

**River Forest District 90  
PRESS Policy Updates – March, 2017**

First Reading – May 15, 2017

<b>Policy Number</b>	<b>Policy Description</b>	<b>Recommended Action</b>
2:100	Board Member Conflict of Interest	Recommend as presented
3:70	Succession of Authority	Recommend as presented
4:15	Identity Protection	Recommend as presented
4:130-E	Free and Reduced-Price Food Services; Meal Charge Notifications	N/A – Do not recommend
5:120	Employee Ethics; Conduct and Conflict of Interest	Recommend as presented
5:230	Maintaining Student Discipline	Recommend as presented
5:300	Schedules and Employment Year	Recommend as presented
6:70	Teaching About Religions	Recommend as presented
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	Recommend as presented – no option



SEE ALSO,  
S:120

# DRAFT UPDATE

River Forest School District 90

2:100

## Board of Education

### Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. 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 2:105, *Ethics and Gift Ban*.

Board of Education members must annually file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act. Each Board of Education member is responsible for filing the statement with the county clerk of the county in which the District's principle office is located by May 1.

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.  
50 ILCS 105/3.  
105 ILCS 5/10-9.  
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (*Ethics and Gift Ban*), 4:60 (*Purchases and Contracts*), 5:120 (*Employee Ethics, and Conduct, and Conflict of Interest*)

ADOPTED: December 13, 2010

#### Commented [APowell1]:

Updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Conflicts of interest arise when one of the following individuals has a financial or other interest in the entity selected for the award:

- a. School district employee, officer, or agent;
- b. Any member of the employee, officer, or agent's immediate family;
- c. The employee, officer, or agent's business partner; and
- d. An organization that employs or is about to employ one of the above.

For a discussion of what an *apparent conflict of interest* means, see the discussion about avoiding the *appearance of impropriety* discussed in the Ill. Council of School Attorneys' publication, *Answers to FAQs, Conflict of Interest and Incompatible Offices*, [www.iasb.com/law/conflict.cfm](http://www.iasb.com/law/conflict.cfm).

Issue 94, March 2017

#### Commented [APowell2]:

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to *Limitations on Receiving Gifts* in the Ethics Act at 5 ILCS 430/10-10 – 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its *Enforcement* subhead.

Issue 94, March 2017



# DRAFT UPDATE

River Forest School District 90

3:70

## General School Administration

### Succession of Authority

If the Superintendent or Building Principal is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to approved by the Board of Education.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30  
(Chain of Command)

ADOPTED: ~~January 23, 2012~~

**Commented [APowell1]:**

Submitting the succession plan to the board provides an opportunity for the superintendent to manage the district and provide leadership for the staff while allowing the board to monitor this policy and stay informed.

**OPTION:** If the Board would like to approve the succession plan, this policy will remain unchanged. Mark "YES" for the option on your Response Form, and only the adoption date will be updated.

**Issue 94, March 2017**

# DRAFT UPDATE

River Forest School District 90

4:15

## Operational Services

### 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.

5. Notification to an individual as required by §15 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person: *personal information* means either:

- a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
- a-b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5. above.

#### Commented [APowell1]:

The Identity Protection Act, 5 ILCS 179/ requires policy about identity protection and controls the policy's content. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." This law contrasts with the Personal Information Protection Act discussed below, which may apply to school districts.

Issue 94, March 2017

#### Commented [APowell2]:

Updated in response to the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, which contains mandates for government agencies and local governments, and may apply to school districts.

**Consult the Board attorney before adoption of this policy.** Districts may choose to provide or implement more protections than the statutory requirements outlined here. Technology and best practices are constantly changing.

Issue 94, March 2017

# DRAFT UPDATE

6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable. *personal information* has the meaning stated in #5, above.
7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:
  - a. If the District suffers a breach of more than 250 Illinois residents; or
  - a-b. When the District provides notice as required in #5, above.
8. 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.

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.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.  
815 ILCS 530/, Personal Information Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: ~~June 17, 2013~~

**Commented [APowell3]:**  
815 ILCS 530-12,(e), amended by P.A. 99-503.  
Notification sooner is preferred, if it can be accomplished.  
**Issue 94, March 2017**

N/A

# DRAFT UPDATE – NEW

4:130-E

## Operational Services

### Exhibit - Free and Reduced-Price Food Services: Meal Charge Notifications

*On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars*

Date:

To: Students, Parents/Guardians, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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. Department of Agriculture, and distributed by the Illinois State Board of Education.

#### Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30<sup>th</sup>.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).  
7 C.F.R. §245.5.  
23 Ill. Admin. Code Part 305, School Food Service.

DATED:

**Commented [APowell1]:**  
This new Board exhibit is created to remind administrators that the United States Department of Agriculture (USDA) requires school food authorities participating in the USDA Food and Nutrition Service's National School Lunch Program and School Breakfast Program to institute and clearly communicate a *meal charge policy*, which would include, if applicable, the availability of alternate meals.  
  
This was publicized recently in a March 2017 Illinois State Board of Education *Superintendent's Newsletter* in a section titled *Unpaid Meal Charges Policies – Due by July 1, 2017. This requirement does not require a formally-adopted policy by the Board*, but rather a meal charge process, method, or procedure on how meal charges are managed in the districts. Students, parents/guardians, and district staff must all be informed of the meal charge process.  
  
Districts will likely want to replace the text in this exhibit with their own meal charge methods if they do not already publicize them.  
  
For more information, see the Issue 94 Update Memo under **Federal Regulatory Updates**.  
  
Issue 94, March 2017



SEE ALSO,

2:100

# DRAFT UPDATE

River Forest School District 90

5:120

## General Personnel

### Employee Ethics; and Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

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 and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### 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 who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), 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.

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

In accordance with Section 22-5 of the School Code, "no school officer or teacher 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 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 when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. 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 2:105, *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.

Certified personnel shall not receive pay for school-related tutoring or lessons to a student who is currently enrolled in River Forest District 90 Schools.

#### **Commented [APowell1]:**

This policy is renamed and updated in response to the federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of school district employees engaged in the selection, award, and administration of contracts in compliance with 2 C.F.R. §200.318.

New subheadings are added for clarity.

Issue 94, March 2017

#### **Commented [APowell2]:**

The federal rule underlying this text provides flexibility for school districts to "set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value," along with "disciplinary actions to be applied for violations." Referring to sample policy 2:105, *Ethics and Gift Ban* for these standards provides clarity and consistency. Policy 2:105, *Ethics and Gift Ban* refers to **Limitations on Receiving Gifts** in the Ethics Act at 5 ILCS 430/10-10 - 10-30, along with discussion of the specific penalties available under the Ethics Act at 5 ILCS 430/50-5 in its **Enforcement** subhead.

Issue 94, March 2017

# ***DRAFT UPDATE***

Incorporated  
by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.  
2 C.F.R. §200.318(c)(1).  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39 and 5/22-5.  
775 ILCS 5/5A-102.  
23 Ill. Admin. Code Part 22, Code of Ethics for Illinois Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff  
Development Program)

ADOPTED: ~~September 21, 2015~~





# DRAFT UPDATE

River Forest School District 90

5:230

## Professional Personnel

### Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students; a student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.

CROSS REF.: 7:190 (Student Behavior)

ADOPTED: ~~March 19, 2007~~

**Commented [APowell1]:**

This sentence was originally added to the PRESS sample in May 2006 in order to enhance alignment with good governance principles by delegating management to the superintendent and facilitating the Board's monitoring function.

**Issue 94, March 2017**

**Commented [APowell2]:**

Updated for clarity and consistency with other changes in response to 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

**Issue 94, March 2017**

**Commented [APowell3]:**

School officials have discretion to determine whether a behavioral intervention is *appropriate*. See 105 ILCS 5/10-22.6(b-20), amended by P.A. 99-456.

**Issue 94, March 2017**

# ***DRAFT UPDATE***

River Forest School District 90

5:300

## **Educational Support Personnel**

### **Schedules and Employment Year**

#### **Twelve-Month Employees**

Twelve-month employees work daily (Monday through Friday) except holidays and earned vacation time.

Custodians and maintenance personnel work a 40-hour week, with the individual time schedule developed by the supervisor and subject to individual building needs. Custodians assume the additional responsibility for building checks as outlined in their job description.

Administrative office personnel work a 35-hour week with the individual time schedule developed by the supervisor and subject to the District's needs.

#### **School Building Ten-Month Employees and Eleven-Month Employees**

School Building ten-month and eleven-month employees work 10 working days before and 5 working days after the school calendar. Eleven-month employees work the school calendar and additional days in June, July, and August.

