

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

Suggested Motion: Move to approve changes to Board Policies 2:220, 2:230, 2:260, 4:10, 4:170, 5:10, 5:30, 5:90, 5:120, 5:220, 5:260, 6:300, 7:50, 7:100 and 7:310.

Recommended Action: Approve the motion.

On February 7, 2011, the Policy Committee reviewed the following policies to be amended pursuant to IASB PRESS recommendations:

2:220, School Board Meeting Procedure  
2:230, Public Participation at Board of Education Meetings and Petitions to the Board  
2:260, Uniform Grievance Procedure  
4:10, Fiscal and Business Management  
4:170, Safety  
5:10, Equal Employment Opportunity and Minority Recruitment  
5:30, Hiring Process and Criteria  
5:90, Abused and Neglected Child Reporting  
5:120, Ethics and Conduct  
5:220, Substitute Teachers  
5:260, Student Teachers  
6:300, High School Credit for Proficiency  
7:50, School Admissions and Student Transfers To and From Non-District Schools  
7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students  
7:310, Restrictions on Publications

Pursuant to Policy 2:240 in which it states that policies or policy revisions may be adopted at the Board meeting at which they are first introduced when they are “appropriate for a consent agenda because no Board discussion is required”, the Policy Committee recommends approval of the suggested changes to the above policies.

## **School Board**

### **School Board Meeting Procedure**

#### **Agenda**

The Board President is responsible for focusing the Board meetings agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before School Board action. Upon the request of any Board member an item will be withdrawn from the consent agenda *and placed on the regular agenda* for independent consideration.

Items submitted by School Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Items not specifically on the agenda may still be discussed during the meeting, but no action taken.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of School Board Meetings*.

The Board President shall determine the order of business at regular School Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### **Voting Method**

Unless otherwise provided by law, when a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

#### **Minutes**

The Board Secretary shall keep written minutes of all School Board meetings, whether open or closed), which shall be signed by the President and the Secretary.

The minutes include:

1. The meeting's date, time, and place;
2. School Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;



6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the School Board for approval or modification at its next regularly scheduled open meeting. *Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.*

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The School Board's meeting minutes must be submitted to the Board Treasurer ~~on the first Monday of April and October, and at other~~ *such* times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meetings' minutes are available for inspection during regular office hours within ~~7~~ *10* days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any School Board member. Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection. The minutes shall not be removed from the District's main office except by vote of the School Board or by court order.

The Board's open meeting minutes shall be posted on the District website within ~~7~~ *10* days after the Board approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recording of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10<sup>th</sup> Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open School Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent as least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types School of Board Meetings), *2:150 (Committees)*, 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

ADOPTED: November 6, 2001

AMENDED: February 23, 2009



## **Board of Education**

### **Public Participation at Board of Education Meetings and Petitions to the Board**

At each regular and special open meeting, ~~the~~ members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify him or herself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
3. *Observe the Board President's decision to* ~~may shorten or lengthen a person's public comment to conserve time and give the maximum number of individuals an~~ opportunity to speak. ~~The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.~~
4. *Observe the Board President's decision* ~~shall have the authority~~ to determine procedural matters regarding public participation not otherwise ~~defined~~ *covered* in Board of Education policy.
5. *Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, Visitors to and Conduct on School Property*

Petitions or written correspondence to the Board shall be presented to the Board of Education at the next regularly scheduled Board meeting.

LEGAL REF.: *5 ILCS 120/2.06.*  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), *8:10 (Connection with the Community)*, *8:30 (Visitors to and Conduct on School Property)*

ADOPTED: November 6, 2001

## **Board of Education**

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify a District employee, following the channel of authority as set forth in the District's organizational chart, if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. ~~Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.~~
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 200e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. *Bullying, 105 ILCS 5/27-23.7*
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
9. Curriculum, instructional materials, and/or programs.
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/1 ~~et seq.~~; or
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. *Employee Credit Privacy Act, 820 ILCS 70/.*

The District employee will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the District Employee as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

#### **1. Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with a District employee. The Complainant shall not be required to file a complaint with a particular District Employee and may request a District Employee of the same gender. The District employee may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The District employee shall assist the Complainant as needed.

