

COMMUNITY RELATIONS

Student Fundraising Activities

~~The approval of the Superintendent or designee is required before any solicitation of funds from students is initiated.~~

~~Only the following~~No individual or organizations may solicit~~is allowed to ask students to participate in fundraising activities while the~~ students are on school grounds during school hours or during any school activity. ~~to engage in fund-raising activities~~Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 1210, *Parent Organizations and Booster Clubs*.

~~The Superintendent's or designee shall manage student fundraising activities in alignment with the following directivesimplementing procedures for all fundraising shall provide that:~~

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Participation in Ffund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited unless under the direct supervision of a parent/guardian.
4. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must: a) develop viewpoint neutral guidelines for the creation of messages; b)inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and c) place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."
8. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising ~~complies with State and federal laws~~activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education and rules regarding concerning the sale of "competitive foods" on school grounds during the school day and beverage items.

| 23 Ill.Admin.Code Part 305, School Food Service.

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

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

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

COMMUNITY RELATIONS

Gifts to the District and Personnel

The School Board ~~accepts~~ appreciates gifts from any education foundation, ~~or other entities~~, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board, the Superintendent, or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 5010, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

Pupils, parents, and other citizens are discouraged from the presentation of gifts to employees of the District.

The Board shall encourage the writing of letters to staff members expressing gratitude or appreciation, as opposed to gifts.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

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

Previously Adopted: December 8, 1975

Reviewed: ~~November 19, 1990~~
~~December 18, 2000~~
~~January 30, 2012~~January 12, 2026

Amended: ~~November 20, 2006~~
~~January 13, 2014~~
~~January 12, 2019~~January 2026

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COMMUNITY RELATIONS

Visitors to and Conduct on School Property

~~For purposes of~~ The following definitions apply to 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.

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~~A “Visitor” is~~ A any person other than an enrolled student or District employee.

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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.

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.

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:

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 law, or town or local county 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; ~~b~~
- ~~6.7~~. ~~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.
- ~~7.8~~. 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.
- ~~8.9~~. Delay, impede, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner.)
- ~~9.10~~. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
- ~~10.11~~. 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.
- ~~11.12~~. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
- ~~12.13~~. ~~Willfully~~ ~~v~~Violates other District ~~rules-policies and-or~~ regulations, ~~or a directive from an authorized security officer or District employee.~~
- ~~13.14~~. Use or possess medical cannabis, unless he or she has complied with Board policy 5500, *Administering Medicine to Students*, implementing *Ashley's Law*.
- ~~14.15~~. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

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

Convicted 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-licensed~~ 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 ~~Athletic or Extracurricular~~ 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 ten (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 in accordance with State law. The person is also subject to being denied admission to

school events or meetings for up to one calendar year in accordance with the procedures above.

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, 5/22-110, and 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.

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

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

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

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COMMUNITY RELATIONS**Definition of Child Sex Offender**

(1) *Child sex offender* means any person who:

- (i) Has been charged under Illinois law, or any substantially similar federal law or law of another state, with a sex offense set forth in paragraph (2) of this subsection (d) or the attempt to commit an included sex offense, and
 - (A) Is convicted of such offense or an attempt to commit such offense; or
 - (B) Is found not guilty by reason of insanity of such offense or an attempt to commit such offense; or
 - (C) Is found not guilty by reason of insanity pursuant to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or an attempt to commit such offense; or
 - (D) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged commission or attempted commission of such offense; or
 - (E) Is found not guilty by reason of insanity following a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or of the attempted commission of such offense; or
 - (F) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged violation or attempted commission of such offense; or
- (ii) Is certified as a sexually dangerous person pursuant to the Illinois Sexually Dangerous Persons Act, or any substantially similar federal law or the law of another state, when any conduct giving rise to such certification is committed or attempted against a person less than 18 years of age; or
- (iii) Is subject to the provisions of Section 2 of the Interstate Agreements on Sexually Dangerous Persons Act.

Convictions that result from or are connected with the same act, or result from offenses committed at the same time, shall be counted for the purpose of this Section as one conviction. Any conviction set aside pursuant to law is not a conviction for purposes of this Section.

(2) Except as otherwise provided in paragraph (2.5), *sex offense* means:

- (i) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012:
 - 10-4 (forcible detention),
 - 10-7 (aiding or abetting child abduction under Section 10-5(b)(10)),
 - 10-5(b)(10) (child luring),
 - 11-1.40 (predatory criminal sexual assault of a child),

11-6 (indecent solicitation of a child), 11-6.5 (indecent solicitation of an adult),
 11-9.1 (sexual exploitation of a child),
 11-9.2 (custodial sexual misconduct),
 11-9.5 (sexual misconduct with a person with a disability),
 11-14.3(a)(1) (promoting prostitution by advancing prostitution),
 11-14.3(a)(2)(A) (promoting prostitution by profiting from prostitution by compelling a person to be a ~~prostitute~~person engaged in the sex trade),
 11-14.3(a)(2)(c) (promoting prostitution by profiting from prostitution by means other than as described in subparagraphs (A) and (B) of paragraph (2) of subsection (a) of Section 11-14.3),
 11-14.4 (promoting ~~juvenile prostitution~~commercial sexual exploitation of a child),
 11-18.1 (patronizing a ~~juvenile prostitute~~sexually exploited child),
 11-20.1 (~~child sexual abuse material or~~ child pornography),
 11-20.1B (aggravated child pornography),
 11-21 (harmful material),
 11-25 (grooming),
 11-26 (traveling to meet a minor or traveling to meet a child),
 12-33 (ritualized abuse of a child),
 11-20 (obscenity) (when that offense was committed in any school, on real property comprising any school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or in a public park),
 11-30 (public indecency) (when committed in a school, on real property comprising a school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or in a public park). An attempt to commit any of these offenses.

(ii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age:

(ii)
 11-1.20 (criminal sexual assault),
 11-1.30 (aggravated criminal sexual assault),
 11-1.50 (criminal sexual abuse),
 11-1.60 (aggravated criminal sexual abuse).

An attempt to commit any of these offenses.

(iii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

10-1 (kidnapping),
 10-2 (aggravated kidnapping),
 10-3 (unlawful restraint),
 10-3.1 (aggravated unlawful restraint),
 11-9.1(A) (permitting sexual abuse of a child).

An attempt to commit any of these offenses.

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- (iv) A violation of any former law of this State substantially equivalent to any offense listed in clause (2)(i) or (2)(ii) of subsection (d) of this Section.

(2.5) For the purposes of subsections (b-5) and (b-10) only, a sex offense means:

- (i) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012:

(i)

10-5(b)(10) (child luring),
10-7 (aiding or abetting child abduction under Section 10-5(b)(10)),
11-1.40 (predatory criminal sexual assault of a child),
11-6 (indecent solicitation of a child),
11-6.5 (indecent solicitation of an adult),
11-9.2 (custodial sexual misconduct),
11-9.5 (sexual misconduct with a person with a disability),
11-11 (sexual relations within families),
11-14.3(a)(1) (promoting prostitution by advancing prostitution),
11-14.3(a)(2)(A) (promoting prostitution by profiting from prostitution by compelling a person to be a ~~prostitute~~ person engaged in the sex trade),
11-14.3(a)(2)(C) (promoting prostitution by profiting from prostitution by means other than as described in subparagraphs (A) and (B) of paragraph (2) of subsection (a) of Section 11-14.3),
11-14.4 (promoting ~~juvenile prostitution~~ commercial sexual exploitation of a child),
11-18.1 (patronizing a ~~juvenile prostitute~~ sexually exploited child),
11-20.1 (child sexual abuse material or child pornography),
11-20.1B (aggravated child pornography),
11-25 (grooming),
11-26 (traveling to meet a minor or traveling to meet a child), or
12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

- (ii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age:

(ii)

11-1.20 (criminal sexual assault),
11-1.30 (aggravated criminal sexual assault),
11-1.60 (aggravated criminal sexual abuse), and
subsection (a) of Section 11-1.50 (criminal sexual abuse).

An attempt to commit any of these offenses.

- (iii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

(iii)

10-1 (kidnapping),
10-2 (aggravated kidnapping),
10-3 (unlawful restraint),
10-3.1 (aggravated unlawful restraint),

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11-9.1(A)(permitting sexual abuse of a child).

An attempt to commit any of these offenses.

- (iv) A violation of any former law of this State substantially equivalent to any offense listed in this paragraph (2.5) of this subsection.
- (3) A conviction for an offense of federal law or the law of another state that is substantially equivalent to any offense listed in paragraph (2) of subsection (d) of this Section shall constitute a conviction for the purpose of this Section. A finding or adjudication as a sexually dangerous person under any federal law or law of another state that is substantially equivalent to the Sexually Dangerous Persons Act shall constitute an adjudication for the purposes of this Section.

Administrative Adoption: January 22, 2018

Review/Amended: ~~October 30, 2024~~ January 12, 2026

ADMINISTRATION

Councils and Committees

The Board authorizes the Superintendent or designee to establish permanent and temporary councils and ~~committees which~~committees, which are deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All councils and committees created by the Superintendent or designee shall be ~~for the purpose of~~for obtaining to a maximum degree the advice and counsel of the employees and citizens of the district.

The ~~number, composition, and work to be done by such councils and committees shall be defined by the Superintendent or designee~~Superintendent or designee shall define the number, composition, and work to be done by such councils and committees.

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

Reviewed: ~~September 17, 2001~~
~~December 11, 2007~~
~~January 14, 2013~~January 12, 2026

Amended: ~~April 7, 1997~~January 12, 2026

ADMINISTRATION

Administrative Action in Absence of Board Policy

In situations in which administrative action must be taken to solve a problem within the District in the absence of a defining Board Policy, it shall be the responsibility of the Superintendent to act at his/her discretion.

Following the occurrence of such an instance, it shall be the responsibility of the Superintendent to inform the Board of such action.

Adopted: Board of Education
Woodridge School District 68
November 25, 1974

Reviewed: ~~September 17, 2001~~
~~December 11, 2007~~
~~January 14, 2013~~ January 12, 2026

Amended: April 7, 1997

ADMINISTRATION

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each ~~building~~ Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall ~~develop and maintain~~ implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of The School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

The School Board and each Building Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 2150, *Administrative Personnel Other Than the Superintendent*.

Legal Reference: 10 ILCS 5/4-6.2, Election Code.
105ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b and 5/24A-15.
105ILCS 127/1, School Reporting of Drug Violations Act-et seq.
23 Ill.Admin.Code Pars 35 and 50, Subpart D.

Adopted: Board of Education
Woodridge School District 68
November 25, 1974

Reviewed: ~~November 30, 2015~~
~~December 5, 2016~~ January 12, 2026

Amended: ~~April 7, 1997—~~
~~January 28, 2002~~
~~January 28, 2008~~

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

Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting and notice requirements for Principals. Compliance with the State law reporting and notice requirements is required by Board policy 2140, *Administrative Responsibility of the Building Principal*, in its mandate to “perform all duties as described in State law.” The specific statute identified in the following tables should be checked for current requirements. The lists of required reports and notices may not be exhaustive.

Events Requiring Reports Concerning School Safety and Security	Resources
<p>A student or other person poses a clear and present danger to himself, herself, or others.</p> <p>This report is made to the Ill. State Police (ISP) within 24 hours after the Building Principal makes this determination.</p> <p>This report is required by the Firearm Concealed Carry Act (430 ILCS 66/105), and the Mental Health and Developmental Disabilities Code (405 ILCS 5/6-103.3). The Building Principal may delegate making reports concerning students, but not otherwise.</p> <p><i>Clear and present danger</i> is defined in 430 ILCS 65/1.1, as a person who:</p> <p>(1) communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, <u>advanced practice psychiatric nurse</u>, or qualified examiner; or</p> <p>(2) demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, <u>advanced practice psychiatric nurse</u>, qualified examiner, school administrator, or law enforcement official.</p> <p>ISP rules implementing this duty to report are found in 20 Ill.Admin.Code §1230.120(b), and state, in relevant part:</p> <p>ba) Law enforcement officials and school administrators shall report determinations of a clear and present danger directly to the Department [ISP]. The Department shall make a form and instruction for the reporting available to law enforcement officials and school administrators on its website.</p> <p>1) Clear and present danger reports shall be</p>	<p>The ISP has posted information and instructions at: www.dhs.state.il.us/page.aspx?item=38026#a_toc2.</p> <p>The reporting form is at: The reporting form is at: isp.illinois.gov/StaticFiles/docs/FSB/FOID%20Appeal%20Forms/ClearAndPresentDanger.pdf.</p> <p>Policy 2140, <i>Administrative Responsibility of the Building Principal</i></p> <p>Policy 5600, <i>Student Records</i></p> <p>Procedure 5600R1 on <i>School Student Records</i></p>

Events Requiring Reports Concerning School Safety and Security	Resources
<p>reviewed by the Department to deny a FOID [Firearm Owners Identification] card application or revoke a FOID card under Section 8(f) or 8.1(d) of this Act.</p> <p>2) Clear and present danger reporting shall be made consistent with the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) to assist the Department with protecting the health and safety of the public by denying persons who present a clear and present danger from having lawful access to weapons.</p> <p><u>Note: 430 ILCS 65/8.1(d), as amended by P.A. 104-5, also allows ISP to suspend a person's FOID card.</u></p>	
<p>A student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability.</p> <p>This report is made to the Ill. Dept. of Children and Family Services (DCFS) immediately upon suspicion or receipt of knowledge. The DCFS Child Abuse Hotline is 800/25-ABUSE or 217/524-2606.</p> <p>In addition to the Building Principal, all school personnel are required to make this report. A staff member should inform the Building Principal if the staff member made a report; the Building Principal should inform the Superintendent of any report made.</p> <p>This report is required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), and the Dept. of Human Services Act (20 ILCS 1305/). A knowing and willful failure to make the report to DCFS is a Class A misdemeanor for the first violation and a second or subsequent violation is a Class 4 felony. 325 ILCS 5/4.</p>	<p>Information and directions are available from DCFS at: www.state.il.us/dcf/child/index.shtml.</p> <p>Policy on <i>Abused and Neglected Child Reporting</i></p>
<p><u>Child pornography</u> Child sexual abuse material is discovered on electronic and information technology equipment.</p> <p>This report is made immediately to local law enforcement, or the National Center for Missing and Exploited Children's CyberTipline 800/843-5678 or online at: www.CyberTipline.com.</p> <p>According to 325 ILCS 5/4.5,</p> <p><i>Electronic and information technology equipment</i> means, equipment used in the creation, manipulation, storage, display, or transmission of data, including internet and intranet systems,</p>	<p>Policy on <i>Abused and Neglected Child Reporting</i></p>

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Events Requiring Reports Concerning School Safety and Security	Resources
<p>software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers. (Italics added.)</p> <p>An electronic and information technology equipment worker or the worker's employer is required to make this report by 325 ILCS 5/4.5.</p> <p>Failure to make this report is a business offense subject to a fine of \$1,001. <i>Id.</i> at 5/4.5(e).</p>	
<p>Hazing resulted in bodily harm to any person.</p> <p>This report is required when the Building Principal or other school personnel or volunteer observes hazing.</p> <p>This report is made to the Superintendent or other supervising authority or, in the event of death or great bodily harm, to law enforcement. 720 ILCS 5/12C-50.1. The statute does not provide a deadline for making the report, but making the report immediately is prudent.</p> <p>Failure to report hazing is a Class B misdemeanor and if the hazing resulted in death or great bodily harm the failure to report is a Class A misdemeanor. <i>Id.</i> at 5/12C-50.1(c).</p>	<p>Policy on <i>Abused and Neglected Child Reporting</i></p> <p>Policy on <i>Student Behavior</i></p>
<p>The person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of enrolling the student.</p> <p>The Superintendent or designee is required to immediately notify local law enforcement. The Superintendent or designee must also notify the person enrolling the student, in writing, that unless the person complies within 10 days, the case will be referred to local law enforcement for investigation. If the person does not comply within 10 days, the Superintendent or designee refers the case to local law enforcement. 325 ILCS 50/5(b)(2) and 325 ILCS 55/5(b).</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/), and the Missing Children Registration Law (325 ILCS 55/).</p>	<p>Policy on <i>School Admissions and Student Transfers To and From Non-District Schools</i></p>
<p>The District receives notification from the ISP of the disappearance of a student currently or previously enrolled.</p> <p>The Superintendent or designee is required to flag records pertaining to the student, such that whenever a</p>	

Events Requiring Reports Concerning School Safety and Security	Resources
<p>copy of or information regarding the flagged records is requested, the Superintendent or designee will be alerted. The Superintendent or designee must immediately report to local law enforcement any request concerning flagged records or knowledge about where the student may be located. 325 ILCS 50/5(a) and 325 ILCS 55/5(a).</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/), and the Missing Children Registration Law (325 ILCS 55/).</p>	
<p>A drug-related incident occurred on school property, including any conveyance used to transport students, or on any public way within 1000 feet of the school.</p> <p>The Building Principal or designee is required to immediately notify the Superintendent or designee and any involved student's parent/guardian. The Superintendent or designee is required to immediately report to local law enforcement. 105 ILCS 5/10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). Schools must also report any verified incident involving drugs to the Ill. State Board of Education (ISBE) through its web-based School Incident Reporting System (SIRS) as it occurs during the year but no later than July 31 for the preceding school year.</p> <p>105 ILCS 127/2 also requires reporting to the municipal police dept. or office of the county sheriff of the municipality or county where the school is located within 48 hours of becoming aware of the drug violation.</p> <p>105 ILCS 127/2 sets forth specific drug violations that will trigger this duty to report; however, best practice suggests reporting any drug violation. This report is required by the School Reporting of Drug Violations Act, 105 ILCS 127/.</p>	<p>Policy on <i>Administrative Responsibility of the Building Principal</i></p>
<p>The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.</p> <p>If this occurs, the Principal is required to utilize the resources of proper law enforcement agencies. 105 ILCS 5/10-21.4a.</p>	<p>Policy on <i>Administrative Responsibility of the Building Principal</i></p> <p>Policy on <i>Student Behavior</i></p>

