

ATTACHMENT NO. IX-C: First Reading and Approval of Policies

Suggested Motion: Move to approve Board Policies as presented.

Recommended Action: Approve the motion.

On December 5, 2011, the Policy Committee reviewed the following policies to be amended pursuant to IASB PRESS recommendations and existing policies modified pursuant to administrative recommendation:

- 2:250 .....Access to District Public Records
- 3:60 .....Administrative Responsibility of the Building Principal
- 4:80 .....Accounting and Audits
- 4:92 .....Imprest Fund Accounts
- 5:100 .....Staff Development Program
- 5:200 .....Terms and Conditions of Employment and Dismissal
- 5:240 .....Suspension
- 6:60 .....Curriculum Content
- 6:150 .....Home and Hospital Instruction
- 7:305 .....Student Athlete Concussions and Head Injuries

Board Policy 2:240 states that when policies are changed/adopted to comply with state law or regulation, two readings are not required. The above policies were changed/adopted to comply with state law or regulation; therefore, it is recommended that the Board give final approval to the above policies.

## School Board

### Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

### Freedom of Information Officer

The Superintendent *or designee* shall serve as the District's Freedom of Information Officer and ~~is assigned~~ *assumes* all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

### Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

### Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to ~~the District's Freedom of Information Officer~~. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the ~~delay~~ *extension*, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

*Notwithstanding the above, the Freedom of Information Officer shall respond to requests for commercial purposes and to recurrent requesters (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA.*

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No *copying* fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No *copying* fee shall be charged for electronic copies other than the actual cost of the recording medium.

### *Fees for Responding to a Request for a Commercial Purpose*

*In addition to copying fees, persons making a request for a commercial purpose, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges any fees to a requester making a commercial request, the Freedom of Information Officer shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.*

### Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16 and 5/24A-7.1.  
820 ILCS 40/11.  
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),  
7:340 (Student Records)

AMENDED: November 2006 / April 4, 2011

## **General School Administration**

### **Administrative Responsibility of the Building Principal**

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in the School Code as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Superintendent or designee shall develop and maintain a principal *and assistant principal* evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal *and Assistant Principal*. The Superintendent or designee may conduct additional evaluations.

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

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, *10-23.8a*, *10-23.8b*, and 5/24A-15.  
105 ILCS 127/.  
23 Ill.Admin.Code Part 35.

CROSS REF.: 3:50 (Administrative Personnel Other than the Superintendent), 5:250 (Leaves of Absence)

ADOPTED: November 6, 2001

AMENDED: April 25, 2011

## Operational Services

### Accounting and Audits

The School District's accounting and audit services shall comply with the ~~Illinois Program Requirements for Accounting Manual~~, *Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, ~~and State law~~ *and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board.* The Superintendent, 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 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 of Education member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

### 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 Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records ~~that, at a minimum, comply with the Illinois Program Accounting Manual.~~ The inventory record of supplies and equipment shall include a description of each item, quantity, location, date of purchase, and cost or the estimated replacement cost.

### 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.

### 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 ~~Imprest Funds Accounts~~ *Revolving Funds* and Petty Cash

~~Imprest~~ *Revolving* funds ~~accounts~~ and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each ~~imprest 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 Illinois State Board of Education rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts ~~balances~~ for ~~imprest revolving~~ funds ~~accounts~~ are *limited to a maximum balance of \$500.00 established in Policy 4:92 (Imprest Fund Accounts)*. 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 ~~imprest revolving~~ funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Capital Assets

Capital assets are defined as assets of land, buildings, building improvements, equipment, and infrastructure assets (e.g., land improvement, sidewalks, etc.) with an individual initial cost of \$2,500 or greater and an estimated useful life greater than one year. Capital assets are recorded at cost or estimated historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Land and construction in progress are not depreciated by the District. Estimated useful life is management's estimate of how long the asset is expected to meet service demands.

The District reviews its capital assets to evaluate prominent events or changes in circumstances affecting them to determine whether impairment of a capital asset has occurred. A capital asset generally should be considered impaired if there is a decline in service of the capital asset of a large magnitude.

Internal Controls

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

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.: 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 and Procurement Cards), 4:90 (Activity Funds), ~~4:92 (Imprest Fund Accounts)~~

ADOPTED: November 6, 2001

AMENDED: May 23, 2011



**Operational Services**

**Imprest Fund Accounts**

Imprest Fund Accounts are checking accounts as authorized by the Board of Education to provide emergency funds in each building and the central office of the District for those necessary and budgeted expenditures that cannot otherwise be handled on an individual basis through the regular District purchase order and bills payable process.

District administrators are responsible for their respective imprest fund account.

Each center will have the following dollar limits as *The following account(s) are* authorized by this policy:

*District Administrative  
Transportation*

- 1. ~~Capron Elementary Imprest Fund Account: .....\$500.00~~
- 2. ~~Manchester Elementary Imprest Fund Account: .....\$500.00~~
- 3. ~~Poplar Grove Elementary Imprest Fund Account: .....\$500.00~~
- 4. ~~North Boone High School Imprest Fund Account: .....\$2,000.00~~
- 5. ~~North Boone Upper Elementary School Fund Account: .....\$500.00~~
- 6. ~~District Unit Office Imprest Fund Account: .....\$600.00~~
- 7. ~~North Boone Middle School Imprest Fund Account: .....\$1,500.00~~

Each imprest fund account will be set up as a checking account at one of the banks within the District boundaries.

