you doing before the accident?  
What happened?  
Witnesses, if any:  
Who did you report the injury to?  
What date did you report it?

**Information About the Injury**

What part of your body was injured?  
Any other part or parts injured?  
What kind of injury (strain, cut, broken bone)?  
Exact location of pain(s):

**Information About Treatment**

What doctor is treating you (name, address, phone #)?  
Who is your family doctor?  
What clinic is treating you?  
What hospital is treating you?  
What treatment are you getting (medication, physical therapy, rest, etc.)?  
Has the doctor told you to be off work?

**General Information**

Have you ever injured the same part of your body before?

Explain:

Have you ever injured any other part of your body before?

Explain:

Do you have any serious illness (Diabetes, High Blood Pressure, etc.)?

Explain:

Have you understood the questions you have answered?

Signed:

Date:

**STUDENT INCIDENT / ACCIDENT REPORT**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Teacher/Grade:** \_\_\_\_\_ **Time Accident Occurred:** \_\_\_\_\_

**Where did accident occur:** \_\_\_\_\_

**NATURE OF INJURY:** \_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF ACCIDENT: How did the accident happen?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness of incident:** \_\_\_\_\_

**Sent to Health Office? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**First-aid Treatment?** \_\_\_\_\_



---

**School Nurse Notified to Assess Student? Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **911** \_\_\_\_\_

**Parent/Guardian Notified? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Parent notified by:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Parent name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Instructions to Parent or Guardian:** \_\_\_\_\_

\_\_\_\_\_

**Follow-up:** \_\_\_\_\_

\_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Nurse:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

**\*SEND TO DISTRICT NURSE AT STUDENT SERVICES - DAC\***

**Administrative Adoption: January 13, 2025**

## **BUSINESS**

### **Facility Management and ~~Expansion Building Programs~~**

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

#### Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Managing Buildings and Grounds

~~All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.~~

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~~The Superintendent or designee shall develop procedures for managing and maintaining District buildings and grounds. The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.~~

#### Standards for Facility Development Construction and ~~Expansion Building Programs~~

~~As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion. It shall be the policy of the Board to authorize the construction of a sufficient number of school buildings to meet demands of present and future student enrollments and in doing so, provide the highest quality of educational environment for students at the lowest expenditure of tax dollars.~~

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When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff, the community, the Illinois State Board of Education and educational and architectural consultants as it deems appropriate. The Board establishes these goals for the District's development and expansion program:

1. Integrate facilities planning with other aspects of planning and goal setting.
2. Base educational specifications for school buildings on identifiable learner needs.
3. Design ~~the buildings for~~ sufficient flexibility to permit new or modified programs.



4. Design buildings for maximum potential for community use.
5. ~~Provide for the financing of any construction project in accordance with the provisions of the school code.~~ Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

~~Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. If the Board votes to consider a naming or renaming a building, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.~~

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Leg. Ref.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.63, and 5/17-2.11.  
105 ILCS 140/, Green Cleaning Schools Act.  
105 ILCS 230/, School Construction Law.  
410 ILCS 25/, Environmental Barriers Act.  
410 ILCS 35/25, Equitable Restrooms Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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Adopted: Board of Education  
Woodridge School District  
December 18, 1995

Reviewed: January 13, ~~2020~~2025

Amended: January 13, ~~2020~~2025

**BUSINESS****Naming Buildings and Facilities**

Recognizing that the name for a school building, facility, room, ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing building, facility, room, ground or field should be submitted to the Board. The Board will make the final selection.

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

Reviewed: January 30, 2012 ADD TO PRESS 3800



**BUSINESS**

**Facility Management and Expansion Programs**

Naming Buildings and Facilities

Criteria the Board may use in this process may include:

1. Input from the community, staff members, and students.
2. Names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution or have performed outstanding service to the District, community, State or nation.
3. Names that will not duplicate or cause confusion with the names of existing facilities in the District.

