

OK as is

## Operational Services

### Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

*On District Letterhead*

Date

Re: Protecting the Privacy of Social Security Numbers (SSNs)

The Illinois Identity Protection Act, 5 ILCS 179/, contains requirements applicable to school districts and their employees. This letter's purpose is to help you understand the protections and requirements of this law.

In implementing this law and the Board's policy, I am seeking to:

1. Increase the awareness of the confidential nature of the SSN and the risk of identity theft related to unauthorized disclosure;
2. Have every employee understand that he or she is prohibited from collecting, displaying, or using another individual's SSN unless authorized by a member of the District administrative staff; and
3. Ensure the use of consistent protocol regarding SSNs throughout the District.

I have copied below sections of the Identity Protection Act that must be followed by every school employee. I have also attached ~~the School Board's~~ policy 4:15, *Identity Protection*. Please carefully read these documents. You will be contacted if you are scheduled to receive training on the protocol for collecting, using, maintaining, and disclosing SSNs.

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal, in accordance with District policy and procedures.

Sincerely,

Superintendent

\*\*\*\*\*

#### **Attachment #1: Relevant Sections from the Identity Protection Act, 5 ILCS 179/**

##### **Section 10. Prohibited Activities.**

- (a) Beginning July 1, 2010, no person or State or local government agency may do any of the following:
  - (1) Publicly post or publicly display in any manner an individual's social security number.
  - (2) Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.

- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
  - (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act [pursuant to the limitations and requirements of that Act](#), any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:
- (1) Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.
  - (2) Require an individual to use his or her social security number to access an Internet website.
  - (3) Use the social security number for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in subsection (b) do not apply in the following circumstances:
- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.
  - (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
  - (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
  - (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.



- (5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- (d) If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.

#### **Section 15. Public inspection and copying of documents.**

Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

#### **Section 20. Applicability.**

- (a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- (b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.

#### **Section 25. Compliance with federal law.**

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.

#### **Section 30. Embedded social security numbers.**

Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.

#### **Section 45. Violation.**

Any person who intentionally violates the prohibitions in Section 10 of this Act is guilty of a Class B misdemeanor.

[Attachment #2:](#)

[Board policy 4:15, Identity Protection](#)

OK as is

## Operational Services

### Exhibit - Statement of Purpose for Collecting Social Security Numbers <sup>1</sup>

This Statement of Purpose is being given to you because you have been asked by the ~~School~~ District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- ☐ Employment matters, e.g., income reporting to ~~the IRS~~ Internal Revenue Service and the ~~Ill. Dept. of Revenue~~ Department of Revenue, or payroll tax withholding purposes, FICA, or Medicare.
- ☐ Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
- ☐ Filing insurance claims.
- ☐ Internal verification or administrative purposes.
- ☐ Other: \_\_\_\_\_

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

<sup>1</sup> The Identity Protection Act requires school districts, when collecting a social security number or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the social security number. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.



OK as is

## Operational Services

### **Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers <sup>1</sup>**

The School District treats social security numbers (SSNs) confidentially. It uses SSNs for one or more of the following reasons:

1. Employment matters, e.g., income reporting to [the Internal Revenue Service](#) and the [Ill. Dept. of Revenue](#), ~~or payroll tax withholding purposes, FICA, or Medicare.~~
2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
3. Filing insurance claims.
4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

<sup>1</sup> The Identity Protection Act requires school districts, when collecting a SSN or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the SSN. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

## *Document Status: Review and Monitoring*

### Workplace Harassment Prohibited

#### **5:20-E Exhibit - Resolution to Prohibit Sexual Harassment - New to District**

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties; [PRESSPlus1](#)

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of Winfield SD 34, DuPage County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 23rd day of January, 2020.

Attested by: Board President



Attested by: Board Secretary

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**

OK as is

June ~~2021~~2025

5:125-E

## **General Personnel**

### **Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media**

I, the individual whose signature appears below, acknowledge receipt of Board policy 5:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

\_\_\_\_\_  
Name (*please print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT

5:125-E

Page 1 of 1



ok as is

## General Personnel

### Exhibit - Request to Reprint or Adapt Material

*On District letterhead*

Date \_\_\_\_\_

To: \_\_\_\_\_

On behalf of the School District, I am requesting permission to **reprint** [to use without change] or **adapt** [to use and modify] the following material:

No reprinted or adapted material will be used in a sales promotion or advertising campaign. If permission to reprint or adapt this material is granted, the material will be used for the following purpose(s): \_\_\_\_\_

The following credit line will appear on each reprint or adaption:

Reprinted/Adapted, with permission from (publication) _____	
Copyright year of publication _____	Copyright owner _____
All rights reserved.	