Two signatures are required on each imprest fund account: the responsible administrator and another designated employee.

Procedure for reimbursement:

- 1. An itemized check request listing accounts charged along with all receipts will be submitted to the accounting department for reimbursement through the monthly bills payable for reimbursement of the ~~building~~ imprest fund.
- 2. Each administrative imprest account will be balanced out upon request for reimbursement to insure accountability and good fiscal management of the account.

ADOPTED: April 24, 1990

AMENDED: November 15, 2005

## General Personnel

### Staff Development Program

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

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho stimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39 5/10-23.12, 5/24-5, and 110/3.  
745 ILCS 49/ (Good Samaritan Act).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (~~Hazardous and Infectious Materials~~ *Environmental Quality of Buildings and Grounds*), 5:90 (General Personnel – Abused and Neglected Child Reporting), 5:120 (Ethics *and Conduct*), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), *6:160 (English Language Learners)*, 7:285 (Food Allergy Management Program), 7:290 (Suicide Awareness and Prevention Program)

ADMIN PROC.: 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: November 6, 2001

AMENDED: November 3, 2010

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

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

**Please refer to the "Basic Agreement between the North Boone Education Association and North Boone Community Unit School District No. 200 Board of Education," and Administrative Contracts.**

#### School Year and Day

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

Teachers are required to work the school day adopted by the Board. Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in the State and federal law.

#### Salary

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

#### Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

#### Dismissal

The District will follow State law when dismissing a teacher.

#### Evaluation

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

On an annual basis, the Superintendent will provide the Board of Education with a written report

which outlines the results of the District's teacher evaluation system.

- LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, *5/22.4*, 5/24-2, 5/24-8, 5/24-9, *5/24-11*, *5/24-12*, *5/24-16.5*, 5/24-21, 5/24A-4, and *5/1 through 24A-5*.  
820 ILCS 260/1 *et seq.*  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).
- CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)
- ADOPTED: November 6, 2001
- AMENDED: April 25, 2011

## Professional Personnel

### Suspension

**For Professional Personnel covered under the “Basic Agreement between the North Boone Education Association and North Boone Community Unit School District No. 200 Board of Education”:**

#### Suspension With Pay

~~The School Board or Superintendent or designee may suspend a professional employee/teacher with pay: (1) during an investigation into allegations of misconduct whenever the employee’s continued presence in his or her position would not be in the School District’s best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District, or (3) pending a Board hearing to suspend a teacher without pay.~~

~~The Superintendent shall meet with the professional employee/teacher to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee/teacher will be told the dates and times the suspension will begin and end.~~

#### Suspension Without Pay

~~Following an investigation the School Board may suspend a professional employee/teacher without pay: (1) for just cause, (2) pending a dismissal hearing, or (3) as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District.~~

~~At the request of the professional employee/teacher within 5 calendar days of receipt of a pre-suspension notification, the Board or Board appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee/teacher of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee/teacher or his/her representative may present evidence.~~

~~For Professional Personnel not covered by the above agreement:~~

#### Suspension Without Pay

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a *teacher* professional employee as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee’s duties; and
- Other sufficient causes.

At the request of the professional employee *made* within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

#### Suspension With Pay

The ~~School~~ Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the ~~professional~~ employee to present the allegations and give the ~~professional~~ employee an opportunity to refute the charges. The ~~professional~~ employee will be told the dates and times the suspension will begin and end.

~~Any criminal conviction resulting from the investigation or allegations shall require the employee to~~  
*If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must* repay to the District all compensation and the value of all benefits received by ~~the employee~~ *him or her* during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/~~5-60(b)~~ ~~et seq.~~

105 ILCS 5/24-12.

Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).

Barszcz v. Community College District No. 504, 400F.Supp.675 (N.D. Ill., 1975).

Massie v. East St. Louis School District No. 189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel – Employment Termination and Suspensions)

ADOPTED: February 23, 2009

AMENDED:

## Instruction

### Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. *A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.*
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.  
Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In ~~grades 4~~ *kindergarten* through *grade* 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades ~~3 or above~~ *kindergarten through 12*, ~~the curriculum contains a unit on~~ *age-appropriate* Internet safety *must be taught*, the scope of which shall be determined by the Superintendent or designee. *The curriculum must incorporate policy 6:235, Acceptable Use of Electronic Resources and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.*
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to be involved in a physical education program. For exemptions and substitutions, see 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance

of abduction. The Superintendent shall implement a comprehensive health education program in accordance with state law.

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.  

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933 - 1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.



- LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80 (e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, *5/27-7*, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.  
*Consolidated Appropriations Act of 2005*, Pub. Law 108-447, Section 111 of Division J.  
*Protecting Children in the 21<sup>st</sup> Century Act*, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
*47 C.F.R. §54.20.*
- CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), *6:235 (Acceptable Use of Electronic Resources)*, 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)
- AMENDED: June 22, 2009 / March 15, 2010

## Instruction

### Home and Hospital Instruction

A student who is absent from school, *or whose physician anticipates that the student will be absent from school*, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by state law and by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff ~~shall begin as soon as eligibility is established~~ *will begin no later than 5 school days after receiving a physician's written statement*. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.  
23 Ill.Admin.Code §§1.610 and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: November 6, 2001

AMENDED: April 25, 2011

**NEW**

## **Students**

### **Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/10-20.53.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: