



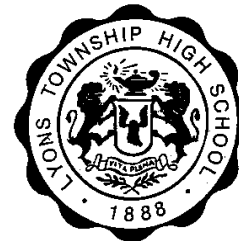
**CURRICULUM, HUMAN RESOURCES AND POLICY COMMITTEE MEETING OF THE BOARD  
OF EDUCATION  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
Virtual Meeting  
100 South Brainard Avenue  
La Grange, Illinois 60525  
Tuesday, February 9, 2021 - 7:00 AM**

**AGENDA**

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C. Closed Session to Discuss Confidential Personnel Items, if needed	
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BY ORDER OF  
MRS. MOLLY MURPHY BRUTON,  
MRS. ALISON KELLY AND  
MS. KARI DILLON, CHAIRPERSONS  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
100 SOUTH BRAINARD AVENUE  
LA GRANGE, IL 60525

# LYONS TOWNSHIP HIGH SCHOOL



CURRICULUM OFFICE 100 S. Brainard Ave., LaGrange, IL 60525-2101

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- Fax: (708) 579-6036 • Website: www.lths.net

**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Tim Kilrea  
Board of Education

FROM: Scott Eggerding

DATE: February 9, 2021

RE: 2021-2022 Instructional Material Change Requests – Second Reading

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## BACKGROUND

In January, textbook change requests were brought forward for initial review. Attached, please find the summary of the 2021-22 proposed textbook/material change requests, the Divisional Cost Summary and the Text Designation Adoption/Change Summary. After further review, the textbook for Environmental Science, *Toxic Communities*, has been tabled to later in the spring. The Lexile level for that book is quite high for a high school science course and we may want to replace it with something more accessible for the students. The adjusted purchase price of the texts included in this request total \$15,449. This is the lowest requests in my fifteen years in this position.

The books have been available for public viewing and comment. I have received no inquiries about the books presented.

## Observations:

- All texts that are being replaced are 5 or more years older, indicating that we have maximized the use of previously purchased texts. We require a text to be adopted for a minimum of 5 years.
- The low requested amount is reflective of two trends: 1) The use of digital materials has reduced the use of traditional textbooks in many courses and 2) the discussion of shifting to 1 to 1 computing made people pause before proposing books to see what the laptops might mean for use of textbooks going forward.
- Drops reflect courses no longer running and in the Language arts Division, indicate texts that have been replaced.
- Some courses shifted texts to class sets for reference rather than assigning a book to each student.

**Text Designation Adoption/Change:** The information provided is sorted by the text designation and includes division, course title, book title, ISBN, unit cost, projected enrollment, and total item cost to the District. Total costs do not include teacher resource materials unless they are included as part of the package price offered by publishers. All costs are estimated based on enrollment histories, where available. As a reminder, we designate our textbooks based on the following codes:

DT = District Text. These books are purchased by the District and loaned to students. The student textbook fee is used primarily to purchase this kind of textbook.

CS = Class Set. These books are purchased in bundles to be used by an entire class at one time. They are kept in the classroom and are usually needed for a unit or short period of time.

CN = Consumables. Consumables are books purchased by students in addition to their textbook fee.

These materials include workbooks and novels that are not returned at the end of the semester.

DRP = Dropped Text. We will no longer purchase or distribute dropped books. The bookstore looks to sell back any remaining books to textbook companies to offset other textbook costs.

**Divisional Cost Summary:** This page shows the total amount of textbooks requested for 2021-2022 and include those that will be purchased by students and those purchased using District funds.

### **RECOMMENDATION**

I recommend that the Board approve the attached 2021-2022 Textbook/Instructional Material Change Requests as presented.

## Divisional Cost Summary

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
LAD/English	English I Accel	The Nickel Boys	9780345804341	28	CN	\$12.00	410	\$4,920.00
LAD/English	English American Studies Accel	The Piano Lesson	9780452265349	30+	CN	\$11.59	100	\$1,159.00
LAD/English	English IV Prep: Lit. of Comedy	The Hitchhiker's Guide to the Galaxy	9780345391803	N/A	CN-CS	\$0.00	0	\$0.00
LAD/English	Playwriting	Sweat	9780822237648	N/A	CS	\$10.00	25	\$250.00

Total **\$6,329.00**

**Cost to District \$250.00**

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
FA: World Lang.	French V	<i>Petit Pays</i> Reader	9780320087301	N/A	CN	\$16.00	20	\$320.00
FA: World Lang.	German I	Portfolio Deutsch Neu Level 1	9783126053204	14	DT	\$67.95	75	\$5,096.25
FA: World Lang.	German I	Portfolio Deutsch Neu Level 1 Workbook	online access	14	CN	\$13.95	75	\$1,046.25
FA: World Lang.	German II	Portfolio Deutsch Neu Level 2	9783126053242	14	DT	\$67.95	50	\$3,397.50
FA: World Lang.	German II	Portfolio Deutsch Neu Level 2 Workbook	online access	14	CN	\$13.95	50	\$697.50
FA: World Lang.	German III/IV	Portfolio Deutsch Neu Level 3+4	9783126053280	7	DT	\$67.95	25	\$1,698.75
FA: World Lang.	German III/IV	Portfolio Deutsch Neu Level 3+4 Workbook	online access	7	CN	\$13.95	25	\$348.75
FA: World Lang.	Italian IV AP	Ace the AP Italian Language and Culture Exam 5th	9781937923266	4	CN	\$48.95	15	\$734.25
FA: World Lang.	Latin Poetry	Vergil A Legamus Transitional Reader	9780865165786	16	CN	\$31.00	50	\$1,550.00
FA: World Lang.	Latin Prose	Res Gestae Divi Augusti	9780865164550	7	CN	\$25.00	50	\$1,250.00
FA: World Lang.	Latin Prose	Petronius: Selections from <i>Satyricon</i>	9780865162884	7	CN	\$35.00	50	\$1,750.00
FA: World Lang.	Latin Prose	Pliny the Younger Selected Letters	9780865168404	7	CN	\$29.00	50	\$1,450.00
FA: Music	Music Theory	Auralia 6	online access	5	CN	\$335.00	15	\$5,025.00