#### **2. Investigation**

The District employee will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student *under 18*



*years of age*, the District employee will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the District employee shall file a written report of his or her findings with the Superintendent. The District employee may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school business days after receiving the District employee's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as *to* the District employee.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the District employee. The District employee shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a ~~Board of Education~~ hearing *before the Superintendent or Board*. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the current Complaint Managers.

#### Complaint Manager

Name: Michael Greenlee, Principal  
Address: 6200 North Boone School Road, Poplar Grove, IL 61065  
Telephone: (815) 765-9006

**Complaint Manager/Nondiscrimination Coordinator:**

Name: Christine Troller, Principal

Address: 17823 Poplar Grove Road, Poplar Grove, IL 61065

Telephone: (815) 765-3311

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
~~Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.~~  
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.,  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, ~~5/27-23.7~~, and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/1 ~~et seq.~~  
~~Illinois Human Rights Act, 775 ILCS 5/1-101.~~  
Victims' Economic Security and Safety Act, 826 ILCS 180, 56 Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112.  
~~Employee Credit Privacy Act, 820 ILCS 70/.~~  
23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (~~Sexual Workplace~~ Harassment *Prohibited*), *5:30 (Hiring Process and Criteria)*, 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints about Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Complaints).

ADOPTED: November 6, 2001

AMENDED: July 26, 2010



## **Operational Services**

### **Fiscal and Business Management**

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access".

### **Budget Planning**

Each January, the School Board adopts a proposed budget calendar, indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major School Board actions affecting the budget. The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the School Board no later than the first regular meeting in July, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

### **Preliminary Adoption Procedures**

After receiving the Superintendent's proposed budget, the School Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The School Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing.

The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the School Board.

### **Final Adoption Procedures**

The School Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The School Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. School Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.

2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District's Chief Fiscal Officer) with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

#### Budget Amendments

The School Board may amend the budget by the same procedure as provided for in the original adoption.

#### Implementation

The Superintendent or designee shall implement the District's budget and provide the School Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the School Board.

The School Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund *or abatements of it*, if one exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, ~~and~~  
5/20-8 *and 5/20-10.*  
*23 Ill.Admin.Code Part 100.*

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-E2 (Exhibit – Authorization for Electronic Network Access)

ADOPTED: November 6, 2001

AMENDED: June 28, 2010



## **Operational Services**

### **Safety**

#### **Safety Program**

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection, instruction in safe bus riding practices, emergency aid, post-crisis management and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

~~When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill,~~ The Superintendent or appropriate designee must conduct a law enforcement drill *in one of the District's school buildings* during the academic year. *Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill.* The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

#### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building principal of his or her presence at the school for the purpose of (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion, or
2. The offender received permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent, or designee shall develop guidelines for managing his or her presence in school.

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

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

#### Emergency Closing

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.



LEGAL REF.: 105 ILCS 5/10-20.28, 5/10 21.3a, 5/10-21.9, and 128/.  
210 ILCS 74.  
625 ILCS 5/12-813.1.  
720 ILCS 5/11-9.3.  
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities), 5:30-AP2 (Investigations)

ADOPTED: November 6, 2001

AMENDED: May 24, 2010

## General Personnel

### Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, ~~or~~ unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, *credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or* ~~and~~ other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall be the Nondiscrimination Coordinator for personnel and shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### *Complaint Manager:*

|               |   |
|---------------|---|
| Name          | <u>Michael Greenlee, Principal</u>                          |
| Address       | <u>6200 North Boone School Road, Poplar Grove, IL 61065</u> |
| Telephone No. | <u>815-765-9006</u>   |

#### *Nondiscrimination Coordinator:*

|               |  |
|---------------|--|
| Name          | <u>Christine Troller, Principal</u>                    |
| Address       | <u>17823 Poplar Grove Road, Poplar Grove, IL 61065</u> |
| Telephone No. | <u>815-765-3311</u>                                    |

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.



Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.  
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C § 1981 et seq., §2000e et seq., and §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.  
Equal Pay Act, 29 U.S.C. §206(d).  
*Employee Credit Privacy Act, 820 ILCS 70/.*  
Genetic Information Nondiscrimination Act, 42 U.S.C. §20000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.  
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §4301 et seq.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
Genetic Information Protection Act, 410 ILCS 513/25.  
Ill. Whistleblower Act 740 ILCS 174 et seq.  
Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
Ill. Equal Pay Act of 2003, 820 ILCS 112/.  
Victims' Economic Security and safety Act, 820 ILCS 180/30.  
23 Ill.Admin.Code §1.230.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal, 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: November 6, 2001

AMENDED: July 26, 2010

## **General Personnel**

### **Hiring Process and Criteria**

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the School Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21-23a of The School Code. *No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.* The Superintendent may select personnel for an emergency condition before the School Board's next regular scheduled meeting or temporary hire. The employment will be reviewed and may be approved by the Board.

All applicants must complete a District application in order to be considered for employment.

### **Job Descriptions**

The Superintendent shall develop and maintain a current, comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

### **Investigations**

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (~~when available~~) are performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. *The School Code requires the Board President will to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.*

*The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.*

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21-2a of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

### **Physical Examinations**

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced, practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations and designated by the school district. The employee must have



the physical examination and the tuberculin tests must have been taken by the employee no more than 90 days before submitting evidence of it to the School Board. A form shall be provided for the physical examination.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorized the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination, as long as it is a physician designated by the school district.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.  
105 ILCS 5/10-16.7, 5/10-5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21-23a, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ISCS 55/ *and 70/*.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (1st Dist. Ill. 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill. 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (2<sup>nd</sup> Dist. Ill. 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (1st Dist. Ill. 1945).

CROSS REF.: 3:50 (Administrative Personnel Other than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Education Support Personnel – Duties and Qualifications)

ADOPTED: November 6, 2001

AMENDED: November 22, 2010

## **General Personnel**

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child *or, for a student aged 18 through 21, an abused or neglected individual with a disability*, shall immediately: *(1) report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report.* The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.



LEGAL REF.: 105 ILCS 5/10-21.9.  
*20 ILCS 1305/1-1 et seq.*  
*20 ILCS 2435/.*  
325 ILCS 5/.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (~~Sexual~~ *Workplace* Harassment *Prohibited*), 5:100 (Staff Development Program), 5:150 (Personnel Records), *6:120 (Education of Children with Disabilities)*, 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: November 6, 2001

AMENDED: December 14, 2009

## **General Personnel**

### **Ethics and Conduct**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. *Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.*

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

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

### **Ethics and Gift Ban**

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### **Outside Employment and Conflict of Interest**

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

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

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39, 5/22-5 and 5/24-22.  
*775 ILCS 5/5A-102.*  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

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

ADOPTED: November 6, 2001

AMENDED: December 14, 2009



## **Professional Personnel**

### **Substitute Teachers**

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

A substitute teacher must hold a valid teaching or substitute certificate *and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach*. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one-school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education ~~annually~~ establishes a daily rate of pay for substitute teachers. ~~No fringe benefits are given substitutes.~~ *Substitute teachers receive only monetary compensation for time worked and no other benefits.*

If the substitute teacher's term of service in the same assignment goes beyond 15 consecutive school days, his or her rate of pay will be \$100/day. Pay shall be retroactive to the beginning of his/her employment for that particular assignment. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. Retired teachers may be employed as substitute teachers.

LEGAL REF.: 105 ILCS 5/21-9; 24-5.  
23 Ill.Admin.Code §1.790.

ADOPTED: November 6, 2001

AMENDED: August 23, 2010

## **Professional Personnel**

### **Student Teachers**

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. ~~The Superintendent or designee shall be responsible for screening potential student teachers and for their orientation, assignment and training program.~~ *The Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school*

#### Assignment

*The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District.* Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. *A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.*

LEGAL REF.: 105 ILCS 5/10-22.34.  
*105 ILCS 5/21-14(e)(3)(E)(viii).*  
*23 Ill.Admin.Code §25.875.*

*CROSS REF.: 5:190 (Teacher Qualifications)*

ADOPTED: November 6, 2001

AMENDED: March 15, 2005



## Instruction

### 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, according to the year in which a student entered the 9<sup>th</sup> grade.
3. Completing all minimum requirements for graduation as specified 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.
5. Taking the Prairie State Achievement Examination, unless the student is exempt according to 105 ILCS 5/2-3.64.

