

General Information

Overview

The Woodridge School District 68 handbook has been designed to present our school district's policies and procedures in a clear, understandable format for both parents and students. Here you will find essential information about the programs and services we offer, the roles and responsibilities of families and school staff in the educational process, and our expectations for students. We know that good two-way communication between school and home helps our students succeed and hope you will find this handbook a good place to start.

Mission & Philosophy

Inspiring Education and Innovation

In partnership with family and community, Woodridge School District 68 will provide a comprehensive educational foundation for all children in a safe, caring environment, preparing them to be productive, responsible, and successful members of society.

Philosophy of Education

In Woodridge School District 68 we believe that...our primary purpose must be to develop the intellectual growth of all students through a strong foundation of basic skills. These basic skills should be fused with freedom of expression and creativity to generate an atmosphere that will encourage learning and motivate students to think independently...we should concern ourselves with the self concept of each student. We must acknowledge the physical, social, and emotional needs of each student. Individual talents and abilities should be recognized and enhanced...each student must develop an understanding of the meaning of democracy, an awareness of the importance of human relations, and an appreciation and respect for our country and its historical traditions...

aesthetic experiences develop imagination, creative expression, and cognitive development...by creating an atmosphere for independent thought and corresponding responsibility, all students will gain a better understanding and appreciation of their roles in the family, school, community, country, and world community...in a rapidly changing world, learning must be a lifelong process. Educators, students, parents and the

community share responsibility for this process. Sound educational values reside neither in things nor phrases, but rather in people.

Board of Education

The Board of Education establishes a vision for the community's schools that reflects a consensus of the board, community, and district staff. The school board has a wide variety of additional responsibilities, including, but not limited to, adopting a balanced annual budget, adopting the school calendar, negotiating contracts with employee unions, and approving curriculum programs.

All Woodridge School District 68 Board of Education meetings begin at 7:30pm and are held in the conference room at the District Administrative Center, 7925 Janes Avenue, unless otherwise noted. A schedule of upcoming meetings, notices and agendas are posted in accordance with the Open Meetings Act (5 ILCS 120/). Woodridge 68 Board meeting notices, agendas, packets, and minutes are posted online with BoardBook. BoardBook is a web-based software application that electronically streamlines the preparation of board agenda packets and builds a searchable archive of meeting agenda packets and approved minutes.

[Board of Education Members](#)

[BoardBook](#)

Board Secretary: Kim Superits (superitsk@wooridge68.org or 630-795-6804)

Keep up to date on the actions of the Board of Education by reading [Board Briefs](#), an electronic newsletter distributed after each meeting.

District Administration

[Click here](#) for the District Administration directory

Schools

Seven Great Schools in Our District

[Click here](#) for the School Directory

Basic Procedures & Information

Admissions

Students enrolling in the District for the first time must present:

1. A certified copy of 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. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the principal shall immediately:
 - a. 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.
 - b. Enroll the student without a birth certificate.
 - c. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days, the Superintendent/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 shall be referred to the local law enforcement authority for investigation.
 - d. If compliance is not obtained within that 10-day period, the principal shall refer the case to the local law enforcement agency for investigation.
 - e. The principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph, which appears inaccurate or suspicious in form or content.
2. Proof of residence, as defined by Board Policy and administrative regulation.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and [Board Policy 5130](#).

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Admission to Kindergarten

A child must be five (5) years of age on or before September 1 of the current school year to enter kindergarten.

Admission to First Grade

A child must be six (6) years of age on or before September 1 of the current school year to enter first grade. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if the following conditions are met:

1. he or she attended a non-public preschool, continued his or her education at that school through kindergarten, and
2. was taught in kindergarten by an appropriately certified teacher, and
3. will be 6 years old on or before December 31st of that school year.

Transfers

Transferring In

The parent/guardian should request from the previous school that the following be forwarded: official transcript, remainder of the school records and a completed good standing form. The student shall be admitted pending the receipt of these records. If the records are not received, the principal or designee shall request the records from the transferring school. If the parent/guardian is unable to present the records, the student shall be admitted and the principal shall request the records from the transferring school.

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 District.

The principal or designee shall make the class or grade level assignment, and may accept or reject the transferring school's recommendations.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school owned property.