Events Requiring Reports Concerning School Safety and Security	Resources
<p>A student committed a criminal <u>or civil</u> offense.</p> <p>The Superintendent or designee is required to make this report. This report is made to local law enforcement agencies as part of a reciprocal reporting system between the District and local law enforcement agencies. No specified time period is stated in the statute. A reciprocal reporting system is required by 105 ILCS 5/10-20.14.</p>	Policy on <i>Committees</i>
<p>A person on school grounds possesses <u>or threatens to possess</u> a firearm.</p> <p>This report is made by the Building Principal or designee to local law enforcement immediately after receiving a report of a person on school grounds possessing <u>or threatening to possess</u> a firearm.</p> <p><u>If the report pertains to a threat of firearm violence made by a student, the Building Principal or designee must attempt to notify the student's parent/guardian as soon as possible and must further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm.</u></p> <p>The Building Principal or designee must also notify the Superintendent or designee and any involved student's parent/guardian, and the Superintendent or designee must also immediately report to local law enforcement. Schools must also report any verified incident involving a firearm to ISBE through SIRS as it occurs during the year but no later than July 31 for the preceding school year.</p> <p>These reports are required by 105 ILCS 5/10-27.1A, amended by P.A.s 102-197, 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). A knowing and willful failure to make the report is a petty criminal offense for the first violation and a second or subsequent violation is a Class C misdemeanor. <u>Id.</u></p>	Policy on <i>Student Behavior</i>
<p>A staff member is battered.</p> <p>This report is made by the Building Principal or designee to the Superintendent or designee and to any involved student's parent/guardian. The Superintendent or designee will immediately report to local law enforcement and will report to ISBE through SIRS as incidents occur during the school year and no later than August 1 for the preceding school year. 105 ILCS 5/10-21.7, amended by P.A. 102-894.</p>	

Events Requiring Reports Concerning School Safety and Security	Resources
<p>A student engaged in aggressive behavior.</p> <p>The Superintendent or designee is required to make this report. This report is made to the parent/guardian of a student who engaged in aggressive behavior including, without limitation, bullying. 105 ILCS 5/10-20.14(d). No specific time period is stated in the statute.</p>	<p>Policy on <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>Policy on <i>Student Behavior</i></p>

Required Notices Concerning School Safety and Security	Resources
<p>Human Trafficking Hotline.</p> <p>The Superintendent or designee ensures the Ill. Dept. of Human Services' notice is posted in conspicuous and accessible locations such as administrative offices or other locations in view of school employees.</p> <p>This notice is required by the Human Trafficking Resource Center Notice Act, 775 ILCS 50/.</p>	<p>Notice available for download at: www.dhs.state.il.us/page.aspx?item=82023.</p>
<p>Lead in Drinking Water.</p> <p>If samples from any drinking water lead test performed in any District school(s) exceed five parts per billion, the Superintendent or designee provides notification of the sampling results to the parents or guardians of all enrolled students.</p> <p>This notification is required by 225 ILCS 320/35.5(c)(3).</p>	<p>Policy on <i>Safety</i></p>
<p>Sex Offender Information is Available.</p> <p>This notice is provided to the parents/guardians of students at either registration or parent-teacher conferences.</p> <p>Either the Building Principal or teacher shall notify the parents/guardians that information about sex offenders is available on the ISP website. 730 ILCS 152/120(g).</p> <p>This notice is required by the Sex Offender Community Notification Law, 730 ILCS 152/120(g).</p>	<p>Policy on <i>Safety</i></p>

Administrative Adoption: January 14, 2019

Revised: ~~August 1, 2025~~ January 12, 2026

Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately ~~certificated-licensed~~ and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control. The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill.Admin.Code §§1.310, ~~and~~ 1.705, and 50.300; and Parts 25 and 29.

Adopted: Board of Education
Woodridge School District 68
January 14, 2013

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

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

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*.

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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 Preliminary - Adoption Procedures

After receiving the Superintendent or designee's proposed tentative budget, the Board ~~will~~ setsets the date, place, and time for:

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

The Board Secretary shall ~~make arrangements~~arrange 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, including the fiscal year end cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, 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.

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The ~~adoption of Board adopts~~ the budget ~~shall be~~ by roll call vote. The budget 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.

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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~~ 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.~~

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Implementation

The Superintendent or designee ~~is responsible for implementing~~ shall implement the District's ~~approved~~ budget and ~~shall~~ provide the Board with a monthly ~~Budget and Program Report for both Revenues and Expenditures~~ financial report that includes all deficit fund balances. The total amount budgeted as the expenditure in each fund is the maximum amount ~~which that~~ 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 all:

- ~~1. all expenditures;~~
- ~~2. 1. all interfund loans;~~
- ~~2. all interfund transfers;~~
3. 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, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10, 5/17-2A, 5/17-3.2, and 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
 35 ILCS 245200/6-245/818-55 et seq., Truth in Taxation Law.
23 Ill.Admin.Code Part 100.

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

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

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

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 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 than 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 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 Plusor 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 1-12 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~~, ~~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 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 (CRA), 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(CRA)~~;
2. ~~For financial institutions subject to the Ill. Community Reinvestment Act (ICRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ICRA;~~
- 2.3. 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;
- 3.4. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
- 4.5. 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
- 5.6. 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. ~~The District may not deposit public funds in a financial institution subject to the ICRA unless either: (1) the institution has a current rating of satisfactory under the ICRA at the time of deposit; or (2) the Ill. Dept. of Financial and Professional Regulation has not yet completed its initial examination of the institution under the ICRA. The District may not withdraw public funds from a financial institution prior to the date of maturity solely on the basis of a less than satisfactory rating under the ICRA. When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA and the ICRA.~~

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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 ~~2:1007150~~, *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 13, 2025~~ January 12, 2025

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

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BUSINESS

Waiver of Student Fees

The Superintendent, or designee, will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, and other instructional materials, as well as fines for the loss of school property, are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for ~~lost and~~ damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

- 1) The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free or reduced meals program.
- 2) The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
- 3) The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements.

~~The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and not more than once per academic year. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.~~

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

~~No discrimination or punishment of any kind, including, but not limited to: the lowering of grades, exclusion from classes, or withholding of student records, transcripts, or diplomas, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.~~

Leg. Ref.: ~~The School Code of Illinois~~

Sections ~~105 ILCS 10-20.13, 34-21.6, 28-19.2(a)~~ 5/10-22.25

~~Ill. Rev. Stat. 1989 ch. 105, para. 712.1 et. Seq.~~ 42 U.S.C. 11434a, McKinney-Vento Homeless Assistance Act

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

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

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Fines, Fees, and Charges - Waiver of Student Fees

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<u>Actor</u>	<u>Action</u>
Superintendent or designee	<p><u>Prepares and recommends to the School Board a list of school fees and fines to be charged to students for the use, damage, or loss of textbooks, consumable materials, field trips, extracurricular activities, graduation fees, and similar items. See 105 ILCS 5/1-3 and 23 Ill.Admin.Code §1.245(a) for definitions of <i>school fees</i> and <i>fines</i>.</u></p> <p><u>Initial notice:</u> For all students enrolling in the District for the first time, notifies their parents/guardians that the District will waive school fees and fines for persons unable to afford them in accordance with Board policy 3220, <i>Waiver of Student Fees</i>.</p> <p>The initial notice must at least describe: (1) the Board's policy, including the criteria and other circumstances under which the District will waive school fees or fines; (2) the school fees or fines subject to a waiver; (3) the procedure to apply for a fee or fine waiver, including the availability of a fee or fine waiver request form and the documents required by the District in verifying income; and (4) the dispute resolution procedure. 23 Ill.Admin.Code §1.245(c)(2)(A).</p> <p><u>Notice with every bill:</u> Includes a notice with every bill for fees and/or fines sent to parents/guardians that the District will waive school fees and fines for persons unable to afford them in accordance with Board policy 3220, <i>Waiver of Student Fees</i>.</p> <p>The notice must include a description of the waiver application process or the name, address, and telephone number of the person to contact for information concerning a waiver. 23 Ill.Admin.Code §1.245(c)(2)(B).</p> <p>Determines whether the required inclusions in these notices will be satisfied by providing parents/guardians with a written copy of Board policy 3220, <i>Waiver of Student Fees</i>, and the <i>Application for Fee Waiver</i>.</p>
Parents/Guardians seeking a school fee and fine waiver	<p><u>For waiver sought based on income guidelines for the federal free meals program or because parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line:</u></p> <p>Complete the <i>Application for Fee Waiver</i>, and return it to the District along with documents that will verify the family's income, such as, payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d).</p> <p>May apply for a waiver of school fees and fines by</p>

	<p><u>completing the <i>Application for Fee Waiver</i>, at any time.</u></p> <p><u>For waiver sought based on homeless status:</u></p> <p><u>Contact the District Liaison for Homeless Children, Dr. Anne Bowers, at 630-795-6835.</u></p>
<u>Parents/Guardians seeking a school fee and fine waiver</u>	<p><u>May appeal the denial of a waiver request.</u></p> <p><u>If requested, meets with the person who will decide the appeal in order to explain why the waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B).</u></p>
<u>Business Office</u>	<p><u>If the parents/guardians request to meet with the person who will decide the appeal to explain why the waiver should be granted, contacts the parents/guardians and schedules the meeting. 23 Ill.Admin.Code §1.245(c)(3)(B).</u></p> <p><u>Ensures that the person who decides the appeal is not the person who initially denied the waiver or a subordinate of this person. 23 Ill.Admin.Code §1.245(c)(3)(B).</u></p> <p><u>Responds in writing to parents/guardians' appeal within 30 calendar days of receipt of the appeal. 23 Ill.Admin.Code §1.245(c)(3)(B).</u></p> <p><u>Ensures that no discrimination, punishment, or penalty of any kind, including the lowering of grades, exclusion from any curricular or extracurricular program, or withholding of student records, grades, transcripts, or diplomas, is exercised against a student whose parent(s)/guardian(s) are unable to pay any required fees or fines for the loss of school property. 105 ILCS 5/10-20.13(d), added by P.A. 104-391 ; 23 Ill.Admin.Code §1.245(g).</u></p>

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School Fees and Waiver of Fees

“School “fees” or “fees” means any monetary charge collected by a school or the District from a student, or the parents or guardian of a student, as a prerequisite for student participation in any curricular or extracurricular program of the school or District. A school or the District does not impose a “fee” when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or extracurricular program.