If you agree to grant permission for the School District to reprint or adapt the above listed material, please sign the **Permission to Reprint or Adapt Material** and return it to the requestor.

Please contact me at \_\_\_\_\_ if you have any questions. Thank you for your consideration.

\_\_\_\_\_  
School District Requestor (*please print*)

\_\_\_\_\_  
Email/Fax

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Permission to Reprint or Adapt Material**

I hereby grant permission to the School District requestor to reprint or adapt material as requested on the terms and conditions stated herein.

\_\_\_\_\_  
Copyright Owner's Name (*please print*)

\_\_\_\_\_  
Copyright Owner's Signature

\_\_\_\_\_  
Date

OK as is

## **Professional Personnel**

### **Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements**

*On District letterhead*

Date

Re: Your Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification and/or Licensure Requirements

Dear Parents/Guardians:

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The teacher listed below has taught your child's class for the last four consecutive weeks. While the District is unable to verify that the teacher meets applicable State certification and/or licensure requirements for the grade level and subject area to which he/she is assigned, our observations of his/her classroom indicate that he/she is providing a satisfactory educational program and experience.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(B)(ii)). If you have any questions concerning this notice, please contact the District office.

Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Sincerely,

Superintendent



**Professional Personnel****Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment**

*On District letterhead*

Date

Re: Your Educator Certification and/or Licensure

Dear [insert teacher's name]:

Teachers working in a program supported with federal funds under Title I, Part A are required to meet applicable State certification and licensure requirements.

Our records indicate you are teaching without meeting applicable State educator certification and/or licensure requirements for the grade level and subject to which you are assigned. As required by federal law, the District has notified the parents/guardians of students in your classes that you are teaching without the above-referenced certification or licensure (20 U.S.C. §6312(e)(1)(B)(ii)).

Please contact your Building Principal as soon as possible to discuss your educator certification and/or licensure requirements. If you believe this letter was sent to you by mistake, please contact your Building Principal as soon as possible so that we may correct our records if appropriate.

Sincerely,

Superintendent

## Instruction

### Exhibit - Children's Online Privacy Protection Act

*On District letterhead:*

**Re:** Children's Online Privacy Protection Act

Dear Parents/Guardians:

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use that occurs outside of the protections required for use of educational technology in school.

The Children's Online Privacy Protection Act (COPPA) gives parents/guardians control over what information companies can collect from their children online. However, not all companies are transparent about what data a mobile app or website collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Talk to your child early and often about online behavior, safety, and security, and encourage your child to make good choices.
- Be ~~selective~~ choosy about the online applications and websites that you let your child access use. Try the app or website yourself to check for advertising messages and/or social networking and purchase options before allowing your child access. Pay particular attention to apps and websites that would allow your child to receive direct messages, video chats, file uploads and/or to interact with users anonymously. These types of features are frequently used by online child predators.
- Select safe activities that do not require access to the Internet or an application, ~~such as looking at family pictures or listening to preselected music, screened and approved by you.~~
- Make certain that the ability to make online purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other websites and/or apps that can pinpoint locations.
- Adjust privacy settings and use parental controls for online games, apps, and social media sites.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act and protecting your child online, please see the following links:

[www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules](http://www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules)  
[www.consumer.ftc.gov/features/feature-0002-parents](http://www.consumer.ftc.gov/features/feature-0002-parents)  
[www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online](http://www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online)



Sincerely,

DRAFT

OK as is

## **Students**

### **Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act**

*On District letterhead*

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parents/Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites and platforms* include Facebook, Instagram, ~~Twitter~~X, TikTok, and Snapchat.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Building Principal

## Students

### Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program

*To be returned to the Building Principal. Please print.*

Student \_\_\_\_\_ School year \_\_\_\_\_

**To be read and signed by the student-participant and his/her parent/guardian:**

We have received, ~~and have~~ read, and understand, the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms for his or her entire high school career (grades 9-12). We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimens, and all other aspects of the program. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and it is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

We understand that there is more information available on the following websites:  
[www.ihsa.org/documents/sportsMedicine/Resource\\_Exchange\\_Center\\_Flyer.pdf](http://www.ihsa.org/documents/sportsMedicine/Resource_Exchange_Center_Flyer.pdf) and  
[www.ihsa.org/Resources/Sports-Medicine/Performance-Enhancing-Drugs-Steroid-Education](http://www.ihsa.org/Resources/Sports-Medicine/Performance-Enhancing-Drugs-Steroid-Education) .