The principal shall complete a good standing form for any student transferring from the District. Within 10 days of a transfer notification, the principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial

record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the principal shall mail an official transcript of the scholastic records.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

Residency

Parents wishing to enroll their child(ren) in Woodridge School District 68 must show proof of residency by providing the required number of documents from two different categories: [Verification and Proof of Residency](#)

Residency considerations for:

- [Active Military](#)
- [Homeless Children](#)

Relationship to Student and Proof of Identity

Additional documentation is required in the following situations:

- Parents divorced or separated
- Court-ordered permanent guardian
- Statutory short-term guardian
- Foster parent
- Other adult who has assumed and exercises legal responsibility over the student

Director of Special Education Dr. Anne Bowers (630-795-6830) acts as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

School Attendance Areas

[Interactive District & School Boundary Map](#)

[Board Policy 5100: Student Assignment](#)

The Board of Education does not allow voluntary transfers within the established attendance areas except in the following two cases:

1. A student is enrolled in, or graduated from, a district site-based program (i.e. Modified Learning Program, K-2 Self-Contained Bilingual, and Transitions) kindergarten through sixth grade,
2. A student has a medical restriction when the necessity of the transfer shall be at the discretion of the Superintendent, or designee.

The Board shall allow the above exceptions subject to certain criteria. Voluntary transfers will not be permitted unless the criteria listed in the Board policy are met.

Parents whose children are taking advantage of this policy at the present time must reapply if they want their children to continue for the following school year.

Registration

Anyone seeking to enroll a student in the district must present: the student's birth certificate (original or certified copy issued by the County; hospital copy not accepted) and the parent/guardian's valid passport or photo ID (driver's license or state-issued ID).

[Returning Students](#)

Online registration for returning students is held online in the spring/summer, and walk-in registration is held in late July. Families will complete the registration process online even if coming to walk-in registration.

[New Students](#)

Walk-in registration for new students is held in late July. Parents are encouraged to pre-register their child(ren) online if moving to the district in the middle of the school year and the student will attend Woodridge 68 school next year.

[Kindergarten](#)

Pre-registration is held for kindergartners in the spring. Children enrolled in the blended preschool program need not attend, but will need to complete returning student registration.

Transfers

Parents of students who transfer into the district can receive information concerning the school which they will attend by calling the district office (630-795-6800). Parents of students who will be transferring from the district should notify the office of the principal and indicate the date of their last day, new address, and the name and address of the school to which they will be transferring. The student will receive a transfer form on the last day. All records will be mailed to the new school upon receipt of a release form signed by the parent. All refunds of money paid for fees are handled by the Business Office.

Health Requirements

Illinois School Code requires students to submit a report of physical examination and the dates that certain immunizations were received in order to attend school.

Student Fees

Illinois statutes permit public school districts to charge students a fee for the use of textbooks, materials and supplies that are used in the course of a student's education. Funds are budgeted for general supplies and materials, library materials, equipment, classroom supplies, and other consumable material each year. In addition, an annual budget for technology covers peripheral devices, technology supplies and software licenses used within the school.

The [annual registration fee](#) charged to students is intended to cover only a portion of the cost of these items. In general, school districts may not charge tuition to students residing in the district who attend public schools. Payment can be made by credit card online utilizing Skyward Family Access, the district's student database system, or by cash or check at the student's school.

Waiver of Fees

The District shall waive all fees assessed by and payable to the district for fees for students whose parents or guardians are unable to afford them according to established standards. The standards for eligibility for a waiver of fees are as follows:

1. A waiver of fees application form, *together with an application for free and reduced lunch*, shall be submitted to the Principal and forwarded to the Business Office for approval by the Superintendent's designee.
2. Fees shall be waived for all students who qualify for free or reduced lunches under the school free lunch program act authorizing Boards and welfare centers to sponsor community lunch programs and free breakfast and lunch programs, providing for State reimbursement. For more information on free and reduced meals, please see the [Food Services](#) section of this handbook.
3. Other extenuating circumstances under which the District will grant a waiver of school fees include: very significant loss of income due to severe illness, injury or death in the family or unusual expenses such as fire, flood, or storm damage; or similar emergency situations.