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 #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 to implement this policy.

Students who do not meet state standards on the PSAE during their junior year will be required to take Skills Lab classes during their senior year in order to graduate. Semester credit will be given for successful completion of Skills Lab Classes.

The graduation requirements below apply to all North Boone High School students.

One (1) credit shall be earned for the successful completion of a course meeting for one (1) class period per school day for one (1) school year.

Students who are deficient in credits for graduation will NOT be allowed to participate in the graduation activities.

Starting with the class of 2013, students will be required to complete forty (40) hours of community service (10 hours per year attending North Boone High School) prior to graduation. In extreme circumstances, an individual may request a full or partial waiver of this requirement by the Superintendent.

### Early Graduation

Students may graduate prior to the completion of grade twelve if the course work required for graduation under this policy has been fulfilled. In such cases, the student must have the approval of the Superintendent and the Principal.

Students who graduate early have the right to participate in graduation activities and attend the prom.

Students who graduate early are considered to be “not currently enrolled” students and therefore will not be allowed to participate in the senior class trip.

Students planning to graduate at mid-term should notify the guidance counselor by the end of the first quarter to facilitate planning.

The Superintendent or designee shall implement procedures for students to graduate early, provided they *finish seven (7) 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 4 years of high school, qualifies for a certificate of completion after the student has completed 4 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 parent/guardians.

### Veterans of World War II, the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, ~~or~~ the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, 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 or General Educational Development (GED) diploma.

### Semester Test Exemption

Seniors who meet or exceeded state standards on the PSAT exam taken during their junior year will be exempt from taking final exams at the end of the first semester.

Seniors will not be required to take final exams for second semester.

Students will have the option to take the exams either semester if they feel taking an exam will improve their grade. If an exam is taken, then the regular grading procedures will apply. If a final exam is not taken, the quarter grades will each count 50% toward the semester grade in that class.

### Dual Credit

Courses taken through a college program (Rock Valley College, Beloit College Porter Scholars, etc.) with the approval of the Principal may be substituted for some high school courses, i.e., dual credit courses. The students requesting dual credit will have the class grade count in his/her overall cumulative grade point average.

Credits earned in the subject areas of English, Mathematics, Physical and Life Sciences, Foreign Language and Social and Behavioral Sciences may be weighted the same as an honors/advanced placement level North Boone course, with the prior approval of the Principal. College level courses that are at least 100 level are the only classes that will be considered for this option.



Graduation Requirements for the Graduation Class of 2010 and Later

## A. A total of twenty-four (24) credits are required for graduation.

|              |   |
|--------------|---|
| 4.0 Credits  | Language Arts/English - 1 Credit in each: English 9, English 10, and English 11 with a 4th credit optional within the English Department's offerings.<br>Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements. |
| 3.0 Credits  | Mathematics – 1 credit in Algebra I and one must include geometry content. If the student passes Algebra I in 8 <sup>th</sup> grade, it will not need to be repeated in High School.  |
| 3.0 Credits  | Science - 1 credit in Biology   |
| 2.5 Credits  | Social Studies - 1 credit must be in History of the United States, 1/2 credit in American Government, and 1/2 credit in World Geography (Beginning with the Class of 2007 and thereafter, Required - 1 credit must be in History of U.S., ½ credit in American Government and 1 credit in World Cultures)   |
| 1.0 Credits  | Humanities or Vocational Education - Includes: Band, Choir, Art, Foreign Language, Home Economics, Industrial Technology, Business, Agriculture   |
| 0.5 Credit   | Consumer Education - Exempt from Consumer Education course if score of 98 or better on the Illinois Consumer Proficiency Test (1/2 credit given for passing ICP Test)   |
| 0.5 Credit   | Health  |
| 0.25 Credit  | Driver Education  |
| 0.25 Credit  | Careers/Discover Program - Required only if Driver Education is taken at North Boone High School  |
| 3.5 Credit   | Physical Education (Health will substitute for 1 semester of P.E.)<br>Exceptions to this are in Board policy 6:310, "Physical Education".<br>Students graduating early may have this requirement waived.  |
| 0.5 Credit   | Computer Education  |
| 5.0 Credit   | Electives   |
| 24.0 Credits |   |