School “fees” include, but are not limited to the following:

- All charges for required textbooks and instructional materials.
- All charges and deposits collected by a school for use of school property (e.g., locks; towels, laboratory equipment).
- Charges for field trips made during school hours, or made after school hours, if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
- Charges or deposits for uniforms, costumes, or equipment related to interscholastic and intramural sports, or to fine arts programs.
- Charges to participate in extracurricular activity.
- Charges for supplies required for a particular class (e.g., shop or home economics

materials, laboratory or art supplies).

- Graduation fees.
- School record fees.
- School health services fees.

School "fees" do not include:

- Fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments, library books, technology equipment, etc.).
- Charges for the purchase of yearbooks, pictures or similar items.
- Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish club).
- Charges for admission to school dances, athletic events or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school care, recreation programs).

Administrative Adopted: May 15, 1995

Amended: November 5, 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~~ an audit of the District funds, accounts, statements, and other financial matters. 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~~ establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include ~~such items as~~ a description of each item, ~~the~~ quantity, ~~the~~ location, ~~the date of purchase~~ date, 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 (AFR) on a timely basis using the form adopted by the ISBE. The ~~Superintendent, Superintendent~~ or designee shall review and discuss the ~~Annual Financial Report~~ AFR with the Board before it is submitted and submit one copy of the AFR to the Regional Superintendent of Schools annually on or before October 15.

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~~ \$10,000 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.

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

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

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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.

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 custodians.

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, waste, and abuse, as well as employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

Leg. Ref.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, 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 Part 100, ch. 110 and 125
 2 C.F.R. 200
30 ILCS 708/, Grant Accountability and Transparency Act; 44 Ill.Admin.Code 7000 et seq.

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

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

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

BUSINESS

Inventory Management for Federal and State Awards

This procedure applies to property acquired by the District under federal grant awards or State grant awards governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

Definitions

Property - real or personal property. 2 C.F.R. §200.81.

Equipment - Tangible personal property (including information technology systems) having a useful life of more than one year and per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or ~~\$5~~\$10,000. 2 C.F.R. §200.~~33~~1.

Supplies - All tangible personal property other than *equipment*. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the District for financial statement purposes or \$10,000, regardless of its useful life. 2 C.F.R. §200.~~94~~1.

Acquisition Cost - The cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the District's regular accounting practices. 2 C.F.R. §200.~~21~~.

Roles and Responsibilities

Actor	Responsibility
Business Manager and/or Designee	<p>Recordkeeping – 2 C.F.R. §200.313(d)(1) and (2)</p> <ol style="list-style-type: none"> 1. Ensures all equipment purchased with grant funds is identified and marked as such. 2. Maintains an inventory list that includes the following: <ol style="list-style-type: none"> a. a description of the property b. a serial number or other identification number c. the source of funding for the property (including the Federal Award Identification Number (FAIN), if applicable) d. who holds title<u>the title holder</u> e. the acquisition date f. the cost of the property g. the percentage of federal or State participation in the

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Actor	Responsibility
	<p>cost of the property <u>agency contribution towards the original purchase</u></p> <p>h. the location, use and condition of the property</p> <p>i. any <u>ultimate</u> disposition data including the date of disposal and sale price of the property</p> <p>i,j. any updates of property records when there is a change in the status of the property.</p> <p>3. Takes <u>Conducts</u> a physical inventory of the property and reconciles the results with the records at least once every two years.</p> <p>Maintenance and Safeguarding – 2 C.F.R. §200.313(d)(3) <u>and (4)</u></p> <ol style="list-style-type: none"> 1. Budgets for and schedules regular maintenance of the equipment when it is recommended by the manufacturer and arranges for repair of equipment when economically feasible. 2. Oversees implementation of the internal controls for the safeguarding of equipment and supplies. 3. Reports (or receives reports, if so designated) any fraud, waste, or abuse of property. 4. Investigates reports of property loss, damage, or theft. If appropriate, and in consultation with the Superintendent, makes a report to law enforcement for further investigation. <p>Title and Use – 2 C.F.R. §200.313(a) and (c)</p> <ol style="list-style-type: none"> 1. Ensures the equipment is used for the authorized purposes of the grant during the period of the grant, or until the property is no longer needed for the purposes of the project. 2. During the time that equipment is used on the project or program for which it was acquired, designates equipment available for use on other projects or programs currently or previously supported by the federal or State government, provided such use will not interfere with the work for which it was originally acquired, in the following order of priority: <ol style="list-style-type: none"> a. First preference is given to other programs or projects supported by the awarding federal or State agency that financed the equipment <u>funded the original program or project.</u>

Actor	Responsibility
	<p>b. Second preference is given to programs or projects under awards from other awarding agencies (in the case of federal awards, to activities under federal awards from other federal awarding agencies; this includes consolidated equipment for information technology systems).</p> <p>3. If the equipment is to be used for non-federally or non-State-funded programs or projects, considers charging user fees. Any fees charged for equipment services acquired under an award must be equal to or greater than what private companies charge for equivalent services, unless specifically authorized by statute, for as long as the government retains an interest in the equipment.</p> <p>4. Ensures that title to the property is not encumbered without the approval of the awarding agency.</p> <p>Disposition – 2 C.F.R. §200.313(e)</p> <p>1. Unless the awarding agency requires an equipment transfer, when equipment acquired under an award is no longer needed for the original project or program or for any other activities supported by a federal or State awarding agency<u>State agency</u>, requests disposition instructions from the awarding federal or State agency, if required by the terms and conditions of the award.</p> <p>2. If an item of equipment has a current per unit fair market value of \$510,000 or less (per unit), arranges for the retention, sale, or disposal of the equipment with no further obligation to the awarding agency. Notes the disposition of such items in the District's property records.</p> <p>3. Except for awards exempted under 2 C.F.R. §200.312(b), or if the awarding agency fails to provide requested disposition instructions within 120 days, arranges for the retention or sale of items of equipment with a current per-unit fair-market value in excess of \$510,000 (per unit).</p> <p>The awarding agency<u>federal or State agency</u> is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of the federal or State agency's participation in the cost of<u>contribution towards</u> the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the awarding agency<u>federal or State agency</u> may permit the District to deduct and retain, from the agency share<u>federal or State share</u>, \$51,000 or ten</p>

Actor	Responsibility
	<p>percent of the proceeds, whichever is less, for its selling and handling expenses to cover expenses associated with the selling and handling of the equipment.</p> <ol style="list-style-type: none"> 4. If applicable, arranges for the transfer of title to the property to the federal or State government or to an eligible third party, provided that in such cases, the District is entitled to compensation for its attributable percentage of the current fair market value of the property. 5. If the District is authorized or required to sell the property, ensures compliance with Board policy <u>3410, Accounting and Audits</u>, regarding the disposition of property, and follows proper sales procedures to ensure the highest possible return. 6. For items of equipment with an acquisition cost of <u>\$510,000</u> or more: <ol style="list-style-type: none"> a. Obtains two signed bids from potential purchasers or two appraisals from authorized appraisers to determine the per unit current fair market value. b. If the per unit current fair market value is <u>\$510,000</u> or more, follows the procedures outlined in the Ill. State Board of Education's <i>State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures</i> to obtain ISBE's approval, available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf. 7. When appropriate, arranges for the trade-in of equipment to be replaced or sale of the property when acquiring replacement equipment. Proceeds from the trade-in or sale may be used to offset the cost of the replacement equipment. <p>Note: If the District fails to take appropriate disposition actions, the awarding agency may direct the District to take disposition actions. <u>Retention – 2 C.F.R.200.313(f). When included in the terms and conditions of the award, retains the equipment with permission from the federal or authorized Sate agency, with no further obligation to the federal or State agency unless prohibited by federal law or regulation.</u></p>
Staff Members Who Receive Equipment/Supplies as Part of Their Job Duties	<p>Use the equipment/supplies for the purposes authorized by the grant during the grant period, or until the property is no longer needed for the purposes of the project.</p> <p>Properly use the equipment in accordance with the manufacturer's instructions.</p>

Actor	Responsibility
	<p>Produce the equipment/supplies when requested by the Business Manager or designee, whether for inventory, scheduled maintenance, repair, or other purposes.</p> <p>Take reasonable steps to prevent damage to equipment and supplies.</p> <p>Report any fraud, waste, or abuse of property.</p> <p>Immediately report lost or stolen equipment/supplies to the Business Manager or designee.</p> <p>Return the equipment/supplies when requested by the Business Manager or designee or if it is no longer needed.</p>

Administrative Adoption:

January 13, 2020

Reviewed/Amended:

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

BUSINESS**Treasurer's Report**

The Treasurer shall submit a monthly reconciliation to the Board which shall include the following: receipts, disbursements, interfund loans if any, fund balances, and investments for each fund.