\_\_\_\_\_  
 Parent/Guardian name (please print)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian signature

\_\_\_\_\_  
 Student signature

**To be read and signed by student who is not participating:**

I have decided **not to participate** in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
 Student signature

\_\_\_\_\_  
 Date



## Students

### Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases

The following chart contains requirements from rules adopted by the Ill. Dept. of Public Health (IDPH). They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease-reporting and exclusions measures. School personnel must notify the local health authority if they have knowledge of a known or suspected case or carrier of communicable disease, and such reports must be kept confidential. 77 Ill.Admin.Code §690.200.

#### Diseases and Conditions, 77 Ill.Admin.Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases or conditions indicates the Section of the rules explaining the notifiable disease or condition. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to IDPH.

*Standard precautions* refers to infection prevention and control measures for healthcare settings that apply to all patients regardless of diagnosis or presumed infection status. 77 Ill.Admin.Code §690.10.

*Contact precautions* refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents that can be spread through direct contact with the suspected or known case or indirect contact with potentially infectious items or surfaces. 77 Ill.Admin.Code §690.10.

*Droplet precautions* refers to infection prevention and control measures for healthcare settings designed to reduce the risk of transmission of infectious agents via large particle droplets that do not remain suspended in the air and are usually generated by coughing, sneezing, or talking. 77 Ill.Admin.Code §690.10.

*Case* refers to any living or deceased person having a recent illness due to a notifiable condition. 77 Ill.Admin.Code §690.10.

#### Class I(a) Diseases or Conditions

The following notifiable diseases or conditions shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease or condition to the local health authority, who shall then report to IDPH immediately (within three hours).

Disease or Condition	Precaution and Exclusion Rules
Any unusual case of a disease or condition not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye's syndrome, glanders, amoebic meningoencephalitis, orf, monkeypox, hemorrhagic fever viruses, infection from a laboratory-acquired recombinant organism, or any disease	Contacts shall be evaluated to determine the need for quarantine and/or for symptoms monitoring follow-up for a period of time following exposure. The local health authority shall implement appropriate control measures.

or condition non-indigenous to the United States), §690.295	
Anthrax, §690.320	A search shall be made for history of exposure to infected animals or animal products and traced to the place of origin. All anthrax cases shall be reviewed carefully for consideration of a bioterrorist event. No restrictions on contacts.
Botulism, Foodborne, §690.327	No restrictions.
Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330	No restrictions.
Coronavirus, Novel, including Severe Acute Respiratory Syndrome (SARS), and Middle Eastern Respiratory Syndrome (MERS), §690.361	IDPH will make recommendations as information becomes known about the transmissibility of the novel coronavirus. IDPH will make recommendations for control of contacts based on transmissibility and severity of illness caused by the novel strain.
Diphtheria, §690.380	The case shall be isolated until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first. If culturing is unavailable or impractical, isolation may be ended after 14 days of effective appropriate antimicrobial therapy.
Influenza A, Novel or Variant Virus, §690.469	<p>IDPH will make recommendations as information becomes known about the transmissibility of the novel or variant influenza virus. IDPH will make recommendations for control of contacts based on transmissibility and severity of the illness caused by the novel or variant influenza A strain.</p> <p>(See the f/ns of sample policy 4:180, <i>Pandemic Preparedness; Management; and Recovery</i>, for information and resources regarding influenza epidemics in schools; administrative procedure 4:180-AP1, <i>School Action Steps for Pandemic Influenza or Other Virus/Disease</i>; and administrative procedure 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.)</p>
Measles, suspect, probable or confirmed, §690.520	All cases, including suspect cases, with measles shall isolate themselves at home and shall be excluded from school, work, and childcare facilities for at least four days after appearance of the rash.



Plague, §690.570	Cases, their clothing, their living quarters and any pets shall be treated to eliminate fleas. Contacts to pneumonic plague and bubonic plague shall be monitored daily for seven days by the local health authority or other designated individual.
Poliomyelitis, §690.580	Cases or suspected cases with polio who are not in the hospital shall isolate themselves at home, and shall be excluded from school, work, or any child care facility until IDPH determines the person is no longer infectious and isolation is no longer needed.
Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595	The local health authority should investigate. No specific restrictions on contacts.
Smallpox, §690.650	Cases shall be admitted to a health care setting.
Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725	No specific restrictions.
Any suspected bioterrorist threat or event, §690.800	Cases and contacts shall be evaluated to determine need for isolation.