Administrative Adoption: ~~March 23, 2009~~ January 13, 2025

**BUSINESS****Environmental Quality of Buildings and Grounds**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

**Pesticides**

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school servicing grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

**Coal Tar Sealant**

Before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

**Green Cleaning School Act**

~~For each District school, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.~~

Leg. Ref.: 105 ILCS 5/10-20.17a; 5/10-20.48.  
 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).  
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
 20 ILCS 3130/, Green Buildings Act.  
 105 ILCS 135/, Toxic Art Supplies in Schools Act.  
 105 ILCS 140/, Green Cleaning School Act.  
 225 ILCS 235/, Structural Pest Control Act.  
 415 ILCS 60/14, Illinois Pesticide Act.  
 415 ILCS 65/, Lawn Care Products Application and Notice Act.  
 410 ILCS 170/, Coal Tar Sealant Disclosure Act.  
 820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*Inoperative*)  
 23 Ill.Admin.Code §1.330.



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

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

| Revised: ~~January 22, 2024~~January 13, 2025

**BUSINESS**

**Standards for Green Cleaning**

Green Cleaning School Act

Public Act 095-0084

HB0895 Enrolled

LRB095-07718 NHT 27876 b

AN ACT concerning education.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

~~Section 1. Short title. This Act may be cited as the Green Cleaning Schools Act.~~

~~Section 5. Legislative findings. Children are vulnerable to and may be severely affected by exposure to chemicals, hazardous waste, and other environmental hazards. The Federal Environmental Protection Agency estimates that human exposure to indoor air pollutants can be 2 to 5 times and up to 100 times higher than outdoor levels. Children, teachers, janitors, and other staff members spend a significant amount of time inside school buildings and are continuously exposed to chemicals from cleaners, waxes, deodorizers, and other maintenance products.~~

~~Section 10. Use of green cleaning supplies. By no later than 90 days after implementation of the guidelines and specifications established under Section 15 of this Act or thereafter when it is economically feasible, all elementary and secondary public schools and all elementary and secondary non-public schools with 50 or more students shall establish a green cleaning policy and exclusively purchase and use environmentally sensitive cleaning products pursuant to the guidelines and specifications established under Section 15 of this Act. However, a school may deplete its existing cleaning and maintenance supply stocks and implement the new requirements in the procurement cycle for the following school year. For the purposes of this Section, adopting a green cleaning policy is not economically feasible if such adoption would result in an increase in the cleaning costs of the school. If adopting a green cleaning policy is not economically feasible, the school must provide annual written notification to the Illinois Green Government Coordinating Council (IGGCC), on a form provided by the IGGCC, that the development and implementation of a green cleaning policy is not economically feasible until such time that it is economically feasible.~~

~~Section 15. Green cleaning supply guidelines and specifications. The Illinois Green Government Coordinating Council (IGGCC) shall, in consultation with the Department of Public Health, the State Board of Education, regional offices of education, the Illinois Environmental Protection Agency, and a panel of interested stakeholders, including cleaning~~



~~product industry representatives, non-governmental organizations, and others, establish and amend on an annual basis guidelines and specifications for environmentally sensitive cleaning and maintenance products for use in school facilities. The IGGCC shall provide multiple avenues by which cleaning products may be determined to be environmentally sensitive under the guidelines. Guidelines and specifications must be established after a review and evaluation of existing research and must be completed no later than 180 days after the effective date of this Act. Guidelines and specifications may include implementation practices, including inspection. The completed guidelines and specifications must be posted on the IGGCC's Internet website.~~

~~Section 20. Dissemination to schools.~~

~~(a) Upon the completion of the guidelines and specifications under Section 15 of this Act, the IGGCC shall provide each regional office of education and each elementary or secondary non-public school with 50 or more students in this State with the guidelines and specifications. Each regional office of education shall immediately disseminate the guidelines and specifications to every public school in the educational service region. Regional offices of education and the IGGCC shall provide on-going assistance to schools to carry out the requirements of this Act.~~

~~(b) In the event that the guidelines and specifications under Section 15 of this Act are updated by the IGGCC, the IGGCC shall provide the updates to each regional office of education for immediate dissemination to each public school. Additionally, the IGGCC shall post all updated materials on its Internet website.~~