Total **\$24,364.25**

**Cost to District \$10,192.50**

## Divisional Cost Summary

Division/Dept	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
GS: Social Studies	Constitutional Law	Street Law: A Course in Practical Law	0-07-860019-7	N/A	DT-CS	N/A		\$0.00
GS: Applied Tech	Private Pilot operations	Private Pilot FAA Knowledge Test Prep	9781618543486	1	CN	\$13.00	18	\$234.00
GS: Applied Tech	Architect. Engrng Design 1 & 2	Architectural Residential Drafting and Design	9781590706992	N/A	DT-CS	N/A		\$0.00
<b>Total</b>								<b>\$234.00</b>
<b>Cost to District</b>								<b>\$0.00</b>

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enrollment	Estimated Cost
Math	Financial Algebra	Financial Algebra: Adv. Algebra with Fin. Apps.	9780357423509	N/A	DT	\$87.75	50	\$4,387.50
Science	STEM Research	STEM Student Research Handbook	9781936137244	N/A	DT	\$24.76	25	\$619.00
Science	Environmental Science	Visualizing Environmental Science	9781119377146	N/A	DT-CS	N/A		
Science	Environmental Science	Toxic Communities: Enviro Racism, Ind. Pollution	9781479861781	N/A	CS	\$25.00	75	\$1,875.00
<b>Total</b>								<b>\$5,006.50</b>
<b>Cost to District</b>								<b>\$5,006.50</b>

## Text Adoption/Change by Designation

### District Purchased Texts (Purchased by the District and supplemented through the textbook fee)

Division	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
FA: World Lang.	German I	Portfolio Deutsch Neu Level 1	9783126053204	14	DT	\$67.95	75	\$5,096.25
FA: World Lang.	German II	Portfolio Deutsch Neu Level 2	9783126053242	14	DT	\$67.95	50	\$3,397.50
FA: World Lang.	German III/IV	Portfolio Deutsch Neu Level 3+4	9783126053280	7	DT	\$67.95	25	\$1,698.75
Math	Financial Algebra	Financial Algebra: Adv. Algebra with Fin. Apps.	9780357423509	N/A	DT	\$87.75	50	\$4,387.50
Science	STEM Research	STEM Student Research Handbook	9781936137244	N/A	DT	\$24.76	25	\$619.00
<b>\$15,199.00</b>								

### Class Sets (Purchased by the District and stored in the classroom)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English IV Prep: Lit. of Comedy	The Hitchhiker's Guide to the Galaxy	9780345391803	N/A	CN-CS	\$0.00	0	\$0.00
LAD/English	Playwriting	Sweat	9780822237648	N/A	CS	\$10.00	25	\$250.00
Science	Environmental Science	Toxic Communities: Enviro Racism, Ind. Pollution	9781479861781	N/A	CS	\$25.00	75	\$1,875.00
GS: Social Studies	Constitutional Law	Street Law: A Course in Practical Law	0-07-860019-7	N/A	DT-CS	N/A		\$0.00
GS: Applied Tech	Architect. Engrng Design 1 & 2	Architectural Residential Drafting and Design	9781590706992	N/A	DT-CS	N/A		\$0.00
Science	Environmental Science	Visualizing Environmental Science	9781119377146	N/A	DT-CS	N/A		\$0.00
<b>\$250.00</b>								

## Text Adoption/Change by Designation

### Consumables (purchased by students and not returned/sold back to the bookstore)

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English I Accel	The Nickel Boys	9780345804341	28	CN	\$12.00	410	\$4,920.00
LAD/English	English American Studies Accel	The Piano Lesson	9780452265349	30+	CN	\$11.59	100	\$1,159.00
FA: World Lang.	French V	<i>Petit Pays</i> Reader	9780320087301	N/A	CN	\$16.00	20	\$320.00
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FA: World Lang.	German III/IV	Portfolio Deutsch Neu Level 3+4 Workbook	online access	7	DT	\$13.95	25	\$348.75
FA: World Lang.	Italian IV AP	Ace the AP Italian Language and Culture Exam 5th	9781937923266	4	CN	\$48.95	15	\$734.25
FA: World Lang.	Latin Poetry	Vergil A Legamus Transitional Reader	9780865165786	16	CN	\$31.00	50	\$1,550.00
FA: World Lang.	Latin Prose (2022-23)	Res Gestae Divi Augusti	9780865164550	7	CN	\$25.00	50	\$1,250.00
FA: World Lang.	Latin Prose (2022-23)	Petronius: Selections from <i>Satyricon</i>	9780865162884	7	CN	\$35.00	50	\$1,750.00
FA: World Lang.	Latin Prose (2022-23)	Pliny the Younger Selected Letters	9780865168404	7	CN	\$29.00	50	\$1,450.00
FA: Music	Music Theory	Auralia 6		5	CN	\$335.00	15	\$5,025.00
GS: Applied Tech	Private Pilot operations	Private Pilot FAA Knowledge Test Prep	9781618543486	1	CN	\$13.00	18	\$234.00