[Board Policy 3220: Waiver of Fees](#)

Change of Address

Changes of address, telephone number, and email address should be reported to the school immediately. Please notify the school promptly of any change of address, telephone, email, name or any information that might be pertinent to school records. The notification should be in writing. Promptness is necessary to facilitate communication between home and school.

School Day Schedule

Kindergarten

- 8:20am - 2:55pm (full-day)
- 8:20am - 11:20am (half-day)

Elementary (Grades 1-6)

- 8:20am - 2:55pm

Junior High (Grades 7-8)

- 8:10am - 3:25pm*

**As of April 1, 2022, there is a proposed time change (8:20am-3:35pm) to the junior high bell schedule starting with the 2022-23 school year. This proposed change has not yet been finalized or approved by the Board of Education.*

Early Arrival/Dismissal

Early Arrival

Children who walk to school are expected to time their arrival no earlier than ten minutes before the beginning of school. There will be no playground supervision before 8:10am. Students are not admitted to the buildings prior to this except in inclement weather.

Early Dismissal

If parents wish to have their children released during school hours, permission must first be granted by the principal or their designee, and the children must be picked up at the office by the parent. The school will never release a child on the basis of a phone call.

Reunification

Woodridge School District 68 prepares for a variety of emergencies through ISBE mandated drills, annual safety audit meetings, building-level crisis teams, and collaboration with the Village of Woodridge Fire and Police Departments.

Emergencies range from weather (tornado, storm) to building-based unsafe situations and even community emergencies. In most instances, district personnel (building or district level administrators) manage the situation and provide guidance to staff members. However, there could be an emergency situation where outside authorities (Police or Fire Department officials) are the leaders with our administrative staff supporting and following the directions given by others.

In the event it is not safe to remain in a school building but is safe to leave the school, students will be escorted to predetermined emergency shelter locations. With this

action, parents will be notified of an off-site reunification location. There will be a high level of security in allowing children to leave the site and reunite with their families, including reviewing identification. Woodridge 68 will make every attempt to communicate with parents. Although difficult to do, parents should remain calm and wait for information and direction from the district.

As Woodridge 68 is prepared, it is also important for families to prepare for potential emergency situations. Below are suggested measures families can take:

- Talk to your child about the possibility of emergencies and that adults will do everything they can to keep them safe.
- Have up-to-date phone numbers and email addresses in Skyward so school personnel can keep you informed.
- Keep your emergency contacts in Skyward up to date in the event that there is a situation where you cannot get to the reunification site and your child needs to be released to another family member or friend. Let your child know who may pick them up if it isn't you.

For more information and tips on preparing your child for emergency situations, visit [Ready.gov](https://www.ready.gov).

Attendance, Absence, Truancy & Tardiness

Compulsory School Attendance

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. In keeping with Section 26-2a of the Illinois School Code, a valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork in a reasonable timeframe.

Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

Truancy

The District considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

Tardiness

Prompt attendance shall be the responsibility of the student and his parents or guardian. Because it reflects a student's concern for the rights of others, the Board shall consider promptness as a necessity in school.

Read more: [Board Policy 5200: Attendance, Absence, Truancy, and Tardiness](#)

Educational Programs & Services

Academic Transformation Plan

To ensure our students are ready for the future, Woodridge School District 68 has developed an [Academic Transformation Plan](#) that focuses on individual student growth and preparing students to be college and career ready. This comprehensive plan was developed in line with the district's strategic goals to ensure that all students achieve their social, emotional, and academic potential and serves as the focus for district activities.

The Academic Transformation Plan was developed as a model of continuous improvement, driving all decisions around district programs and policies. This model allows for complete alignment of the strategic goals and ongoing objectives throughout our district and schools.

Through our district FOCUS, our teachers and staff:

- Form strong caring relationships with an between students
- Operate with high expectations and clear targets in place
- Create engagement through meaningful experiences
- Utilize data to inform instructional planning
- Supply specific and timely feedback to ensure each child achieves his/her personal best

[Strategic Goals & Objectives](#)

Title I Programs

Woodridge 68 receives federal Title I funds under the Elementary and Secondary Education Act (ESEA). To be eligible for schoolwide funding under Title I, at least 40% of the students enrolled in the school, or residing in the attendance area served by the school, must be from low-income families. Four schools in our district utilize these dollars for the intended purpose of improving student achievement. Schools receiving funds include: Edgewood, John L. Siple, Meadowview, and William F. Murphy.