~~Section 90. The State Mandates Act is amended by adding Section 8.31 as follows:~~

~~(30 ILCS 805/8.31 new)~~

~~Sec. 8.31. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by the Green Cleaning Schools Act.~~

~~Section 99. Effective date. This Act takes effect upon becoming law.~~

~~Leg. Ref.: — Green Cleaning School Act (105 ILCS 140, as added by P.A. 95-84)  
— 23 Ill.Admin.Code Part 151, School Construction Program; Part 180,  
Health/Life Safety Code for Public Schools; and Part 2800 Green Cleaning for  
Elementary and Secondary Schools.~~

~~Administrative Adoption: — March 23, 2009~~

## **BUSINESS**

### **Environmental Quality of Buildings and Grounds**

#### Hazardous and/or Infectious Materials

The Buildings and Grounds Supervisor is responsible for the District's compliance with State and federal law concerning toxic, hazardous, and/or infectious materials. This includes requirements in the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standards (29 C.F.R. §1910.1200), adopted by the State Toxic Substances Disclosure to Employees Act (820 ILCS 255/, otherwise inoperative). See information on OSHA's website at [www.osha.gov/hazcom](http://www.osha.gov/hazcom).

#### Pesticide Application on School Grounds

The Buildings and Grounds Supervisor is responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3) and the Pesticide Application at Schools Act (105 ILCS 160/) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m.) or on days when students are not in attendance.
2. In coordination with the supervisor of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
  - a. Be provided at least four business days before a pesticide application on school grounds.
  - b. Be written or by telephone. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
  - c. Identify the intended date of the application.
  - d. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Buildings and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

#### Pesticide Application in School Buildings and Structures

The Buildings and Grounds Supervisor is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building, ensuring that the applications take place outside of normal school hours (Monday through Friday, before 7 a.m. or after 4 p.m.) or on days when students are not in attendance.
2. In coordination with the supervisor of each District building (including each Building Principal):
  - a. Maintain a registry of all employees and parents/guardians of students.



- b. Notify those employees and parents/guardians of students before pesticides are applied in or on each building. The notification must:
  - i. Be provided at least two business days before a pesticide application in or on school buildings.
  - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being published.
  - iii. Identify the intended date of the application.
  - iv. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

Prior notice is not required if an imminent threat to health or property exists. If such a situation arises, the Buildings and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

The Buildings and Grounds Supervisor is responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act. 225 ILCS 235/.

*Applicable if the Superintendent determines that an integrated pest management program is economically feasible:*

The Buildings and Grounds Supervisor or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every five years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

*Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:*

The Buildings and Grounds Supervisor or designee shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not economically feasible; (2) include in the notification the projected pest control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every five years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every five years thereafter until a program is developed and implemented in the District's schools.

The Buildings and Grounds Supervisor or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

#### Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials



as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

#### Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools. 105 ILCS 135/. This includes substituting non-hazardous material for hazardous substances whenever possible and minimizing the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

#### Infectious Materials

The Buildings and Grounds Supervisor shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are generally exempt from the Plan and the Standards.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

#### Emergency Response Plan

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.



## Evacuation

The Building Principal shall ensure compliance with the School Safety Drill Act. 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 3520, *Safety*.

LEGAL REF: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, adopted by the Ill. Department of Labor at 56 Ill.Admin.Code §350.300.  
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
105 ILCS 5/10-20.17a and 5/10-20.49.  
105 ILCS 135/, Toxic Art Supplies in School Act.  
105 ILCS 140/, Green Cleaning School Act.  
105 ILCS 160/, Pesticide Application at Schools Act.  
225 ILCS 235/, Structural Pest Control Act.  
415 ILCS 65/, Lawn Care Products Application and Notice Act.23  
Ill.Admin.Code §1.330.