### Dropped Books

Division/Dept.	Course	Text	ISBN	Age of Drop	Designation	Cost per Unit	Enroll	Estimated Cost
LAD/English	English I Honors	The Adventures of Huckleberry Finn	9780843487583		DRP			
LAD/English	English I Accel	Frankenstein	9780141439471		DRP			
LAD/English	English American Studies Accel	Death of a Salesman	9780140481341		DRP			
GS: Social Studies	Constitutional Law	The Supreme Court Explained	9780393316384		DRP			
GS: Business Ed	AP Computer Science A	Java Concepts for AP Computer Science	9780470181607		DRP			

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**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Tim Kilrea  
Board of Education

FROM: Scott Eggerding, Adam Davis

DATE: February 9, 2021

RE: 2021 Summer Program Plans

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## I. Academic Program

### A. Course Offerings

We intend to offer all of our usual summer courses. Ideally, they will be taught in person, although it might require a 50% hybrid approach, similar to the school year, depending on IDPH guidance. We believe this will allow us to offer the greatest flexibility while also giving students greater choice than they had last summer.

We will also continue our partnership with Illinois Virtual School should we be unable to find a teacher to run a course or if enrollment dips lower than our ability to run the class to break even with a teacher salary. We will continue to offer the Consumer Education course through Illinois Virtual.

Enrollment will open February 10 for initial registration and be closed briefly on February 19 to run lotteries for seats, if necessary. At that time, we will also contact those who may have to take an Illinois Virtual course due to low enrollment. In March, registration for seats still available for courses that will run will be available for sign-up. Courses that run through Illinois Virtual School will have no cap.

### B. Special Education

Since 2002, we have hosted an academic Special Education program (Extended School Year or ESY) and assumed most of the costs. We will offer ESY again this summer and it will also be tailored to student needs depending on IDPH guidance and the needs of the participants' IEPs.

### C. Tuition and Staffing

We have not raised the summer school tuition fee since 2010. Last year we had to charge families an additional \$45 when their course switched to an online-only course, given the fixed cost of the Illinois Virtual Courses are \$240 per semester. (We looked at other online providers that cost \$300 and more per semester.)

Our goal in offering summer programs is to break even, yet last summer we lost \$38,814 due to multiple factors. We had our teachers work with the Illinois Virtual courses, the ESY program collects

*Vita Plena*

no tuition, and the lack of revenue from activities was unable to offset other expenses.

We prefer to use our teachers for summer school, yet we do not want to drop a class when students are interested in taking it and we are unable to find a teacher. Shifting from LT teachers to Illinois Virtual courses would be seamless with the increased fee. We would also be able to run more courses with LT teachers at lower enrollment numbers.

## **II. Activity Program**

### **Program Offerings**

We have connected with all of the coaches and sponsors and we have extremely tentative dates. We will evaluate the feasibility of offering summer activities and camps and open enrollment (if we can) after Spring Break. Since approximately 5,000 students participate in these camps, including Learn-to-Swim, there is a high level of interest to run them; however, we have to be able to do so safely and under IDPH guidelines. We will not increase the costs of any camps or summer activities.

### **Recommendations:**

1. Offer LT summer school classes in the setting that IDPH restrictions allow (in-person, hybrid, or entirely online).
2. Increase the tuition for a semester course from \$195 to \$240.

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**SCOTT D. EGGERDING**  
Director of Curriculum and Instruction

TO: Tim Kilrea  
Board of Education

FROM: Scott Eggerding, Katie Smith

DATE: February 9, 2021

RE: First Semester Grades Analysis

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## BACKGROUND

Following concerns raised by parents about changes to grading practices and Pandemic learning, we shared first quarter grade data with the Curriculum Committee to see if we could determine whether grading practices were causing lower grades. Because we had never formally looked at first quarter grade data in this way prior to the fall of 2020, there was little we could analyze. At the close of first semester, we had the opportunity to review final grades against historical trends and provide the following analysis of grades from the fall of 2021 in comparison to the previous five years of grades from “normal” conditions without changes to grading practices. Along the way we also had to account for a number of changes, in particular the use of a W instead of an F and greater clarity and encouragement in the use of I for Incomplete.

## 1st SEMESTER GRADE DISTRIBUTION

Lyons Township High School has had a fairly consistent first semester grade distribution from the 2015-16 school year to the 2019-20 school year. When examining the distribution across these five school years, the data demonstrates the greatest change that has occurred is in the percentage of A's earned. The percentage of total A's earned has increased 7.7 percentage points from the 2015-16 school year to the 2019-20 school year.

The first semester of the 2020-21 school year continued to witness an increase in the percentage of A's earned despite the challenge posed by pandemic learning. When compared to the average percentage of grades earned over the past five years, the percentage of B's decreased by 6.9 percentage points, the percentage of C's decreased by 2.0 percentage points, the percentage of D's increased by .8 percentage points, and the percentage of F's/W's increased by 1.8 percentage points.