## B. Requirements for Honors Diploma Program -- Total twenty-six (26) credits; (at least two (2) AP courses or Honors courses with a grade of "C" or higher) and a 3.5 GPA or higher are required to graduate with an Honors Diploma. In addition to the above listed 24 credits, the following credits are needed:

- 3.0 Credits - Math (Algebra I, Geometry, and Algebra II are required. If the student passes Algebra I in 8<sup>th</sup> grade, it will not need to be repeated in High School.)
- 3.0 Credits - Science (Biology and Chemistry required)
- 3.0 Credits - Social Studies
- 2.0 Credits - Foreign Language

LEGAL REF.: 105ILCS 5/2-3.64, 5/22-27, 5-27-3, 5/27-22, and 5/27-22.10 and 70/  
Ill.Admin.Code §1.440.

CROSS REF. 6:30 (Organization of Instruction), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: January 16, 1990

AMENDED: February 22, 2010



## **Students**

### **School Admissions and Student Transfers To and From Non-District Schools**

#### **Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school year. A child entering first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

~~Parent(s)/guardian(s) may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.~~

#### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. *A student will be enrolled without a birth certificate.* When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*

#### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures; govern the enrollment of homeless children.

### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's direction and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:220, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.



LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.  
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.  
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.  
Rehabilitation Act, Section 504, 29 U.S.C. §794.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,  
5/27-8.1, 10/8.1, 45/ *and 70/*.  
325 ILCS 50/ and 55/.  
410 ILCS 315/2e.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of  
Academic Failure and/or Dropping out of School and Graduation Incentives  
Program), 6:140 (Education of Homeless Children), *6:300 (Graduation  
Requirements*, 6:310 (Credit for Alternative Courses and Programs, and Course  
Substitutions), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health,  
*Eye, and Dental* Examinations; Immunizations; and Exclusion of Students),  
7:340 (Student Records)

ADOPTED: November 6, 2001

AMENDED: May 24, 2010

## Students

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

#### Required Health Examinations and Immunizations

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

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

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/ guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless *or transferring from out-of-state*, failure to comply with the above requirements by ~~the start~~ *October 15* of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who ~~are first-time registrants~~ *register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations* ~~must be in compliance with the health examination and immunization regulations by the first day of school~~. If a medical reason prevents a student from receiving a required immunization by ~~the first day of school~~ *October 15*, the student must present, ~~at that time~~ *by October 15*, 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 nurse, physician assistant, or local health department responsible for administering the immunizations.

#### Eye Examination

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

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



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

#### Dental Examination

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

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

#### Exemptions

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

1. Religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunizations requirements on medical grounds if a physician 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; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

#### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:      Mc Kinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
                         105 ILCS 5/27-8.1.  
                         410 ILCS 45/7.1 and 315/2e.  
                         *23 Ill.Admin.Code §1.530.*  
                         77 Ill. Admin. Code Part 665.

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)

ADOPTED:          November 6, 2001

AMENDED:          June 16, 2008



## Students

### Restrictions on Publications and Written or Electronic Material

#### School-Sponsored Publications

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the District's educational mission.

All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School-Sponsored Publications and Web Sites Accessed or Distributed At School

~~Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:~~

*For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).*

*Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.*

*Students are prohibited from creating, distributing and/or accessing at school any publication that:*

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or *sexting as defined by School Board policy and Student Handbooks*;
4. ~~Is primarily intended for the immediate solicitation of funds.~~
5. *Is reasonably viewed as promoting illegal drug use; or*
6. *Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.*

~~The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.~~

Accessing or distributing "~~at school~~ *on-campus*" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

**Student Created or Distributed Written or Electronic Material Including Blogs**

*Non-School Sponsored Publications Accessed or Distributed Off-Campus*

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing ~~written or electronic material, including Internet material and blogs, that~~ *a publication that:* (1) causes *a substantial disruption or a foreseeable risk of a* substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

- LEGAL REF.: Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S. Ct. 733 (1969).
- CROSS REF.: 6:235 (Access to Electronic Networks), *7:180 (Preventing Bullying, Intimidation, and Harassment)*, 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)
- ADOPTED: November 6, 2001
- AMENDED: November 2006