Administrative Adopted: March 23, 2009

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

## GENERAL PERSONNEL

### Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status, provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth or related medical conditions; reproductive health decisions; credit history, unless required as an established bona fide occupational requirement of a particular position, conviction record, unless authorized by law; family responsibilities; and/or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 7260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities 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. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

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### Minority Recruitment

The District will aggressively recruit minority employees through such activities as advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. The goal of the District will be that the staff population mirrors the student population. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

### Complaint ResolutionAdministrative Implementation

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws,



rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Nondiscrimination Coordinator and/or a Complaint Managers' names, addresses and telephone numbers shall be prominently displayed on the District's website. The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices.

**Nondiscrimination Coordinator:**

Dr. William Schmidt

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7925 Janes Avenue

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Woodridge, IL 60517

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(630) 795-6800

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**Complaint Managers:**

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Dr. Anne Bowers

Dr. William Schmidt

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7925 Janes Ave

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Woodridge, IL 60517

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(630) 795-6830

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LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §218d, Fair Labor Standards Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000d et seq., 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.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 513/25, Genetic Information Privacy Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans with Disabilities Act, Title I, 42 U.S.C. § 12111 et seq.  
Equal Pay Act, 29 U.S.C. § 206 (d).  
Ill. Constitution, Art. 1 §§ 17, 18, and 19.  
Immigrant Reform and Control Act, 8 U.S.C. § 1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.  
Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq., 29 C.F.R. Part 1601.  
Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq., 34 C.F.R. Part 106  
820 ILCS 105/1 et seq.  
775 ILCS 5/1-103 and 5/2-102  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
23 Ill. Admin. Code § 1.230.

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

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

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

### **Workplace Accommodations for Nursing Mothers**

The School District accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable breaks to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time may, if possible, run concurrently with any break time already provided to the employee.

Each Building Principal or chief administrator in another District building shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private space must: (1) be in close proximity to the work area and be other than a bathroom, and (2) be free from intrusion from coworkers and the public, and (3) include an electrical outlet for the use of an electric breast pump.

Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

Administrative Adoption: January 22, 2018

Amended: ~~May 10, 2024~~ January 13, 2025



**DELETE PERSONNEL RECORDS REGULATION (ALREADY IN 4030r) GENERAL PERSONNEL**

**Disclosure of Information on Current and Former Employees to Third Parties**

The Board allows the disclosure of information about current and former district employees to third parties provided the information is in accord with district regulations governing release of such information. The Superintendent or designee shall be responsible for the development and enforcement of regulations that protect the district from defamation liability in the disclosure of information, that ensure fulfillment of reasonable expectations of present and former employees, and that fulfills public policy need to have qualified individuals employed in public schools.

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

Reviewed: — November 4, 2002  
— March 23, 2009  
January 13, 2014  
November 30, 2015

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## GENERAL PERSONNEL

### Disclosure Of Information On Current And Former Employees To Third Parties

In the disclosure of information on current and former employees to third parties the procedures outlined in this regulation shall be observed to protect the district from defamation liability.

#### Defamation

“Black’s Law Dictionary” defines defamation as “the offense of injuring a person’s character, fame or reputation by false and malicious statements.” Defamation can be libel (written) or slander (oral) and is typically described as the communication (or publication) of false information to a third party which tends to harm the plaintiff’s reputation, lowering him or her in the esteem of the community or deterring third persons from associating with him/her.

#### General Information

Generally, Illinois courts use the law of defamation and privacy to respond to allegations that an employer has provided statements about current or former employees which are inaccurate, unjust or contain ruinous career implications. Educational employers are clothed by what the law describes as the “qualified privilege” to defame. This protective garment partially, but not completely, insulates the educational employer from defamation liability.

This area of the law reflects the tension which exists between the need to protect the individual employee from wrongful conduct by an employer and the public interest in insuring that prospective employers, particularly educational employers, have access to references on job applicants. As is set out below, “qualified privilege” is the legal tool used to reconcile this conflict.

Defamation is defined by the Illinois courts as “the publication of anything injurious to the good name or reputation of another, or which tends to bring him or her into disrepute.” Marezak v. Drexel National Bank. Statements that impute: 1) commission of a criminal offense; 2) infection with a communicable disease; 3) inability to perform or want of integrity to discharge duties of office or employment; or 4) prejudicing a particular party in his trade, profession or calling, are held by Illinois courts to be defamatory per se.