Preschool and Early Childhood

Woodridge School District 68's [Preschool and Early Childhood](#) programs were developed to identify young children who might be at risk for school failure due to physical, environmental, cultural or socioeconomic factors and who might have developmental delays and would benefit from special education prior to beginning kindergarten.

Preschool screening is offered to children who are three years of age or approaching his/her third birthday and reside in the district. Children are screened by a team of school professionals in seven areas of development: speech, language, gross motor (large muscle coordination), fine motor (eye-hand coordination), cognitive-verbal (conceptual development), social/emotional, and hearing & vision.

Screening is also available for children ages birth through 2 who are suspected of having a disability which interferes with development. This screening is different from preschool screening.

Interested parents should contact Student Services at 630-795-6830 or studentservices@woodridge68.org for additional information or to make an appointment.

Multilingual Services

Woodridge 68 works to ensure that all [English Learners](#) achieve their highest potential through rigorous academic opportunities in English by providing research-based instructional practices that address their linguistic and academic needs.

Transitional Bilingual Education (TBE)

Self-Contained and Push-In

The curriculum for transitional bilingual education students is tied directly to the Common Core Standards, Illinois Spanish Language Arts Standards, Woodridge 68 core curriculum, and WIDA English Language Proficiency (ELP) Standards. Bilingual education is provided to Spanish speaking students through one or both models of instruction: self-contained and push-in.

Transitional Program of Instruction (TPI)

EL Resource

The Transitional Program of Instruction (TPI) is for non-native English speaking students who have difficulty with written or spoken English. The goal of the program is to help students transition into a general education classroom at high levels of social and academic English proficiency. The program provides support to help students succeed in academic subjects and learn English. The classes count toward graduation requirements.

Gifted Services

Students receiving gifted services can be found in any cultural group or within any economic stratum and require special instruction, services, and/or activities not ordinarily provided by the general education program. Students who are identified for [gifted services](#) perform, or show the potential for performing, at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. These students exhibit high performance capacity in intellectual ability, creativity, leadership, and/or a specific academic field.

Students identified for gifted services in Woodridge 68 will be provided direction, time, encouragement, and resources to maximize their potential. District staff members will work with parents, students, and community members to determine students in need of gifted services from all backgrounds. Woodridge 68 will offer these students the differentiated instruction and opportunities they need to be able to thrive and succeed.

Special Education

Woodridge School District 68 offers a full continuum of Special Education services for students with disabilities. Special education is instruction and related services provided by special education personnel or by a general education program that has been modified through the use of special education support services, supplementary aids, or other special programming.

If you have concerns regarding your student's progress either academically or socially, the first person to contact is your child's teacher. Do not hesitate to ask the teacher to involve other professionals if it seems warranted. All schools have a school social worker, school psychologist, Learning Behavior Specialists, and other related service providers. Members of this team will collaborate with you to identify next steps to address these concerns.

Woodridge 68 follows the state and federal laws that establish criteria for special education eligibility. The federal government recognizes 14 categories under which children may qualify for special education. These disabilities include: autism, deaf-blindness, deafness, developmental delay, emotional disorder, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, speech or language impairment, traumatic brain injury, and visual impairment.

Students with disabilities who do not qualify for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA)/Article 14 may qualify for services under Section 504 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Related Service Logs

Students with disabilities may receive related services as part of their individual education programs (IEPs). Woodridge School District 68 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be provided to parents/guardians upon request.

Meeting Paperwork

At least 3 days before IEP meetings and evaluations, parents will be provided with draft copies of evaluations, collected data, and numerous IEP components that will be considered and discussed at the meeting in compliance with Public Act 101-0643. District staff will provide this paperwork via email to parents. Please contact your child's Case Manager if you wish to receive this information through a different method.