Leg. Ref.: ~~— The School Code of Illinois~~
~~Chapter 105-8-15 Statement of District Accounts~~

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

Reviewed: ~~— December 4, 2000~~
~~— February 27, 2006~~
~~— January 30, 2012~~

Covered in policy 3430, Payment Procedures. This policy is attached for your reference.

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.

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

Amended: January 13, 2025

Reviewed: January 13, 2025

BUSINESS

Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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 shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. When hiring the Superintendent, the Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must

occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.: 20 U.S.C. 7926, Elementary and Secondary Education Act.
20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3, Criminal Code of 2012-
730 ILCS 152/, Sex Offender Community Notification Law.
-730 ILCS 154/75-105, Murderer and Violent Offender Against Youth
Community Notification Law.

CROSS REF.: ~~5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and~~
~~Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100~~
~~(Relations with Other Organizations and Agencies)~~

ADOPTED: January 12, 2015

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

AMENDED: January ~~23, 2017~~12, 2026

BUSINESS**Criminal Offender Notification Laws; Screening**

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Laws Protecting Students on School Grounds

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The following list describes laws and resources protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. 720 ILCS 5/11-9.3(a), (b). See Board policies 3530, *Convicted Child Sex Offender; Screening; Notifications*; and 1500, *Visitors to and Conduct on School Property*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. These laws are hereafter referred to as "offender notification laws." See also Board policy 3530, *Convicted Child Sex Offender; Screening; Notifications*. The School Code (105 ILCS 5/10-21.9, 5/21B-5 and 5/21B-80) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. 105 ILCS 5/10-21.9 requires any person hired by the District to submit to a fingerprint-based criminal history records check through the Ill. State Police (ISP) for an individual's *Criminal History Records Information* (CHRI), and the Federal Bureau of Investigation (FBI) national crime information databases. The law also requires a school district to initially check the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and the Statewide Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>, for each applicant being considered for hire and, if hired, repeatedly checked at least once every five years that an individual remains employed by the District. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. The National Sex Offender Public Website, www.nsopw.gov/; however, if performing a check here note that the same information will likely appear in the information furnished by the FBI.
3. The provisions in the School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. 105 ILCS 5/10-21.9(f).
4. Being charged with attempting to commit, conspiring to commit, soliciting, or committing any offense listed in 105 ILCS 5/21B-80(b-5) results in the automatic suspension of the individual's license or denial of the individual's license application until the individual's criminal charges are adjudicated through a court of competent jurisdiction. If the individual is acquitted, his or her license or application shall be immediately reinstated.
5. Conviction of an offense listed in 105 ILCS 5/21B-80(c) results in the automatic suspension of the individual's license or denial of the individual's license application, whichever is applicable. When the conviction becomes final, the license will be revoked. Conviction of an offense listed in 105 ILCS 5/21B-80(b), results in the automatic suspension of the individual's license or denial of the individual's license application, whichever is applicable, until seven (7) years following the end of the sentence for the criminal offense.

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6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any school counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121(b). See Board policy 3530, *Convicted Child Sex Offender; Screening; Notifications*.
7. When a criminal sexual offense is committed, or alleged to have been committed, by a District employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the Superintendent. This transmission occurs either (725 ILCS 191/15):
 - a. Upon the Superintendent's request to a law enforcement agency; or
 - b. If the law enforcement agency knows the offender/alleged offender is employed by the District (either as an employee or contractor), automatically.The copy of the CHRI that is provided must exclude the identity of the adult victim, and if the Superintendent is otherwise aware of the adult victim, he or she must keep that person's identity confidential.

Receipt of Information from and Collaboration with Law Enforcement

Offender Notification Laws: The Superintendent and Building Principal(s) shall notify the local law enforcement official, including the relevant lawyers in the County State's Attorney's Office and/or county sheriff, that he or she is the District's official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Licensed Teacher Felony Conviction Notification Laws: On behalf of the Board, the Superintendent, or if the licensed teacher is the Superintendent, the Board President, shall notify the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.

On behalf of the Board, the Superintendent, or if the teacher is the Superintendent, the Board President, shall notify the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when the District learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.

Juvenile Delinquency Adjudication Notifications: The Superintendent or designee shall contact the Juvenile Division(s) of the county State's Attorney Office(s) having jurisdiction over the

District's school(s) to discuss how the State's Attorney(s) shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012. 705 ILCS 405/5-901(8). The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any school counselor designated by the Building Principal. Id.

Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and the Statewide Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>. Information may also be included in the Student Handbook.

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Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening* is not the same as the School Code's requirement to perform a *fingerprint-based criminal history records check* through (a) the ISP for an individual's CHRI, and (b) the FBI's national crime information databases. 105 ILCS 5/10-21.9.

Screening involves checking an individual's name and address against the: (1) Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and (2) the Statewide Murderer and Violent Offender Against Youth Registry maintained by the ISP, <https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6).

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There are five categories listed below of individuals with the potential to have contact with students at school or at school events.

1. For employees and student teachers, the Superintendent or Building Principal(s) perform the following tasks:

- a. Complete the required forms to request the *fingerprint-based criminal history records check*. 105 ILCS 5/10-21.9(a).
- b. Screen the individual's name and address against the: (1) Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and (2) the Statewide Murderer and Violent Offender Against Youth Registry maintained by the State Police, <https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6). This screening must be done for applicants being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District.
- c. Review the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Superintendent immediately contacts the local police officials to confirm or disprove the match. The Superintendent immediately notifies the Board if a match is confirmed. The Board President will contact the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.
- d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. of Children and Family Services (DCFS) Child Abuse and Neglect Tracking System, a/k/a CANTS. This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS Background Check Portal at

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<https://dcfs.illinois.gov/for-providers/background-checks-for-licensed-and-unlicensed-providers/background-check-portal-for-licensed-providers.html>.

If an indicated report by DCFS or by a child welfare agency of another jurisdiction is found, the Board must consider the individual's status as a condition of employment. Contact the Board Attorney for guidance.

- e. Notify the State Superintendent of Education in writing within ten business days when a fingerprint-based criminal history records check returns a *pending* criminal charge against a license holder for an offense set forth in 105 ILCS 5/21B-80.
- f. Notify the State Superintendent of Education in writing within 15 business days when a fingerprint-based criminal history records check returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80 or when publicly available Illinois offender databases checks find a registration.
2. For students doing field or clinical experience other than student teaching, the Superintendent or Building Principal(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers. The cost of this check will be reimbursed by the student seeking the experience.
 - b. Performs the responsibilities listed in 1. b. & c., above.
3. For volunteers, the Superintendent or Building Principal(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers.
 - b. Performs the responsibilities listed in 1. b. & c., above.

For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

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Administrative Adoption: January 12, ~~2025~~2026

BUSINESS

Insurance Management

The Superintendent or designee shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

annually review ~~†~~The insurance program ~~which~~ shall include each of the following:

- 1) All eligible employees per the requirements of the Affordable Care Act, and applicable collective bargaining agreements or administrative contracts shall be entitled to receive insurance benefits (authorized by 105 ILCS 5/10-22.3).
 - a) Employees who apply for a leave of absence may request, at their expense, a continuation of their current policy coverage for a period not to exceed one year.
- 2) The Board will permit teacher retirees the option to remain in the group medical insurance plan until the age of 65 subject to the following conditions:
 - a) The premium shall be paid by the retiree
 - b) The retiree must be at least 55 years of age and have served as a full time employee for a minimum of ten (10) years.
- ~~1.3)~~ Liability coverage to insure against any loss or liability of the School District, and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified-licensed staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified-licensed staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
- ~~1.4)~~ Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
- ~~2.5)~~ Workers' Compensation to protect the individual employees against financial loss in case of work-related injury, certain types of disease, or death incurred in an employee-related situation.

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Student Insurance

The Superintendent or designee shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage and any contract is between the parents/guardians and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ~~§ 10001, 400~~
~~Stat. 222, 26 U.S.C. § 4980B(f) of the I.R.S. Code~~, 42 U.S.C. § 300bb-1 et seq.
 105 ILCS ~~5/2-3.53a, 5/2-3.53b~~, 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b,
 5/10-22.3f, 5/10-22.34, 5/10-22.34a, ~~and~~ 5/10-22.34b, ~~5/21A-5 et seq., and 5/22-~~
~~15.~~
 215 ILCS 5/, Ill. Insurance Code.
750 ILCS 75/, Ill. Religious Freedom Protection and Civil Union Act.
 820 ILCS 305/, Workers' Compensation Act.

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

Amended: ~~January 25, 2010~~
~~January 11, 2016~~
~~January 13, 2020~~ January 12, 2026

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

GENERAL PERSONNEL

Employee Assistance Program

Section 1. Program

It is recognized that a wide range of human problems not associated and associated with employment can often adversely affect an employee's ability to perform at an acceptable level. The Employee Assistance Program is an added employment benefit, offering confidential referral to outside agencies without stigma or threat of job loss. The program is designed to provide assistance in the form of initial counseling and/or referral for employees having persisting problems which might affect their general well-being or employment. The program also covers immediate members* of an employee's family.