The Illinois Supreme Court has set out what has become known as the “innocent construction” rule. This rule was generally interpreted to state that a defamation could never be per se if the words themselves were capable of an innocent construction. Based upon the Illinois Supreme Court’s subsequent determination that lower courts were liberally applying the rule to dismiss libel actions without actually considering whether the statement at issue had a defamatory “meaning.” The Court modified the rule. Chapski v. Copley Press.

The modified innocent construction rule currently provides that if a statement “may reasonably be innocently interpreted,” it will not be regarded as defamatory per se. When the educational employer is confronted by a lawsuit alleging that a current or former employee has been defamed by the employer’s wrongful disclosure of information, “qualified privilege” is available as an affirmative defense to the employee’s claim. The requisites for establishing the existence of the qualified privilege are: 1) good faith by the publisher; 2) an interest to be upheld; 3) a statement limited to scope to that purpose; 4) a proper occasion; and 5) publication in a proper manner.



In determining whether an educational employer acted in good faith in disclosing the information, the courts may consider the statement itself, the circumstances of its publication and the relationship between the employer and the recipients. If the employer's statement is factually accurate and not offered with an intent to injure the employee, it will generally be found to have been made in good faith.

The educational employer, when responding to requests for reference statements on former employees should be able to establish a legitimate interest in disclosing information. The public policy of insuring that children have access to qualified classroom teachers and administrators is an example of this interest. With respect to the third element, limited scope of the disclosure, an educational employer should be entitled to convey employment reference information to prospective employers upon their request. However, these reference statements must be narrowly tailored to provide the recipient an accurate assessment as to how the individual had performed assigned duties during the period of their former employment.

The fourth criterion will arguably be met if the educational employer discloses the reference statement in response to a bona fide request from a prospective employer. Finally, the proper methods of publication would include person to person conversation and telephonic and written statements directed to the prospective employer.

However, the mere establishment of the qualified privilege does not provide the educational employer with unfettered freedom to make reference statements. Under Illinois law, the qualified privilege may be lost if the former employee proves that the employer abused the privilege. This places the burden on the employee to prove that the employer acted with actual or express malice in making the statement at issue. This is true even if the statements are per se defamatory.

Illinois law incorporates ill will or evil motive into the malice standard. Under this merged definition, actual malice is defined as "knowing falsity or reckless disregard of the truth or falsity of a defamatory statement." In order, to establish that an educational employer acted recklessly in disclosing information, the employee must prove that the employer had a high degree of awareness of the probable falsity of the published statement.

Reckless conduct may be evidenced in part by a failure to investigate thoroughly and verify the facts . . . particularly where the material is peculiarly harmful or damaging to the plaintiff's reputation or good name. The courts have concluded that this statement implies that there must be justification for a failure to investigate, especially when there are obvious reasons to doubt the accuracy of the information to be disclosed.

#### Guidelines For The Release Of Information

Information on current and former employees released to third parties should be disclosed in a manner consistent with the before mentioned "General Information." Specifically, the following guidelines shall be observed:

1. — Disclosed information should be factually accurate and not offered with an intent to injure the employee. Negative information shall be conveyed without malice. Truth is a complete defense to a charge of defamation.

2. ~~The need for a legitimate interest to disclose information must be determined (i.e., The public policy of insuring that children have access to qualified teachers and administrators.)~~
3. ~~In the disclosure of information be aware of the ethical and professional obligation to the public at large (public policy) which implies the need for the best qualified person in public employment.~~
4. ~~Disclosed information should be narrowly tailored to provide the recipient an accurate assessment as to how the individual had performed assigned duties.~~
5. ~~Disclosed information must be in response to a bona fide request (i.e., prospective employer, lending institution, colleges, universities etc.)~~
6. ~~Generally, the disclosed information should be limited to information which is documented in the employee's personnel file.~~
7. ~~The proper methods of publication include person to person conversation and telephonic and written statements. The identity of the individual or agency to whom information is given must be ascertained with certainty as being an individual or agency to whom information may be released in accordance with these guidelines.~~