Interpretation Services

Woodridge School District 68 is committed to supporting and enhancing full parent participation in the IEP process. Interpretation services will be provided as requested at any IEP meeting. Parents/guardians have the right to request that the interpreter provided by the school district serve no other role in the IEP meeting than as an interpreter. Please contact your child's teacher and/or Case Manager with any questions or complaints about interpretation services or to request an interpreter for an IEP meeting.

Student Services

Student Services is an integral part of Woodridge 68's total education program. The Student Services staff members in the district and at each school partner with students,

parents, other educators, and the community to assist in creating an educational environment that fosters the academic, personal, social and career growth of all students. Student Services staff members are extensively involved in implementing programs that assist all students to reach their maximum potential and be prepared for continuous learning and productive citizenship.

School Association for Special Education (SASED)

Woodridge 68 is a member of the School Association for Special Education (SASED) in DuPage County (SASED), a cooperative of 18 school districts providing services to over 6,000 students with disabilities in DuPage County, Illinois. Member districts provide special education and related services to the majority of students with disabilities. SASED, as an extension of each member district, provides programs and services for students with moderate and severe disabilities, and for students whose behavior requires an alternative setting. SASED also operates specialized programs on a regional basis for students with severe hearing, vision, and orthopedic disabilities. Private placement opportunities are also utilized, when appropriate.

Computer Network Access and Use

Acceptable Use of Electronic Networks and Technology

All users (i.e. students, staff, administration, parents, school board members, community members and others) must sign the Acceptable Use of Electronic Networks and Technology form before using the district's electronic network and information services. For the 2022-23 school year, all parents/guardians will co-sign the student form at the time of registration. Beginning with the 2023-24 school year, this form will only be signed once with any new enrollment in the school district.

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. *The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.*

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

1. Using the networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the networks to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Network, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The

manager of the website displaying the material may not be considered a source of permission.

4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Software Regulations and Procedures

The schools and district offices of Woodridge 68 license the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so, Woodridge 68 has no right to make copies of the software except for backup or archival purposes. The purposes of the

regulation are to prevent copyright infringement and to protect the integrity of District 68's computer environment.

Guidelines

It is the position of the District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. The Director of Technology is the district's software manager, and is charged with the responsibility for enforcing these guidelines.

District employees may not duplicate any licensed software or related documentation for use either on the District premises or elsewhere unless the District is authorized to do so by the agreement with the licensor. Unauthorized duplication of software may subject employees and/or the District to both civil and criminal penalties under the United States Copyright Act. Employees may not give standalone software to any other employee or any software to non-employees including students, parents, and others. District employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

Acquisition of Software

All software acquired by the District must be purchased using the school or district accounts. Software acquisition procedures are restricted to ensure that the District has a complete record of all software that has been purchased and can register, support, track and upgrade such software accordingly.

Registration of Software

The schools and district must register every software package. Software must be registered in the name of the district or school/department in which it is used. Because of personnel turnover, software should never be registered in the name of the individual user. IT will keep a record of all district-purchased licenses.

These records shall include the following information:

- Title and publisher of all software including freeware and public domain
- Date and source of the software acquisition
- Location of each installation as well as the serial number of the hardware on which each copy of the software is installed
- Name of the authorized user(s) – as applicable
- Existence and location of backup copies
- The software product's serial number.

Non-District Owned Software

Only software purchased through the District may be used on District computers. Employees are not permitted to install non-district owned software on district computers. Generally, district-owned software cannot be installed on non-district owned computers. However, if an employee requests to use software on a non-district owned computer, after appropriate approval, the District may purchase a separate package and record it in the software catalog.

Some software companies provide in their license agreements that home use is permitted under certain circumstances. Before installing any software, the license must be reviewed.

Software Audits

The IT team reserves the right to conduct an audit at any time. Any non-licensed or unapproved software found on district/school computers will be uninstalled or the computer will be ghosted and returned to stand settings and programs.

Consequences of Inappropriate Use

All students, staff, and other users of the district computers will be subject to the penalties and reprimands as defined in Board Policy if they are found to be in violation of the Acceptable Use Standards or any law or statute under which the district operates.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet Access.