Section 2. Procedure

a. Self-Referral

In the event that an employee or an immediate family member has a problem, they may contact the Employee Assistance Program through self-referral. The use of the self-referral option does not require notification or approval of the employee's supervisor or administrator. The problem will be handled in a strictly confidential manner. Names of individuals or job title of those who use the self-referral will not be made available to the District. However, self-referral statistics will be reported to the Assistant Superintendent for Human Resources to assess the effectiveness of the program.

b. Supervisory Referral

There may be instances when a supervisor may discuss with an employee the possibility that a personal problem is interfering with the employee's job performance. If, after discussion, it appears that the employee is unable or unwilling to improve his/her performance, the employee may be encouraged to seek the services of the Employee Assistance Program. A referral from an administrator may only be made with the employee's permission.

Section 3. Confidentiality

All referrals; interviews and records concerning participation or non-participation in the Employee Assistance Program shall be strictly confidential, and shall not be made a part of the employee's personnel file.

Section 4. Cost

The Employee Assistance Program is an added employee benefit. The program is designed to provide assistance in the form of initial counseling, with follow-up sessions, if needed. It is the District's intent to provide initial assessment and follow up counseling with the firm that is contracted for EAP services without cost to the employee. The cost of referrals for outside counseling beyond the firm contracted for EAP services would be the responsibility of the employee.

Section 5. Qualifications

It is the intent of the District to provide equal opportunity for employees to participate in the program. The Employee Assistance Program is available for employees and their family members. It is not a protective policy allowing for violation of the District's standards and agreements, nor is it intended to exempt employees from the standards of performance established for their position by their supervisors or to compromise the normal operations of the school district.

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* *As defined in the District insurance policy.*

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Administrative Adoption: June 22, 1998

Reviewed: ~~November 21, 2024~~January 12, 2025

BUSINESS**Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

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The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 3520, *Safety*, and shall:

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1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
5. Comply with State and federal law and align with Board policies.

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The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

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LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/22-110.

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105 ILCS 128/, School Safety Drill Act.

745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.

29 Ill.Admin.Code Part 1500.

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

Amended:

3520R3550R1

~~Comprehensive Safety and Security Plan~~Targeted School Violence Prevention Program (TAT)

TAT Program Document

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As required by Board Policy 3550, Targeted School Violence Prevention, the TAT program is also attached to the District's Comprehensive Safety and Emergency Plan document. Click this LINK to Woodridge School District 68 Emergency Operations and Cardiac Emergency Plans

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The full Threat Assessment Team (TAT) document is attached *Targeted School Violence Prevention Program* for your reference

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BUSINESS

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
- ~~6. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.~~
- 7.6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. ~~This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information.~~ The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable cybersecurity and other measures to safeguard information including: (1) *protected personally identifiable information*, (2) other information that a federal ~~awarding~~-agency, pass-through agency, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.
 2 C.F.R. §200.303(e).
 30 ILCS 708/, Grant Accountability and Transparency Act
 50 ILCS 205/3, Local Records Act.
 105 ILCS 10/, Illinois School Student Records Act.
 815 ILCS 530/, Personal Information Protection Act

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

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

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

Business

Treatment of Personally Identifiable Information Under Grant Awards

This procedure implements identification, handling, storage, access, disposal, and the overall confidentiality of personally identifiable information under grant awards in the subhead **Treatment of Personally Identifiable Information Under Grant Awards** in Board policy 3570, *Identity Protection*. Use it when the District is a recipient of a federal grant award or State grant award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and, as a result, must handle personally identifiable information (defined below) in its administration of the award.

Definitions

Personally identifiable information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and ~~public W~~web-sites. ~~This type of information is considered to be Public~~The definition of PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. ~~The definition of PII is not anchored-attached~~ to any single category of information or technology. ~~Rather~~Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII (or *protected personally identifiable information*) whenever additional information is made publicly available, in any medium and from any source, that, ~~when could be used to identify an individual when~~ combined with other available information, ~~could be used to identify an individual~~. 2 C.F.R. §200.791.

Protected personally identifiable information (Protected PII) is a subset of PII; it means PII (see definition above), except for certain types of PII that must be disclosed by law. an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. Protected PII does not include personally identifiable information that is required by law to be disclosed. 2 C.F.R. §200.821.

Safeguarding Requirement

GATA and 2 C.F.R. §200.303(e) require grant recipients to take reasonable measures to safeguard (1) ~~protected personally identifiable information~~Protected PII, (2) other information that the awarding ~~agency~~ or pass-through agency designates as sensitive, such as ~~personally identifiable information~~PII, and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively referred to in this Procedure as *sensitive information*).

The Superintendent or designee will ensure that the District:

1. Implements reasonable security measures, such as physical and technological safeguards, for the protection of sensitive information that meets or exceeds industry standards

designed to protect such information from unauthorized access, destruction, use, modification, or disclosure.

2. Complies with all applicable laws, such as the Identity Protection Act (5 ILCS 179/) (IPA), Personal Information Protection Act (815 ILCS 530/10) (PIPA) and Student Online Personal Protection Act (105 ILCS 85/27, added by P.A. 101-516, eff. 7-1-21) (SOPPA) in the event of a breach of sensitive information.

3. Notifies, if appropriate, members of the school community impacted by a breach when notification is not specifically required by law.

4. Educates staff members involved in the administration of grants that in addition to federal regulation 2 C.F.R. §200.303(e) and the terms of a specific award, multiple laws may apply to personally identifiable information, depending upon the type of information/record including: IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), SOPPA (105 ILCS 85/, ~~amended by P.A. 101-516, eff. 7-1-21~~), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

5. Consults with the Board Attorney as needed to ensure compliance.

Disposal of Sensitive Information

When disposal of sensitive information is authorized by law and/or Board policy, the Superintendent or other administrator overseeing the administration of the grant award will ensure the District follows the disposal standard under the Personal Information Protection Act (815 ILCS 530/40) and renders the information unreadable, unusable, and undecipherable.

Training for Employees and Contractors

District employees and contractors responsible for the administration of a federal or State award for the District will receive training on the safeguarding of sensitive information.

The Superintendent or designee will ensure:

1. Employees receive training upon their assignment to perform work under the award. The training shall include education on this procedure and the District's policies and procedures listed above that govern the District's handling of sensitive information for various types of information/records.

2. Documentation of employee training on the handling of personally identifiable information is maintained, including the dates(s) of the training and attendance/completion of the training.

3. District contractors performing work under the grant award regularly receive training from the District or other comparable training on the management of sensitive information.

Resources

Ill. State Board of Education –

Checklist for Protection of Personally Identifiable Information, available at www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx.

U.S. Dept. of Education –

Privacy Technical Assistance Center's Protecting Student Privacy Service, at www.studentprivacy.ed.gov.

Ill. Attorney General –

www.illinoisattorneygeneral.gov/consumers/hotline.html#dbreport.

Administrative Adopted: January 13, 2020

Amended: January 13, 2026

BUSINESS

Food Service

Lunch Program

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6130, *Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law.

The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Free and Reduced-Price Services

Notice

~~The Superintendent or designee shall be responsible for notifying District parents of eligibility criteria for free and reduced-price food services and for implementing the District's free and reduced-price food services policy and all applicable programs.~~

Eligibility Criteria and Selection of Children

~~A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Secretary of Agriculture and distributed by the Illinois State Board of Education.~~

Notification

~~At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of (1) eligibility requirements for free and reduced-price food service, (2) its application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law.~~

~~The Superintendent shall provide the same information to: (1) informational media, the local~~

unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials.

Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Non-Discrimination Assurance

~~The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.~~

Appeal From a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. Part 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The Superintendent or designee shall keep on file for a period of three (3) years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three (3) years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service 42 U.S.C. §1751 et seq., Russell B. National School Lunch Act, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966, National School Lunch Program, 7 C.F.R., Part 210 (National School Lunch Program and 220 (School Breakfast Program)), U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R., Part 245, 105 ILCS 125 et seq. and 126/, School Breakfast and Lunch Program Act, 23 Ill.Admin.Code §305-40 et seq, School Food Service.

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

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

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

BUSINESS

Food Service; Competitive Foods; Exemptions

This procedure applies only to schools that participate in federal meal reimbursement programs. 7 C.F.R. Part 210; 23 Ill.Admin.Code Part 305. They are *participating schools*.

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in 7 C.F.R. §210.11, unless they are exempted by 23 Ill. Admin.Code §305.15(a).

Definitions

Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day ~~that are not reimbursed under programs authorized by federal law~~. 7 C.F.R. §210.11(a)(2); 23 Ill. Admin.Code §305.5. Competitive foods do not include foods offered during after-school athletics or extracurricular events, or weekend events. *School campus* means all areas of the property under the jurisdiction of the participating school that are accessible to students during the school day. 23 Ill.Admin.Code §305.5. *School day* means the period of time from midnight before the start of the official school day until 30 minutes after the end of the official school day. 23 Ill.Admin.Code §305.5.

Exempted fundraising day (EFD) means a school day on which foods and/or beverage items not meeting the “general nutrition standards for competitive foods” may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5.

Competitive Foods

Competitive foods and beverage items sold during the school day must meet the requirements listed at 7 C.F.R. §210.11 (c)-(m).

All revenue from the sale of competitive foods sold to students in the food service areas during meal periods shall accrue to the nonprofit school lunch program account. 23 Ill.Admin.Code §305.15(d).