Percentage of Grades Earned 1st Semester: 2015/16- 2020/2021											
% of Grades Earned	A	B	C	D	F	W	I	CR	P	Other (AS, AU, CP, NC)	Other (Blank)
2020-2021	50.4%	25.8%	12.2%	5.7%		3.1%	0.9%	1.7%		0.1%	0.1%
2019-2020	48.7%	31.2%	12.8%	4.2%	0.9%	0.00%	0.0%	1.4%		0.1%	0.7%
2018-2019	46.7%	31.6%	13.4%	5.0%	1.4%	0.10%	0.0%	1.4%		0.1%	0.3%
2017-2018	44.2%	32.0%	14.4%	5.1%	1.5%	0.00%	0.0%	1.9%	0.1%	0.1%	0.5%
2016-2017	40.8%	33.9%	15.0%	5.5%	1.4%	0.10%	0.0%	2.4%		0.2%	0.7%
2015-2016	41.0%	34.8%	15.2%	4.8%	1.2%	0.10%	0.0%	2.5%		0.1%	0.3%
5 year average 2015/16-2019/20	44.3%	32.7%	14.2%	4.9%	1.3%	0.1%	0.0%	1.9%		0.1%	0.5%

### 1st SEMESTER GRADE DISTRIBUTION BY POPULATION GROUPS: IEP, 504, EL, FRL

The table below disaggregates the total number of first semester grades earned by students with an IEP, students with a 504 Plan, students who are English Learners, students who receive free and reduced lunch, and students that are not included in any of the aforementioned population groups. Students that are not in one of the population groups (57.5%), earned approximately twice as many A's as students with an IEP (27.9%), students who are English Learners (24.9%), and students who receive free and reduced lunch (24.9%). Students who were not in a population group also earned more B's and significantly less C's and D's than students in one of these population groups. Students with an IEP (5.0%) and students receiving free and reduced lunch (5.2%), earned more than twice as many W's as students that are not in a population group.

1st Semester Grade Distribution Within Each Population Group										
	A	B	C	D	W	I	CR	Other (AS, AU, CP, NC)	Other (Blank)	
IEP	27.9%	23.3%	17.2%	8.9%	5.0%	1.8%	15.5%	0.3%	0.1%	
504	41.5%	29.5%	16.1%	7.3%	1.5%	1.7%	0.2%	0.1%	0.1%	
EL	22.4%	23.0%	22.6%	15.9%	3.2%	1.2%	5.7%	0.6%	0.3%	
FRL	24.9%	24.9%	21.1%	13.1%	5.2%	2.4%	2.1%	0.2%	0.0%	
Not in a Population Group	57.5%	25.6%	9.9%	4.2%	1.9%	0.5%	0.2%	0.1%	0.1%	

### 1st SEMESTER F/W's: 2015-2020

Similar to the distribution of A's to D's, LTHS has witnessed a consistent percentage of total F's earned during the first semester from the 2015-16 (1.2%) school year through the 2018-19 (1.4%) school year. This percentage decreased to .9% during the first semester of the 2019-2020 school year.

Percentage of Grades Earned 1st Semester: 2015/16- 2020/2021									
% of Grades Earned	A	B	C	D	F	W	I	CR	P
2020-2021	50.4%	25.8%	12.2%	5.7%		3.1%	0.9%	1.7%	
2019-2020	48.7%	31.2%	12.8%	4.2%	0.9%	0.00%	0.0%	1.4%	
2018-2019	46.7%	31.6%	13.4%	5.0%	1.4%	0.10%	0.0%	1.4%	
2017-2018	44.2%	32.0%	14.4%	5.1%	1.5%	0.00%	0.0%	1.9%	0.1%
2016-2017	40.8%	33.9%	15.0%	5.5%	1.4%	0.10%	0.0%	2.4%	
2015-2016	41.0%	34.8%	15.2%	4.8%	1.2%	0.10%	0.0%	2.5%	
5 year average 2015/16-2019/20	44.3%	32.7%	14.2%	4.9%	1.3 %	0.1%	0.0%	1.9%	

During the 2020-2021 school year, first semester learning occurred in both virtual and hybrid learning environments as opposed to the traditional classroom building. This change to the method of teaching and learning, compounded by the social-emotional effects of a pandemic, yielded 7% failures upon the conclusion of the first quarter. With additional summative experiences, more retake opportunities, increased teacher communication efforts, and intervention by the Student Services department and Student Support Teams, the failure rate was significantly decreased (by four percentage points) by the end of first semester.

% of Grades Earned	A	B	C	D	F	W	I	CR	P	Other (AS, AU, CP, NC)
1st Semester 2020/21	50%	26%	12%	6%	NA	3%	1%	2%		0%
1st Quarter 2020/21	47%	24%	13%	6%	7%	NA	3%			

Considering the difficulties faced during pandemic learning (illness, family death, childcare, technology, screen time, mode of instructional delivery etc.), LTHS made the decision to replace the final semester grade of “F” with a “W” because it does not negatively impact a student’s GPA. As a result of this change, the percentage of W’s in the chart above and the chart below are comparable to the percentage of F’s in preceding grading periods.

Similar to the [unprecedented rate of failures](#) seen around the country during the first semester of the 2020-2021 school year, LTHS witnessed an increase in F’s/W’s (Strauss, 2020).

In the first semester of the 2020-2021 school year, F’s/W’s comprised 3.1% of the total grades earned at LTHS. This was an increase of 1.8 percentage points when compared to the five year average of 1.3% failures earned first semester. In real numbers, 416 students earned 811 W’s during the first semester. The chart above also shows an increase (of.9 percentage points) this past semester in incompletes (“I”). Assuming the students complete the required work, incompletes should convert to a passing letter grade.