On days when school sessions are canceled due to emergency situations and certificated personnel are not required to report for work, ten-month and eleven-month employees will not be required to work.

School secretaries work a 35-hour week, with the individual time schedule developed by the Building Principal. During the school calendar year, there may occur certain modifications of the school secretaries' work schedule, subject to building needs as determined by the Building Principal.

#### **School Year Employees**

School year employees work the school calendar year unless otherwise specified. The terms and conditions of employment shall be included in a letter to the employee from the Superintendent.

#### **Paraprofessionals, Teacher Assistants, Library Learning Center Assistants and School Nurses**

Paraprofessionals, teacher assistants, library learning center assistants and school nurses will work all student attendance days and the hours of student attendance days when students are in school for a half day. Additionally, employees will work the institute day(s) at the beginning of the school year. Any other days of shall be requested ahead of time by the Building Principal and approved by the Superintendent.

The full-time workday will be seven (7) hours, 35 hours per week. Employees will receive a 30-minute duty-free lunch. Normal work hours are 8:00-a.m. – 3:30 p.m. Salary is determined annually.

#### **Library Learning Center Assistants**

Library learning center assistants will work 5 days before/after the regular school year.

#### **Evaluation**

Performance will be evaluated annually by the Building Principal with input from the assigned teacher(s).

#### **Hourly Employees**

Hourly employees will work as needed and approved by immediate supervisor.

#### **Supervisory Staff**

The work day and work year for supervisory staff shall be similar to other personnel except that supervisory personnel are employed for specific tasks and such personnel are expected to work

# ***DRAFT UPDATE***

beyond the regular work day in order to accomplish such tasks when necessary. No additional remuneration shall be provided for such work.

## Breaks

Employees who work at least 7.5 continuous hours shall receive a 30 minute duty-free meal break which begins within the first five hours of the employee's work day. The District accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.  
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: ~~April 25, 2011~~

Commented [APowell1]:  
The Legal References are updated to include the Right to Breastfeed Act.

Issue 94, March 2017



# DRAFT UPDATE

River Forest School District 90

6:70

## Instruction

### Teaching About Religions

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

**Commented [APowell1]:**  
Updated to separate a "religion" from a "religious belief" for clarity.  
Issue 94, March 2017

LEGAL REF.: School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).  
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573, 109 S.Ct. 3086, 106 L.Ed.2d 472 (1989).

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: August 20, 2012

# DRAFT UPDATE



## Students

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

#### Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required ~~from~~for students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening ~~must be included as~~a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.~~
- 3.4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
- 4.5. The Department of Public Health IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. Students transferring from out of state or new students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the

#### Commented [APowell1]:

Updated in response to 105 ILCS 5/27-8.1(2), amended by P.A. 99-927, eff. 6-1-17. The Illinois Department of Public Health is to develop rules to implement these new screening requirements and revise the Child Health Examination form. The health care provider must only record whether or not the social and emotional screening was completed.

Consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

Issue 94, March 2017

#### Commented [APowell2]:

105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927, eff. 6-1-17, exempts developmental or social and emotional screenings from the exclusion from school requirement.

Issue 94, March 2017

#### Commented [APowell3]:

Either of both of the following optional additional services may be added:

**Option 1:** If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.

**Option 2:** Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Issue 94, March 2017

# ***DRAFT UPDATE***

required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

## Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

## Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the ~~Illinois Department of Public Health IDPH~~.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## Exemptions

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

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

## Homeless Child

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

# ***DRAFT UPDATE***

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.  
~~77 Ill.Admin.Code Part 695.~~

ADOPTED: ~~January 19, 2016~~

**RELATED POLICY**

**EXHIBITS**



**Succession of Authority 3:70 – Administrative Procedure**

Board of Education Policy 3:70 states:

“If the Superintendent or Building Principal is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the Board of Education.”

In the absence of the Superintendent, it shall be the responsibility of other administrators to assume the Superintendent’s duties. The succession of authority to the Superintendent shall be in this order: the Director of Finance and Facilities, the Director of Curriculum and Instruction, the Director of Special Education, the Middle School Principal, the elementary school principal with the longest tenure.

References to “Superintendent” in this policy manual shall mean the “Superintendent or the Superintendent’s designee” unless otherwise stated in the board policy.

**RIVER FOREST PUBLIC SCHOOL DISTRICT 90  
ORGANIZATIONAL CHART**