Exempted Fundraising Days

EFD foods and/or beverages may not be sold in competition with school meals in the food service area during meal periods. 7 C.F.R. §210.11 (b)(4). In schools with grades 9-12, only 9 or fewer EFDs are allowed. In schools with grades 8 and below, EFDs are prohibited. 23 Ill.Admin.Code §305.15(b)(1)-(3).

To request an EFD, the Superintendent or designee for the participating school must be contacted. He or she will (1) explain the District’s process and criteria for reviewing and approving or denying an EFD request, and (2) provide any written documents to assist with the EFD request. The Superintendent or designee must maintain a list of all EFDs held and retain them for at least three years. 7 C.F.R. §210.9(b)(17) and 23 Ill.Admin.Code §305.15(c)(3).

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

Administrative Adoption: December 11, 2007

Revised: January 11, 2024 12, 2026

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BUSINESS

Free and Reduced-Price Food Services

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LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/, School Breakfast and Lunch Program Act.
105 ILCS 126/, Childhood Hunger Relief Act.
23 Ill.Admin.Code §305.10 et seq.

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Administrative Adoption: December 11, 2007

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

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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 or use of District-issued equipment to record such types 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; 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.

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.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 7260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

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.

Non-Discrimination Coordinator:

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

Complaint Manager:

Dr. Anne Bowers
7925 Janes Ave., Woodridge IL 60517
bowersa@woodridge68.org
(630) 795-6830

Title IX Coordinator:

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

Complaint Manager:

Dr. William Schmidt
7925 Janes Ave., Woodridge IL 60517
schmidtw@woodridge68.org
(630) 795-6830

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, and 180/33, Victims' Economic Security and Safety Act.
 820 ILCS 260/, Nursing Mothers in the Workplace Act.

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

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

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

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. The District shall compensate the employee during the break time at the employee's regular rate of pay. The employee is not required to use paid leave during the break time, and the District will not reduce the employee's pay for the break time.

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

GENERAL PERSONNEL

Conflict of Interest

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Solicitation and Sales

Employees shall not utilize the organization of the school or contacts with pupils in the classroom to their own personal advantage or that of any group or organization. It shall be understood that this policy prohibits soliciting, distributing of partisan political materials of any type, or accepting unauthorized contributions, advertising, selling, or purchasing any product or service.

Tutoring

No employee may charge a pupil a fee for any service rendered upon the school premises or for any service of teaching connected with the school system. The tutoring of one's own pupils for pay during the school year as well as during vacation shall be prohibited without the consent of the Superintendent or designee.

In exceptional cases where individual tutoring is recommended, the Superintendent shall establish rules and regulations to protect both the District and the teachers from conflict of interest.

Conflict of Interest in Job Placement

No District employee shall be placed in a position where the employee is directly supervised by a relative. For the purposes of defining relative, the definition shall mean parents, husband, wife, children, sister, brother grandparents, any corresponding "in-law" relationship, uncle, aunt, niece or nephew.

LEG. REF.: U.S. Constitution, First Amendment
5 ILCS 420/4A-101.
50 ILCS 135/1 et seq.
105 ILCS 5/22-5 and 5/24-22.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

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

Reviewed: November 4, 2002
March 23, 2009
November 30, 2015

Amended: January 13, 2014

DELETED because this content/material is covered in board policy, 4220 Employee Ethics; Code of Professional Conduct; and Conflict of Interest. See attached for ref.

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GENERAL PERSONNEL

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their handbook, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 7265, *Title IX Grievance Procedure*; 3580, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 4060, *Abused and Neglected Child Reporting*; and 4100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

- a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 7260, *Uniform Grievance Procedure*; 7265, *Title IX Grievance Procedure*; and 4060, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 7200, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; Limitation of Authority; and Outside Employment

In accordance with Section 22-5 of the School code, “no school officer or teachers shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee’s fairness and impartiality, including a member of the employee’s immediate family or household;
2. An employee’s business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 7200, *Ethics and Gift Ban*.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.

5 ILCS 420/4A-101 and 430/.

50 ILCS 135/.

105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.

775 ILCS 5/5A-102.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Adopted: Board of Education
Woodridge School District 68
January 13, 2014
January 11, 2016

Reviewed: August 19, 2024

Amended: August 19, 2024

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 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). 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-sexual abuse material on electronic and information technology equipment, as defined in 325 ILCS 5/4.5(a) 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 <https://report.cybertip.org/> or www.cybertipline.com www.missingkids.org. -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~~ the Superintendent 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: January ~~13, 2025~~12, 2026

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

GENERAL PERSONNEL**Dress**

Personnel shall have the right to dress and groom themselves according to their personal tastes, as long as such dress and grooming does not present health and safety hazards, disrupt the educational process, or is immodest.

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

Amended: November 18, 2002

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

GENERAL PERSONNEL

Confidentiality Responsibilities Concerning Internal Information

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL. REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232;
 Uses and Disclosures of Protected Health Information; General Rules, 45
 C.F.R. § 164.502.
 Ill. Freedom of Information Act, 5 ILCS 140/.
 Local Records Act, 50 ILCS 205/.
IL. School Student Records Act, 105 ILCS 10/.
Student Online Personal Protection Act, 105 ILCS 85.
 Personnel Record Review Act, 820 ILCS 40/.

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

Amended: ~~November 18, 2002~~
~~January 13, 2014~~ January 12, 2026

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

GENERAL PERSONNEL

Solicitations ~~By~~ or From Staff

District employees shall not solicit donations or sales, ~~or nor shall they~~ be solicited for donations or sales on school grounds without prior approval from the Superintendent or designee.

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

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

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

GENERAL PERSONNEL

Staff Development Program

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

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

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

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), and boundary violations.

In-Service Training Requirements

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

- 1) Health conditions of students, including but not limited to training on:
 - a) Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
 - b) Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - c) The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - d) The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - e) Current best practices regarding the identification and treatment of attention deficit hyperactivity disorder; and
 - f) How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
- 2) Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to

everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

- 3) Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
- 4) Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of trauma, trauma-responsive learning environments, and the whole child as set forth in 105 ILCS 5/3-11.
- 5) Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
 - a) Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
 - b) Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
 - c) Implementing the District's policies and procedures regarding such youth, including confidentiality; and
 - d) Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS ~~10/3-105/27-240~~ (see Board policy 5470, *Teen Dating Violence Prohibited*).
- 6) Protections and accommodations for students, including but not limited to training on:
 - a) The federal Americans with Disabilities Act as it pertains to the school environment; and
 - b) Homelessness.
- 7) Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 4220, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
 - a) Teacher-student conduct;
 - b) School employee-student conduct; and
 - c) Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
- 8) Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-~~23.4~~115 (violence prevention and conflict resolution education).

Additional Training Requirements

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

- 1) Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

- 2) The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
- 3) For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
- 4) For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
- 5) For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
- 6) For all District staff, annual sexual harassment prevention training.
- 7) Title IX requirements for training in accordance with 34 C.F.R. §106 (see Board policy 7265, *Title IX Grievance Procedure*).
- 8) Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
- 9) Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
- 10) Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 5455, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
 105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, 5/26A.
 105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
 105 ILCS 145/25, Care of Students with Diabetes Act
 105 ILCS 150/25, Seizure Smart School Act.
 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
 325 ILCS 5/4, Abused and Neglected Child Reporting Act.
 745 ILCS 49/, Good Samaritan Act.
 775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.
 23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
 77 Ill.Admin.Code §527.800.

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

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

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

GENERAL PERSONNEL

Reimbursement Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft or misconduct. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

Advancements

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

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

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

Use of Credit and Procurement Cards

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

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Exceeding the Maximum Allowable Expense Amount(s)

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

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

Registration

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

Travel

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

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

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

Lodging

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

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

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

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

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

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

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

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

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

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

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

GENERAL PERSONNEL

Federal and State Grant Travel Expense Procedures

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

Use of Expense Forms

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

Lodging – General

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

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

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

Lodging – Excessive Lodging Requests

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

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

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

Meals

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

Airfare

When booking airfare, employees:

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

Ride Sharing Services

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

Administrative Adoption:

June 22, 1998

Reviewed:

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

Revised:

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

GENERAL PERSONNEL

Recognition for Service

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

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

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

Amended: January 12, 2026

GENERAL PERSONNEL**Communicable and Chronic Infectious Diseases**

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

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

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

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

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

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

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GENERAL PERSONNEL

Employee Protection

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

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

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

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

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

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

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

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

Content is covered in Policy 5365 and 2140R1. Both are in this packet and being amended. You can refer to them – they are in this packet in numerical order.