Comparing all four grade levels to one another, the data indicates juniors earned the highest percentage of the W’s/F’s during the first semester of 2020-2021, which was the case during the first semester of 2019-20. Since this trend was witnessed in both a pandemic and non-pandemic semester, the junior This trend does not continue in the years prior to 2019-20.

<b>% of Total F/Ws Disaggregated by Grade Level: 2015/16-2020/21</b>						
<b>YEAR</b>	<b># of Students</b>	<b>#of Fs/Ws</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
2020-21	416	811	23.6	20.0	<b>35.0</b>	21.2
2019-20	180	245	24.1	17.1	<b>33.9</b>	24.9
2018-19	247	360	26.9	17.5	25.3	<b>30.3</b>
2017-18	268	401	17.5	<b>27.9</b>	26.7	<b>27.9</b>
2016-17	242	368	28.0	<b>32.6</b>	19.6	19.8
2015-26	201	306	23.9	<b>30.1</b>	20.3	25.8

**CONCLUSION:**

A review of First Semester grades suggests that the Pandemic, rather than changes to grading practices, impacted grades most. As shared with the Committee last month, the increase of F's/W's correlated with lack of engagement and, in many cases, the inability of students to access daily interaction with teachers and support staff to perform at their best. The changes to grading practices in many cases allowed students who had gotten off to a poor start at the quarter to retake tests, demonstrate additional learning, and bring up their grades. As we shared in previous Curriculum Committee meetings, additional supports are being added to shore up the issues that Pandemic learning has caused.

# LYONS TOWNSHIP HIGH SCHOOL



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**EDWARD M. PIOTROWSKI**  
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent  
Board of Education

FROM: Edward M. Piotrowski

DATE: February 16, 2021

RE: Buildings and Grounds, Classified/Non-Contractual, and ParaEducator  
Staff Employment Recommendations

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## BACKGROUND

Each month, we bring to the Board recommendations for employment, retirement, leaves of absence, resignations, etc., for the Buildings and Grounds, Classified/Non-Contractual, Classified/Non-Contractual Supervisors and Para Educator employees. Below, please find our February 16, 2021 recommendations for these employee groups.

### I. Classified/Non-Contractual

A. We recommend the Board of Education approve the following individual's employment.

1. **Gresge, Mary**, Administrative Assistant, effective February 1, 2021; hourly rate of pay \$15.00.

### II. Classified/Non-Contractual Supervisors

A. We recommend the Board of Education approve the following individual's resignation.

1. **Vasich, Michael**, Systems Administrator, effective February 16, 2021.

### III. Para Educators

A. We recommend the Board of Education approve the following individual's employment.

1. **Ammar, Khadijah**, Para Educator, effective January 29, 2021; hourly rate of pay \$16.45.

B. We recommend the Board of Education approve the following individuals' resignation.

1. **Martino, Bridget**, Para Educator, effective February 7, 2021.
2. **Gresge, Mary**, Para Educator, effective January 29, 2021.
3. **Brown, Jaliyah**, Para Educator, effective January 22, 2021.

C. We recommend the Board of Education approve the following individual's leave of absence.

1. **Wesolowski, Bonnie**, Para Educator, effective March 1, 2021 through April 2, 2021.

## RECOMMENDATION:

We recommend that the Board approve the request for employment actions for the individuals as noted above.

# LYONS TOWNSHIP HIGH SCHOOL



**DISTRICT 204 OFFICES** 100 S. Brainard Ave., LaGrange, IL 60525-2101

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**EDWARD M. PIOTROWSKI**  
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent  
Board of Education

FROM: Edward M. Piotrowski, Director of Human Resources

DATE: February 16, 2021

RE: District Policy Updates (PRESS Issue 106) – 2<sup>nd</sup> Reading

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The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). We recently received PRESS Issue 106. A summary of the 12 policies under review is provided below and all policies are attached to this memorandum. The revisions mostly include changes of an administrative nature, such as updates to legal references, terminology, or responses to recent legislation, and should not affect how the policies are interpreted.

- Policy 3:40, *Superintendent* – Legal references are updated.
- Policy 4:80, *Accounting and Audits* – The policy is updated in response to changes to Policy 4:90, discussed below.
- Policy 4:90, *Student Activity and Fiduciary Funds* – The policy is renamed and updated to establish fiduciary funds as a category of funds separate from student activity funds for which the district has custodial responsibilities.
- Policy 5:270, *Employment At-Will, Compensation, and Assignment* – Cross references are updated in response to a five-year review.
- Policy 6:20, *School Year Calendar and Day* – Legal references are updated in response to pandemic preparedness legislation.
- Policy 6:300, *Graduation Requirements* – Minor language updates in response to P.A. 101-643 (see PRESSPlus Comments 1 and 2).
- Policy 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions* – Legal references are updated. Also includes new language for registered apprenticeship programs if offered as a substitution for PE and other required courses. Note Required Question 1 answer is default “Yes.”
- Policy 6:320, *High School Credit for Proficiency* – Legal references are updated.
- Policy 6:340, *Student Testing and Assessment Program* – Minor language changes as recommended by PRESS.
- Policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students* – Minor language updates as recommended by PRESS.

- Policy 7:140, *Search and Seizure* – Legal references are updated in response to a five-year review.
- Policy 7:300, *Extracurricular Activities* – Minor language and cross reference updates in response to a five-year review.

### RECOMMENDATION

We recommend the District policies listed above and attached to this memorandum be adopted as presented.