#### Release Of Credit Information

~~When a request for credit information about a School District employee is received by telephone, the only information to be released is whether or not the person is employed by the District.~~

~~Credit information requested by mail may be released with the following conditions:~~

1. ~~Written permission to release information must be obtained from the individual about whom information is requested.~~
2. ~~An administrator must sign the released materials.~~

~~Administrative Adoption: June 22, 1998~~

~~Reviewed: November 4, 2002~~

~~March 23, 2009~~



**GENERAL PERSONNEL**

**Personnel Records**

Maintenance and Access to Records

The Board authorizes and directs the Superintendent or designee to maintain a comprehensive and efficient system of personnel records for all staff members. An employee will be given access to his or her personnel records according to the related regulations, State and federal law, and the Agreement between the Board of Education and the W.E.A. and W.E.S.S.

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

- 1) Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.
- 2) Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
- 3) Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law.

LEG. REF. 745 ILCS 46/10., Employment Record Disclosure Act.  
820 ILCS 40/1 et seq. Personal Record Review Act.  
23 Ill. Admin. Code § 1.660.  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
20 U.S.C. §7926.  
105 ILCS 5/22-94

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

Amended: June 12, 2023

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

## GENERAL PERSONNEL

### Personnel Records

#### Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

#### Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded
- Any additional information the District deems to be relevant



In addition to the above, personnel records for all professional personnel include:

Valid certificate for services being performed

Copies of official transcripts required by the School Code (105 ILCS 5/24-23)

Transcripts of graduate work completed

Verification of past teaching experience, if any

Record of in-service work completed

Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

#### Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning: (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9.

#### Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee or through electronic personnel files viewing process.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member or the electronic files inspection process.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the PRRA discussed below.
6. The employee may copy or print material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records online, the District will print and mail a copy of the specific record(s) upon written request.



9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

#### Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer. Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by 102-702, eff. 7-1-23.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. 102-702, eff. 7-1-23.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by P.A. 102-702, eff. 7-1-23.

#### Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.



3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

#### Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in ANCRA whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

#### Complying with Requirements of Faith's Law

The Superintendent or designee shall execute the recordkeeping requirements of *Faith's Law*. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form, using the Ill. State Board of Education *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template* at: [www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf](http://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf).
2. If the District is still investigating an employee for *sexual misconduct* after the employee's separation from employment, updates the information in the *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form accordingly.
3. Maintains the completed *Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response* form in the employee's personnel file.
4. Responds to employer requests for sexual misconduct related employment history information under *Faith's Law* by: (a) completing the *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response* form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any

relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

Administrative Adoption: June 22, 1998

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



## GENERAL PERSONNEL

### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or an abused or neglected individual with a disability, shall immediately ~~(1)~~ report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) 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) ~~and (2) follow any additional directions given by the Illinois Department of Children and Family Services (DCFS) concerning filing a report within 48 hours with the nearest DCFS field office.~~ Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-843-5678, or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

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

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

- 1) Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS), and the Superintendent or designee shall ensure that the signed forms are retained.
- 2) All employees shall complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

- 3) Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), and boundary violations as required by law and policy 4100, *Staff Development*.

#### Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, 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.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 5020, *Harassment of Students Prohibited*.

#### Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 4030 *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When he or she has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the IL Educator Identification number as well as a brief description of the misconduct alleged. . The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in *sexual misconduct* with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of *sexual misconduct*. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in *sexual misconduct* is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated. The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

#### School Board Member Responsibilities



Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 7020, *Powers and Duties of a School Board*.

LEG. REF.:       20 U.S.C. §7926, Elementary and Secondary Education Act.  
                  105 ILCS 5/10-21.9, 5/10-23.13, 5/12B-85, 5/22-85.5, and 5/22-85.10.  
                  20 ILCS 1305/1-1 et seq., Department of Human Services Act.  
                  325 ILCS 5/, Abused and Neglected Child Reporting Act.  
                  720 ILCS 5/12C-50.1, Criminal Code of 2012.

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

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

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