6420R2 Administration
Adopted: January 28, 2002
Amended: January 24, 2022

Google Workspaces

All users (i.e. students, staff, administration, parents, school board members, community members and others) must sign the Google Workspaces Permission form before being issued a district-owned Google account. For the 2022-23 school year, all parents/guardians will co-sign the student form at the time of registration. Beginning with the 2023-24 school year, this form will only be signed once with any new enrollment in the school district.

Woodridge School District 68 supports the use of Google Workspace accounts for students and teachers. The use of Google Workspaces supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Workspaces for our current work with students is access to Google Docs. Google Docs allows students to create and share word processing, presentation, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Woodridge Google Workspaces account at home, the library, or anywhere where Internet access is available. Teachers are able to log into their accounts to provide feedback to students at anytime and anywhere an Internet connection is available.

Included Services

The following services are included but not limited to each student and hosted by Google as part of Woodridge School District 68's online presence in Google Workspaces:

- *Email* - an individual email account for students in grades 2-8 for school use managed by Woodridge School District 68. Students only have the ability to send/receive email to/from their teachers.
- *Calendar* - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- *Docs/Drive* - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- *Sites* - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. Examples of student use include; showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in Woodridge School District 68 is governed by federal laws including the Children's Online Privacy Protection Act (COPPA). COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Woodridge School District 68's presence in Google Workspaces. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Guidelines for the responsible use of Google Workspaces by students

1. *Official Email/Google User Account.* All students will be assigned a username@stu.woodridge68.org user account.
2. *Conduct.* Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including the Authorization for Electronic Network Access Form, apply to student use of Google Workspaces, whether access through the District or outside of school.
3. *Access Restriction.* Access to, and use of, student account is considered a privilege accorded at the discretion of Woodridge School District 68. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Workspaces Account must be limited to legitimate educational purposes consistent with the District's curriculum.
4. *Security.* Students should never share their login information with anyone.
5. *Privacy.* Woodridge School District 68 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will of when deemed appropriate by administrators.

Adopted: January 24, 2022

1:1 Technology

Woodridge 68 provides individual technology in the classroom, allowing for more learning opportunities and instructional time throughout the day. Students in grades K-8 are issued a specific [Chromebook](#), which is assigned to the individual student. Students are taught procedures and expectations surrounding the proper use and care of these devices.

All Chromebooks owned by Woodridge School District 68 are district property and are provided to students for a period of time as deemed appropriate by District Administration. Devices may be taken home every evening, but it is the student's responsibility to make sure the device returns to school fully charged. These devices are to be used as a productivity tool for school-related business, curriculum, research, and communications. Students must act in accordance with all applicable Board of Education policies when using the District's Chromebook computers, electronic devices, and accessories.

Woodridge 68 contracts [accident protection](#) for our student Chromebooks. This is a mandatory program; all students are required to purchase the damage waiver to take the device off school property. Woodridge 68 students are automatically enrolled in the program, and the cost is included in the student's technology fee.

Learning Resource Centers

As an integral part of a comprehensive educational curriculum, our libraries provide the instruction necessary for students to become independent lifelong learners. The library is a gateway, enabling students and staff to access and organize information. Our program encourages them in their educational, leisure and professional pursuits. Because technology is a vital part of education today, students will develop the skills necessary to utilize a variety of technologies and to differentiate between the resources that technology provides and those that are more traditional.

Our Learning Resource Centers (LRCs) are staffed with a certified Learning Resource Specialist and a full-time LRC Assistant. In addition to books, magazines, and reference

materials, the LRCs house an ample supply of instructional materials such as multimedia and electronic resources. Students are responsible for borrowed materials.

Check-Out Periods

Reference and Reserve: overnight

Grades K-6: one week

Grades 7-8: three weeks

Renewals

LRC/Library materials/resources may be renewed at the discretion of LRC personnel.

Overdue Materials

LRC/Library materials/resources are overdue when they are not returned to the LRC by the due date. Overdue notices are sent out to the students regularly.

At the elementary level, if an overdue book is not returned three weeks after it is due, a bill will be sent to the parents/guardians. At the junior high level, if an overdue book is not returned six weeks after it is due, a bill will be sent to the parents/guardians. This bill represents the cost of replacing the LRC/library material/resource (or a comparable item if the items are no longer available) at current replacement costs. See the section “Fees” below for more information.