#### Class I(b) Diseases or Conditions

The following notifiable diseases or conditions shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates “F” for facsimile or “E” for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

Disease	Precaution and Exclusion Rules
Acute Flaccid Myelitis (AFM), §690.290	No general restrictions.
Botulism (intestinal, wound and other), §690.327 (F or E)	No restrictions.
Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage. No restrictions on contacts.
Chickenpox (Varicella), §690.350 (F or E)	Children shall be excluded from school or child care facilities for a minimum of five days after the appearance of eruption (with day zero being the first day of rash appearance) or until vesicles become dry/crusted, whichever is longer.
Cholera, §690.360 (F)	Contacts should be asked about symptoms during the period of household exposure and for five days after last exposure.



Cronobacter, including <i>C. sakazakii</i> and <i>C. malonaticus</i> , infants younger than 12 months of age, §690.362	No specific restrictions.
Escherichia coli infections (E. coli O157:H7 and other Shiga toxin-producing E. coli), §690.400 (F)	Cases shall avoid public swimming pools while symptomatic and for two weeks after the date diarrhea has ceased. Specific precautions for food handlers must be followed.
Haemophilus influenzae, invasive disease, §690.441 (F)	No specific restrictions.
Hantavirus pulmonary syndrome, §690.442 (F)	No specific restrictions on contacts.
Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)	See requirements for the applicable disease that preceded the HUS (when preceding cases are either E.Coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).
Hepatitis A, §690.450 (F or E)	See §690.450
<del>Influenza, (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465</del>	<del>The death of a child younger than 18 years of age with laboratory confirmed influenza shall be reported.</del>
<del>Influenza, (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (F or E)</del>	<del>No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.</del>
Melioidosis due to <i>Burkholderia pseudomallei</i> , §690.530	No specific restrictions.
Mumps, §690.550 (F or E)	Suspect, probable, and confirmed cases as defined in Section 690.10 shall be excluded from school, child care facilities or the workplace until five days after onset of symptoms (parotitis). Susceptible close contacts to confirmed and probable cases shall be excluded from school, child care facilities or the workplace from days 12 through 25 after exposure.
Neisseria meningitidis, invasive disease and purpura fulminans, §690.555 (F or E)	No specific restrictions.
Any suspected or Confirmed Outbreak of a Disease of Known or Unknown Etiology that may be a Danger to the Public Health, Whether the Disease, Infection, Microorganism, or Condition is specified in the Rule (including but not limited to, foodborne, healthcare-	Make a report to local health authority within 24 hours for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.

associated, zoonotic disease, and waterborne outbreaks), §690.565 (E)	
Pertussis (whooping cough), §690.750	Cases shall be excluded from school, child care facilities, or the workplace until five days of appropriate antibiotic therapy has been completed. All household contacts and community-based contacts determined by the local health authority to be at risk should receive at least five days of a course of appropriate antibiotics.
Q-fever (not suspected in bioterrorist attack or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions for contacts.
Rabies, human, §690.600 (F or E)	Cases of suspect human rabies should be admitted to a health care facility.
Rabies, potential human exposure and animal rabies, §690.601 (F or E) Definition of exposed person to be reported is lengthy and available in §690.601	The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.
<del>Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.605 (F or E)</del>	<del>No specific restrictions.</del>
Rubella, §690.620 (F or E)	Cases shall isolate themselves and be excluded from school, child care facilities or the workplace for seven days after rash onset. Susceptible contacts shall be excluded from school or the workplace from days seven through 23 following rash onset after last exposure.
<del>SARS-CoV2 Infection (COVID-19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.635</del>	<del>All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.</del>
Staphylococcus aureus infections with intermediate or high level resistance to Vancomycin, §690.661 (F)	No specific restrictions. IDPH will issue specific recommendations for the control of contacts on a case-by-case basis.
<del>Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results, §690.670 (F)</del>	<del>No specific restrictions.</del>
Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed. No restrictions on contacts.
Typhoid fever and Paratyphoid fever (including S. Typhi, S. Paratyphi A, S.	Cases with typhoid fever in non-sensitive occupations shall not return to their occupation until the following are completed: i) termination of the acute illness (absence of



Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.730 (F)	fever); and ii) receipt of education on transmission of the bacterium that causes typhoid fever from the local health authority.
Typhus, §690.740 (F or E)	Proper delousing for louse-borne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.