## Document Status: Draft Update

### GENERAL SCHOOL ADMINISTRATION

#### 3:40 Superintendent

##### Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District school in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

##### Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

##### Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

##### Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

##### LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.47](#), [5/10-21.4](#), [5/10-23.8](#), [5/21B-20](#), [5/21B-25](#), [5/24-11](#), and [5/24A-3](#).

23 Ill.Admin.Code §§1.310, 1.705, and ~~29.130~~ [25.355](#). [PRESSPlus1](#)

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

~~ADOPTED: August 17, 2015~~

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to the repeal of 23 Ill.Admin.Code §29.130. **Issue 106, November 2020**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### **4:80 Accounting and Audits**

The School District's accounting and audit services shall comply with the Illinois Program Accounting Manual, as adopted by the Ill. State Board of Education (ISBE), and State law. The Superintendent or designee, 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 an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent or designee. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

##### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE.

##### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or 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 shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

##### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

##### 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 shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

##### Taxable Fringe Benefits

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

##### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent or designee shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent or designee consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be

accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Township Treasurer, Director of Business Services, or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians. [PRESSPlus1](#)

#### Internal Controls

The Superintendent or designee 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 other imprudent employee action.

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

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

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.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill.Admin.Code 7000](#) *et seq.*

[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.*

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit Cards), 4:90 (Student Activity and Fiduciary Funds)

Adopted: January 21, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). See policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. **Issue 106, November 2020**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:90 Student Activity and Fiduciary Funds

*Title has been updated. Original Title: Activity Fund*

The Board of Education, upon the Superintendent or designee's recommendation; shall establish a Student Activity Fund. Individual accounts within the fund shall be managed by student organizations under the guidance and direction of staff members for educational, athletic, recreational, cultural or scholarship purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

#### Student Activity Funds [PRESSPlus2](#)

The Superintendent or designee shall be responsible for supervising the Student Activity Fund in accordance with Board Policy 4:80, *Accounting and Audits*, State law, and the Illinois State Board of Education (ISBE) rules for student activity funds. The Director of Business Services shall serve as the treasurer and custodian for the Student Activity Fund and be bonded in accordance with the School Code.

As treasurer, the Director of Business Services shall have all of the authority and responsibilities specific to the treasurer listed in ~~the Illinois State Board of Education~~ ISBE rules for student activity funds, except that loans shall only be granted from the Student Activity Fund Interest Earnings account. Interest earnings for all accounts shall be combined in the Student Activity Fund Interest Earnings account. The cash balance in the Student Activity Interest Earnings accounts shall be expended or loaned only with the written approval of the Director of Business Services and/or the Superintendent.

Unless otherwise instructed by the Board, the balances in Student Activity Fund accounts will carry over to the next fiscal year. Negative cash balances, if they occur in any account, are to be corrected in as timely a manner as possible; and, at the end of the fiscal year, all Student Activity Fund accounts are to have positive cash balances. An account containing activity funds that is inactive for 24 consecutive months shall be closed and its funds transferred to another Student Activity Fund account with a similar purpose, or to the District's Educational Fund.

#### Fiduciary Funds [PRESSPlus3](#)

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, Accounting and Audits; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

[105 ILCS 5/8-2](#) and [5/10-20.19](#).

23 Ill.Admin.Code §§100.20, ~~and~~ 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

Adopted: September 16, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate 23 Ill.Admin.Code §§100.20, 100.80 and 100.85 (establishing *fiduciary* funds as a category of funds separate from *student activity funds*, for which a district has custodial responsibilities). **Issue 106, November 2020**

PRESSPlus 2. Student activity funds are under the school board's control, giving it a fiduciary responsibility to safeguard them along with district assets. In contrast to *fiduciary funds* (see PRESS Plus Comment 3), the board, superintendent, or other district employees have direct involvement in how *student activity funds* are spent or attained. And, unlike fiduciary funds, student activity funds must be reported as part of a district's Educational Fund for its annual financial reporting and budget, in accordance with *Governmental Accounting Standards Board Statement No. 84*. 23 Ill.Admin.Code §§100.80(e),

**100.85. Issue 106, November 2020**

PRESSPlus 3. Fiduciary funds are funds “received from an independent, outside source in which the school board is acting in an administrative capacity.” Unlike student activity funds, where “[t]he school board, superintendent, or district employees have direct involvement with the decisions of how the funds are spent or attained,” a district has no control over how fiduciary funds are spent or raised. 23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

See 23 Ill.Admin.Code §100.85 for the specific characteristics and permitted activities of a fiduciary fund. Boards must take a number of specific actions for fiduciary funds that are delegated to the superintendent or designee in this policy and align with IASB’s *Foundational Principles of Effective Governance*, at [www.iasb.com/principles\\_popup.cfm](http://www.iasb.com/principles_popup.cfm). 23 Ill.Admin.Code §100.85(b). Boards should consult their local auditors for guidance on whether a particular fund should be classified as a student activity fund or fiduciary fund.