Until LRC/library materials/resources are returned or paid for, check-out procedures may be restricted.

Fees

There are no daily fees for overdue LRC/library materials/resources.

Replacement costs for lost or damaged LRC/library materials/resources are determined by the following:

- Current price
- If no cost for the LRC/library material/resource is available, minimum costs will be
 - \$6 for a paperback book
 - \$20 for a hardcover book
 - \$5 for a magazine, or
 - fees as determined appropriate by the school’s LRC Director.

All non-book costs for materials/resources will be charged at the discretion by LRC personnel. Payment is due in a reasonable time period. Payment for all lost/damaged materials/resources is due no later than the end of the current school year.

If the paid materials/resources are returned in good condition within six months of the payment parents/guardians can request a refund through the school's LRC personnel. A refund check will be requested.

No fees are charged for simple repairs. If complex repairs are necessary, replacement costs will be charged.

Student Assessment

Assessment of student learning is an integral part of the district's educational program. Woodridge 68 uses a variety of formal and informal assessments to determine individual student growth, curriculum and instructional effectiveness, and as an objective measurement of student progress when compared with local, state, and national standards. Information from these assessments is used to guide instructional planning and curriculum & program evaluation.

District Assessment Reporting (105 ILCS 5/22-82) Legislation requires each school district to report information to ISBE concerning the administration of assessments to students at each school. The law also requires schools to make this information public.

Woodridge 68 utilizes the following standardized assessments:

- i-Ready
- Illinois Assessment of Readiness
- Illinois Science Assessment
- Kindergarten Individual Development Survey
- ACCESS
- CogAT 7
- Behavioral and Emotional Screening System (BESS)
- Panorama Social Emotional Surveys

[Click here](#) for more information about these assessments and survey results

Promotion/Retention

Promotion from grade to grade for purely social reasons is prohibited. Students who, by teacher judgment and student test results, demonstrate a proficiency level comparable to pupil performance two grades or more below current placement shall be provided with a remediation plan. Such plans may include summer school, extended school day, tutorial sessions, retention in grade, special homework and modified instructional programs.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, and other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The principal and staff shall determine appropriate remedial assistance for a student who is not promoted.

The possible retention or acceleration of any pupil shall be discussed at a reasonably early time in the school year with the parent(s) and or guardian(s) prior to a final decision being reached.

Since School Code requires the Board of Education to provide a full day of school for all children who reach the age of seven, no kindergarten student who reaches the age of six during the kindergarten year may be retained either with or without parental consent. Children who do not reach the age of six during kindergarten can be retained only with parental consent because the only legal prerequisite for first grade admission is age (reaching six by September 1).

Legal Reference: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27; 23 Ill. Admin. Code § 1.440

Junior High Articulation

The administrative and teaching staff at the junior high school meet for curriculum and program articulation discussions with the staff from other junior high schools and from the high schools at scheduled intervals. Graduates of Thomas Jefferson Junior High School in Woodridge School District 68 attend high school in Community School District 99.

High School Credit for Students in Grade 7 or 8

The District may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma. If a program is available, students in grades 7 and 8 may enroll in a course required for a high school diploma. Students in grades 7 and 8 who successfully complete a course required for a high school diploma will receive academic credit if permitted by, and in accordance with, the policy of the district where the student will attend high school.

School Supplies

A [list of supplies](#) (notebooks, paper, pencils, gym shoes, etc.) which the student will need for the school year is posted on the school's website. Please be certain your child has the necessary supplies at all times during the school year.

Inspection of Instructional Materials

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, video, and audio. Call your school principal's office for an appointment if you wish to view any of these items.

[Curriculum Guide](#)

Homework

If homework assignments are given, they shall be designed to enhance skills and competency or enrich the regular curricular program.

Homework assignments will be issued as a supplement to purposeful classroom instruction and shall be reviewed by the teachers and returned to the student as an instrument of instruction.

Report Cards

The report card communicates the progress of each child as related to skills taught. Report cards are issued each trimester in grades K-6 and each quarter in grades 7-8.