GENERAL PERSONNEL

Reproduction and Use of Copyrighted Materials

Copyright Compliance

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

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

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

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

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

~~Content is moved to Board policy 4170, Copyright.~~

GENERAL PERSONNEL**Copyright for Publication or Sale of Instructional Materials and Computer Programs
Developed by Employees****Works Made for Hire**

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

Copyright Compliance

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

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

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

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

Amended: January 13, 2014 12, 2026

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GENERAL PERSONNELCopyright Compliance

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

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

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

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

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Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

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

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

Nature of Copyrighted Work Used

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

Amount and Substantiality of Copyrighted Work Used

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

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

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

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

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

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

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

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

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

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Appendix 2: Copyright Resource List

U.S. Copyright Office

www.copyright.gov

U.S. Copyright Office Fair Use Index

www.copyright.gov/fair-use/

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

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

Copyright and Artificial Intelligence

www.copyright.gov/ai/

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

Cornell University Copyright Information Center

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

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

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www.copyright.gov/circs/circ21.pdf

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

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www.copyright.gov/circs/circ21.pdf

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

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

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

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

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Copyright: Distance Education and the TEACH Act

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

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Copyright Crash Course: TEACH ACT

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The University of Texas Libraries

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

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WIPO (World Intellectual Property Organization)

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www.wipo.org

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MPAA (Motion Picture Association of America)

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www.mpaa.org

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SIIA (Software & Information Industry Association)

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www.siia.net/

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CCC Copyright Clearance Center (Copyright permission for publications worldwide)

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www.copyright.com

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ASCAP (American Society of Composers, Authors and Publishers)

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www.ascap.com

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The Authors Registry (Maintains an extensive directory of authors)

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www.authorsregistry.org

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Copyright & Fair Use (Stanford University Libraries)

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

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Copyright Society of the USA

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www.copyrightsociety.org

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Crash Course in Copyright

University of Texas Libraries

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

National Writers Union

www.nwu.org

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

www.gutenberg.org

WATCH: Writers and Their Copyright Holders

The University of Texas at Austin

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

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

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

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

Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

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

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

Nature of Copyrighted Work Used

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

Amount and Substantiality of Copyrighted Work Used

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

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

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

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

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

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

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

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www.copyright.gov

U.S. Copyright Office Fair Use Index

www.copyright.gov/fair-use/

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

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

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

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

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)-
www.copyright.gov/legislation/pl107-273.pdf

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Kohn on Music Licensing
www.kohnmusic.com

National Writers Union
www.nwu.org

Poets & Writers, Inc.
www.pw.org

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

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

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

Administrative Adoption: June 22, 1998

Reviewed: January 24, 2022

Amended: January 12, 2024

Changed numbering to align under the correct policy and content.

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

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Definitions

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

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

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

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

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

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

Instructional Material Prepared Within the Scope of Employment

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

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

Computer Programs Prepared Within the Scope of Employment

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

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

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

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

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

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Administrative Adoption: June 22, 1998

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

Amended: January 12, 2026

GENERAL PERSONNEL

Employee Assistance Program

The Board recognizes that a wide range of problems can affect an employee's performance and is interested in making services available to employees to assist in overcoming these problems.

Section 1. — Program

- a. — The District will sponsor an Employee Assistance Program, which will offer, in a confidential manner, assistance to all employees in overcoming personal problems, which tend to affect their continued health, well-being, or employment.
- b. — Employment in the district will not be jeopardized by the utilization of this employee service.

Section 2. — Qualifications

The Employee Assistance Program is not a protective policy allowing for violation of the District's standards and agreements, nor is it intended to exempt employees from the standards of performance established for their position by their supervisors or to compromise the normal operations of the school district.

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

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

Content not required to be in policy. Content is covered in Board policy, 3540 Insurance Management and specifically in Regulation/Procedure 3540R1.

GENERAL PERSONNEL

Compliance with the Fair Labor Standards Act

Job Classifications

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

Workweek and Compensation

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

Overtime

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

Suspension Without Pay

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

Implementation

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

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LEGAL REF.: 820 ILCS 105/4a.

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

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

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

Amended: January 12, 2026

PROFESSIONAL PERSONNEL

Terms and Conditions of Employment and Dismissal

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

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School Year

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

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School Day

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

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

Evaluation

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

Assignment and Transfer

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

Dismissal

The District will follow State law when dismissing a teacher.

Employees Represented by the Woodridge Education Association

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

Salary

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

Administrators

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

Compensation for Substitute Teachers

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

Nursing Mothers

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

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

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

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

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

PROFESSIONAL PERSONNEL

Insurance Benefits

All professional employees with the exception of substitute teachers shall be entitled to receive insurance benefits.

Employees who apply for a leave of absence may request, at their expense, a continuation of their current policy coverage for a period not to exceed one year.

The Board will permit retirees the option to remain in the group medical insurance plan until the age of 65 subject to the following conditions:

1. The premium shall be paid by the retiree
2. The retiree must be at least 55 years of age and have served as a full time employee for a minimum of ten (10) years.

LEG. REF.: Illinois School Code Chapter 122
10-22.3a Insurance Protection and Benefits for
Employees and Dependents Salary Deductions

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

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

This content is covered in Board policy, 3540 Insurance Management. A separate duplicate policy is not necessary.

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PROFESSIONAL PERSONNEL

Substitute Teachers

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

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

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

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

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

Short-Term Substitute Teachers

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

Emergency Situations

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

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

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

LEG. REF.: 105 ILCS 5/10-20.~~6768~~, 5/21B-20(2), 5/21B-20(3) and 5/21B-20(4).

105 ILCS 128/22, School Safety Drill Act

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

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

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

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

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

PROFESSIONAL PERSONNEL

Substitute Teachers

Minimum Qualifications of the Substitute Teacher

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

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

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

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

Minimum Qualifications of the Short-Term Substitute Teacher

Short-term substitute teachers must:

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

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

Personnel File Requirements

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

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

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

District Responsibilities

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

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- b. Appropriate license and registration
- c. References and employment verification
- 3. The Superintendent or designee provides all substitute personnel with training on school evacuation drills and law enforcement lockdown drills.

Standard Duties of All Substitute Teachers

- 1. Keep and leave a status report of lesson plans completed and leave a report of the group's accomplishments.
- 2. Manage all recording of assignments and grading during the time worked as outlined in the applicable collective bargaining agreement or duties for substitute teachers.
- 3. Prepare plans for the following day's work.
- 4. Follow the regular teacher's lesson plans.
- 5. Leave the classroom and its equipment in order.
- 6. Leave a note reporting any unusual experience with a student during the day.
- 7. Hold as confidential any information concerning staff, parents, or students.
- 8. Be consistent in dealing with others; emphasize the positive, yet be firm and sympathetic.
- 9. When notified in time, arrive at least 20 minutes before the school period starts, and remain on duty at least 20 minutes after dismissal time.
- 10. Check with the office when reporting for substitute duty, and check with the office before leaving to see if you will be needed the next day.
- 11. If temporarily or permanently withdrawing from substitute work, so inform the District office.
- 12. Report any issues you encounter to the Building Principal.

Compensation

- 1. The rate of pay for substitute teachers is established from time-to-time by the School Board.
- 2. Substitute teachers are employed and paid for only days actually worked. Substitutes are not paid for holidays, vacation days, or days of illness.

Assignment Procedures

Substitute teachers will be called as needed. Only individuals who are on the substitute teacher list, as compiled by the Superintendent or designee, may be called for substitute work. Substitute teachers are given as much notice as possible; however, they may be called the morning they are needed.

Building-Level Responsibilities

The person arranging for a substitute teacher's service shall provide each substitute with the information relevant to the service, for example:

- 1. District and school building emergency procedures, location of emergency equipment, etc.
- 2. District student behavior policy and procedures
- 3. Support that includes, at a minimum, the information packet given to employees with District-approved materials outlining evacuation and lockdown procedures.
- 4. Maps identifying all school exits, which must be prominently displayed in every classroom.
- 1. The Assistant Superintendent for Human Resources shall provide, on a yearly basis, a District orientation session for all new substitute teachers, and a training program for short-term substitute teachers.
- 2. When appropriate, each teacher or principal shall evaluate substitute teachers in accordance with the principles outlined in the Substitute Handbook and maintained in Absence Management (formerly AESOP).
- 3. Principles shall notify the Assistant Superintendent for Human Resources when the performance of a substitute is unsatisfactory or not in the best interests of the District.

Administrative Adoption: June 22, 1998

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

Amended: January 12, 2026

PROFESSIONAL PERSONNEL

Student Teachers and Interns

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

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

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

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

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

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

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

Assignment

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

LEG. REF.: 34 U.S.C. §20901 et seq., Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

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

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

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

EDUCATIONAL SUPPORT PERSONNEL

ESP Duties and Qualifications

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

Paraprofessionals

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

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

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

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

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

Coaches and Athletic Trainers

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

Bus Drivers

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

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

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

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

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

Reviewed: January 12, 2026

EDUCATIONAL SUPPORT PERSONNEL**Insurance Program**

~~The Board will make available group health and accident insurance with major medical coverage. Employees who apply for a leave of absence may request, at their expense, a continuation of their current policy coverage for a period not to exceed one year.~~

~~LEG. REF.: Illinois School Code--Chapter 122
10-22.3a Insurance Protection and Benefits
for Employees and Dependents--Salary Deductions
Public Act 86-1444~~

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

~~Amended: November 18, 2002~~

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

Content in this policy is covered in Board policy 3540 Insurance Management.

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EDUCATIONAL SUPPORT PERSONNEL

Schedules and Employment Year

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

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

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Breaks

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

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

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

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

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

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

Amended: November 18, 2002

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

EDUCATIONAL SUPPORT PERSONNEL

Resignation

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

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

Amended: ~~November 18, 2002~~

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

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

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EDUCATIONAL SUPPORT PERSONNEL

ESP Employment Termination and Suspensions

Resignation and Retirement

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

Non-RIF Dismissal

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

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

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

Reduction in Force and Recall

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

Final Paycheck

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

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

Suspension

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

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

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

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

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

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