**Issue 106, November 2020**

## *Document Status: 5-Year-Review - Needs Review*

### Educational Support Personnel

#### **5:270 Employment At-Will, Compensation, and Assignment**

##### Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

##### Compensation

**Please refer to the following current agreement:**

**"Negotiated Agreement Between Board of Education Lyons Township High School District 204 Cook County, Illinois and Lyons Township High School Instructional Aides and Paraprofessional Association (IAPA)," and**

**"Agreement Between Board of Education of Lyons Township High School District 204, Cook County, Illinois and Service Employees' International Union, AFL-CIO Local No. 73 Change to Win (CTW)."**

**For employees not covered by these agreements:**

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

##### Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

[105 ILCS 5/10-22.34](#) and [5/10-23.5](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

**ADOPTED: February 16, 2016**

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## Document Status: Draft Update

### INSTRUCTION

#### 6:20 School Year Calendar and Day

##### School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

##### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

##### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

##### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), 5/10-24.46, [5/10-30](#), 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1. [PRESSPlus1](#)

[10 ILCS 5/11-4.1](#).

[23 Ill.Admin.Code §1.420\(f\)](#).

*Metz v. Leininger*, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), [4:180 \(Pandemic Preparedness: Management; and Recovery\)](#), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 21, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

# Document Status: Draft Update

## INSTRUCTION

### 6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22. [PRESSPlus1](#)
3. Completing all minimum requirements for graduation as specified in State law by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. Beginning with the class of 2020, successful completion of the state civics coursework requirement will substitute for the examination.
5. Participating in State assessments that are required for graduation by State law by the School Code, 105 ILCS 5/2-3.64a-5(e). [PRESSPlus2](#)
6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

As a requirement for graduation and the granting of a diploma from Lyons Township High School, each student must earn twenty three (23) Carnegie Unit credits and successfully complete the following courses.

Subject Area/Course	Required Credits
Consumer Education	1/2 (.5)
Creative Arts <sup>1</sup>	1 (1.0)
Driver Education <sup>2</sup>	1/2 (.5)
English	4 (4.0)
Health Education	1/2 (.5)
Mathematics	3 (3.0)
Physical Education	3 1/2 (3.5)
Science	2 (2.0)
United States History	24 1 (1.0)

World History 1 (1.0)	1 (1.0)
Civics	1/2 (.5)
Creative Arts	>1 (1.0) <sup>3</sup>
Practical Arts <sup>4</sup>	
Additional Electives	5½ (5.5)
<b>TOTAL 23 (23.0)</b>	

In addition to twenty three (23) Carnegie Unit credits required for graduation, each student must earn u-passing grade on a test covering the Constitutions of the State of Illinois and the United States or, beginning with the class of 2020, pass the designated civics course. Each student is also required to participate in any mandated State assessments.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: October 19, 2020

**PRESSPlus Comments**

PRESSPlus 1. The Ill. State Board of Education (ISBE) may adopt rules modifying graduation requirements for students in grades 9-12 if the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7. 105 ILCS 5/27-22(i), added by P.A. 101-643. **Issue 106, November 2020**

PRESSPlus 2. 105 ILCS 5/2-3.64a-5(c), amended by P.A.s 100-7, 100-1046, and 101-643. Assessments are not required if ISBE receives a waiver from the administration of assessments from the U.S. Dept. of Education. **Issue 106, November 2020**

**PRESS Footnotes**

1. <sup>1</sup>Creative Arts: one (1) credit selected from Music, Visual Arts, Speech/Theatre, and/or Dance Studies.  
6:300

2. <sup>2</sup>Driver Education: per State law, only the classroom phase must be passed. If a student satisfies the Driver Education requirement through an approved, off-site program, then this requirement and 1/2 (.5) credit requirement will have been deemed waived.

3. <sup>4</sup>Beginning with the class of 2020, students must choose 1 Carnegie Unit from a pool of designated creative and practical arts courses.

4. <sup>3</sup>Practical Arts: one (1) credit selected from Family and Consumer Sciences, Applied Technology, and/or Business Education.

## *Document Status: Draft Update*

### INSTRUCTION

#### **6:310 Credit for Alternative Courses and Programs, and Course Substitutions**

##### Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by AdvancED;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation.

##### Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

##### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the Board of Education. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for world exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

##### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by AdvancED, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

##### College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal or designee; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

##### Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

#### World Language Courses

A student will receive high school credit by studying world language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on world language proficiency achieved. The Building Principal may require a student seeking world language credit to successfully complete a world language proficiency examination.

#### Tech Prep Programs and Vocational Academies

A student will receive high school credit for work-related training at manufacturing facilities or agencies in a Tech Prep Program, or for credit earned in a Vocational Academy. The student assumes responsibility for any fee, tuition, supply, or other expenses for participation in Tech Prep Programs or Vocational Academies.

#### Substitutions for Physical Education and Other Required Courses

A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with [Section 27-22 of the School Code](#). The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Ongoing participation in an interscholastic or extracurricular athletic program for students in grades 11 and 12 (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade);
2. Ongoing participation in a marching band program for credit for students in grades 11 and 12;
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade).

A student in grades 9-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services, or
3. The student is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation in writing to the District.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

**Registered Apprenticeship Program.**<sup>Q1</sup> The Superintendent or designee will ensure that the District complies with State law requirements for registered apprenticeship programs. [PRESSPlus1](#) The opportunities and requirements for registered apprenticeship programs contained in this policy will be posted on the District's website, and parents/guardians and students will also be notified of such opportunities in the appropriate school handbook(s). [PRESSPlus2](#)

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website. [PRESSPlus3](#)
5. The Building Principal approves the substitution(s); and

6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy
3. Classes in a program established under [Section 10-22.20 of the School Code](#), in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, and other nonformal educational endeavors

### LEGAL REF.:

105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.