#### Class II Diseases or Conditions

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within ~~threeseven~~ three days, to the local health authority which shall then report to the IDPH as soon as possible during normal business hours but within three additional days.

Arboviral Infections, §690.322	No general restrictions.
Campylobacteriosis, §690.335	No specific restrictions.
Cryptosporidiosis, §690.365	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.
Cyclosporiasis, §690.368	No specific restrictions for contacts.
Hepatitis B, §690.451	No specific restrictions. Contacts to cases or carriers of hepatitis B should be tested for susceptibility to hepatitis B virus.
Hepatitis C Acute Infection, Perinatal and Non-Acute Confirmed Infection, §690.452	No specific restrictions.
Histoplasmosis, §690.460	No specific restrictions.
<u>Influenza, (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465</u>	<u>The death of a child younger than 18 years of age with laboratory-confirmed influenza shall be reported.</u>
<u>Influenza, (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (T, F or E)</u>	<u>No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.</u>
Legionellosis, §690.475	No specific restrictions.
Leptospirosis, §690.490	No specific restrictions.
Listeriosis, §690.495	No specific restrictions
Malaria, §690.510	No specific restrictions.
Multi-drug resistant organisms considered to be of epidemiologic importance due to either severity of	Patients in health care facilities, including, but not limited to, long-term acute care hospitals and skilled nursing facilities, should comply with the local health authority's



clinical disease, potential for transmission of genetic elements, or opportunities for effective control effects, §690.445	recommendations for control measures as supported by IDPH or CDC procedures and best practices for control of transmission.
Psittacosis due to chlamydia psittaci, §690.590	No specific restrictions.
<u>Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.605 (F or E)</u>	<u>No specific restrictions.</u>
Salmonellosis including Paratyphi V var. L(+) tartrate+ (other than S. typhi A., S Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.630	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for two weeks after cessation of diarrhea.
<u>SARS-CoV2 Infection (COVID-19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.635</u>	<u>All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.</u>
Shigellosis, §690.640	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic, and for two weeks after cessation of diarrhea.
<u>Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results, §690.670 (F)</u>	<u>No specific restrictions.</u>
Toxic shock syndrome due to Staphylococcus aureus infection, §690.695	No specific restrictions.
Streptococcus pneumoniae, invasive disease in children younger than five years, §690.678	No specific restrictions.
Tetanus, §690.690	No specific restrictions. No restrictions on contacts.
Tickborne Disease, including African Tick Bite Virus, Anaplasmosis, Babesiosis, Bourbon Virus,	No specific restrictions.

Ehrlichiosis, Heartland Virus, Lyme disease, and spotted fever Rickettsiosis, §690.698	
Trichinosis, §690.710	No specific restrictions.
Tuberculosis, §696.170	Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH.  Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.
Vibriosis (Other than Toxigenic Vibrio cholera O1 or O139), §690.745	No specific restrictions.

#### Reporting of Sexually Transmissible Infections, 77 Ill.Admin.Code 693.30

The following sexually transmitted infections are reportable by health care professionals only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

Infection	Exclusion Rules
Acquired Immunodeficiency Syndrome (AIDS)	A person may only be isolated with that person's consent or upon order of a court in those cases where the public's health and welfare are significantly endangered and where all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code §693.60(b).
HIV Infection	See above.
Syphilis	See above.
Gonorrhea	See above.
Chlamydia	See above.
Chancroid	See above.

#### Exclusion Criteria for Non-Reportable Diseases and Illnesses

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school. IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported), but may still require exclusion from school. Please refer to 77 Ill.Admin.Code §690.110, and the following link for further guidance at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

OK as is

## **Community Relations**

### **Exhibit - Verification of School Visitation**

*To be completed by the parent/guardian and given to the Building Principal. Please print.*

This document serves to verify that the named parent/guardian attended a school conference or classroom activity for his or her child held on the date and time indicated below.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Conference/Classroom activity

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Date/time of conference/classroom activity

\_\_\_\_\_  
Parent/Guardian signature

\*\*\*\*\*

*To be signed by the Building Principal and returned to the parent/guardian.*

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

\_\_\_\_\_  
Date