110 ILCS 27/, Dual Credit Quality Act.

23 Ill.Admin.Code §§1.425(e), 1.440(f), ~~and 1.470(c)~~, and Part 255.

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:260 (Exemption from Physical Activity)

Adopted: August 19, 2019

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### Questions and Answers:

\*\*\*Required Question 1. A *registered apprenticeship program* is an industry-based occupational training program of study with standards reviewed and approved by the U.S. Dept. of Labor that meets characteristics set forth in State law and ISBE rules. The introductory sentence and listed items 1, 3, 4, and 6 are required to be in the policy if a board decides to allow students to participate in registered apprenticeship programs. See 23 Ill.Admin.Code §255.200(b). Item #2 is not required to be stated in policy, but is required to be included in a district's website notification (if any) to parents/guardians about registered apprenticeship opportunities.

Allowing for this substitution is optional, but, if offered, must be included in board policy, and the policy must be posted on the district's website (if any) for students, parents, and members of the business and industry community to access. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code §255.200.

Does the District allow substitutions in grades 9-12 (who are at least 16 years old) for PE and other required courses with participation in a registered apprenticeship program?

- Yes (default) Does the district maintain a website? Enter yes or no. (If no, IASB will edit the policy as necessary. See footnotes 11 and 13, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information.)
- No (IASB will remove the policy language regarding a Registered Apprenticeship Program.)

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### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/2-3.175, added by P.A. 100-992, renumbered by P.A. 101-81; 23 Ill.Admin.Code Part 255. In addition to the requirements listed in the policy, districts allowing for student participation in registered apprenticeship programs must also: (1) submit data on participating students through ISBE's Student Information System, (2) identify and attempt to eliminate any barriers to student participation, and (3) include the program in the Career Pathway Endorsement if the district awards endorsements under the Postsecondary and Workforce Readiness Act (110 ILCS 148/). 23 Ill.Admin.Code §255.200(d)-(f). **Issue 106, November 2020**

PRESSPlus 2. 23 Ill.Admin.Code §255.200(c). The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). The notification to students and parents on the district's website must include: (1) a statement that a student may participate in any registered apprenticeship program listed by the district; and (2) a statement that a student may find a

6:310

registered, but not listed, apprenticeship program with a business or organization, if a registered apprenticeship program is not offered in the district. 23 Ill.Admin.Code §255.200(c)(2). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com) (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

PRESSPlus 3. 23 Ill.Admin.Code §255.200(b)(4). See 6:310-E, *Class Substitution Request*, and 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com) (2:250-E2 will be updated in PRESS Issue 107). **Issue 106, November 2020**

## Document Status: Draft Update

### INSTRUCTION

#### 6:320 High School Credit for Proficiency

##### Proficiency Credits

Subject to the limitations in this policy and State law, the Superintendent is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas:

*World language* - A student is eligible to receive one year of world language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a world language and will receive one year of world language credit. A student who studied a world language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

*Other proficiency testing* - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

##### Course Credit for High School Diploma

The Superintendent or designee may investigate, coordinate, and implement a program for students in grade 8 to enroll in a course required for a high school diploma.

Students in grade 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.

A student that successfully completes a course required for a high school diploma while in grade 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of [Section 27-22](#) of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.

LEGAL REF.:

[105 ILCS 5/10-22.10](#), [5/10-22.43](#), [5/10-22.43a](#), [5/27-12.1](#), [5/27-22](#), [5/27-22.10](#), [5/27-24.3](#), and [5/27-24.4](#).

23 Ill.Admin.Code ~~§1.466~~ Part 680. [PRESSPlus1](#)

CROSS REF.: 6:180 (Extended Instructional Programs), 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students)

~~ADOPTED: January 21, 2014~~

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 106, November 2020**

## Document Status: Draft Update

### INSTRUCTION

#### 6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students the State assessment system all standardized assessments required by the Ill. State Board of Education (ISBE)~~to all students~~ and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. [PRESSPlus1](#)
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

[105 ILCS 5/2-3.63](#), [5/2-3.64a-5](#), [5/10-17a](#), [5/22-82](#), and [5/27-1](#).

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: October 21, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate continuous improvement changes suggested by the **PRESS** Advisory Board. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### **7:100 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 the ninth grade; and
2. 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 for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered PRESSPlus1 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 is a required part of each health examination; diabetes testing is not required.
3. ~~Beginning with the 2017-2018 school year, a~~ 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.
4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students transferring from out of state 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 the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

##### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering 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 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 parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

##### Dental Examination

All children in ninth grade 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 IDPH.

If a child in the ninth 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 parent(s)/guardian(s) 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 IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 the examining physician, advanced **registered** practice **registered** nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) 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. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) 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](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: February 19, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. Updated throughout for continuous improvement. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### **7:140 Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

##### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

##### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

##### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

##### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
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 disciplinary 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.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). [PRESSPlus1](#)

People v. Dilworth, 169 Ill.2d 195, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194, 662 N.E. 2d 540 (Ill.App.1st Dist., 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 405 S.Ct. 733, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 415 S.Ct. 2386, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 429 S. Ct. 2633, 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: March 14, 2016

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## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to a five-year review. **Issue 106, November 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered [PRESSPlus1](#) nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

[105 ILCS 5/10-20.30](#), [5/10-20.54](#), [5/22-80](#), and [25/2](#).

[23 Ill.Admin.Code §1.530](#)(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), [7:20 \(Harassment of Students Prohibited\)](#), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

**ADOPTED: March 14, 2016**

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 106, November 2020**