Physical Education

All elementary students have daily physical education class. Junior high students have daily PE class as well as opportunities for intramural and interscholastic athletics (see “Athletic, Interscholastic and Extracurricular Activities” in this section of the handbook).

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions.

An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request.

An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student’s parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

State law prohibits a school board from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Read more: [Board Policy 5460: Exemption from Physical Activity](#)

Recess

In a recent study sponsored by the Robert Wood Johnson Foundation and conducted by Mathematica Policy Research and Stanford University, researchers found that investing

in recess and organized play can prevent bullying, improve students' behavior at recess and readiness for class, and provide more time for teaching and learning.

Elementary students receive 30 minutes of daily recess immediately before or after lunch. If there is a medical reason why the child's activities should be restricted for an extended period of time, it is necessary that parents secure a statement to this effect from the family doctor.

Wellness

Student wellness, including good nutrition and physical activity, is promoted in the District's educational program, school activities, and meal programs. Board policy is interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

This Board policy covers:

- Goals for Nutritional Education
- Goals for Physical Activity
- Nutrition Guidelines for Foods Available in Schools During the School Day
- Exempted Fundraising Day (EFD) Requests
- Guidelines for Reimbursable School Meals
- Guidelines for Food Items at Birthday Celebrations, Holidays and Other Student Recognition
- Monitoring
- Community Input
- Recordkeeping

Read more: [Board Policy 6130: Wellness](#)

[Student wellness activities and other information](#)

Health & Safety Education

Student safety is our primary concern, and Woodridge 68 believes that education plays a vital role in assisting our students to live long and happy lives. As such, the district has

incorporated, when appropriate, into the health, sex education, drug education and science curricula:

- Child Abduction Prevention
 - Child Abuse Education
 - AIDS Awareness & Education
-

Social and Emotional Development

Woodridge School District 68 recognizes that a student's social and emotional development is a critical component for overall development, academic readiness and school success. The District's instructional program shall support the Illinois Learning Standards for social and emotional development. The Illinois Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
 2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
 3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.
-

Read more: [Board Policy 6370: Student Social and Emotional Development](#)

Field Trips

Instructional field trips are designed to reinforce and enrich learning by exposing students to experiences outside of the classroom setting. They are an integral part of the curriculum and contribute to the District's educational goals. The following factors are analyzed to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns.

Parents/guardians of students shall be given the opportunity to consent to their child's participation in any field trip. Students are usually assessed a fee to cover the cost of transportation, entry fees, and other costs, if applicable. The District will pay such costs for students who qualify for a fee waiver.

All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to an unforeseen event or condition.

Read more: [Board Policy 6110: Field Trips](#)

Outdoor Education

Each year all fifth and sixth grade students are given the opportunity to participate in an environmental education program. Two one-day trips are conducted at an outdoor education facility; one in fall, one in spring.

After School Programming

Woodridge School District 68 offers after school programming to provide additional enrichment and intervention opportunities for elementary students. Three sessions will be held throughout the school year in fall, winter, and spring.

Programming is held at each elementary school three days a week (Tuesday, Wednesday, and Thursday) from 3:00-4:00pm. Each school will develop three courses per session based on student needs, and class sizes will be limited as determined by the school principal.

Bussing is provided for students who are current bus riders only. Students who do not take a bus to school on a daily basis will need to be transported home from school via a parent or guardian.

Athletic, Interscholastic and Extracurricular Activities

Woodridge School District 68 provides both intramural sports and interscholastic activities for all children in grades 7 and 8. Participation of elementary students is permitted if all eligibility requirements are met as detailed in the [Jefferson Junior High School Athletic Handbook](#), which is posted on the school's website. However, preference will be given to junior high students if talent is judged to be equal. The coach of each

sport will be the sole judge. Thomas Jefferson Junior High is a member of the Southeast DuPage Elementary Athletic Association (SEDEAA) and competes or participates in all 10 sports/activities offered.

In addition to intramural and interscholastic activities, junior high students have the opportunity to participate in several extracurricular groups, clubs, and activities throughout the school year. New clubs and groups are considered when enough students express an interest in a particular subject area.

Extracurricular Athletics

[Board Policy 5630: Extracurricular Athletics](#)

Eligibility Requirements

Participation in any extracurricular sport or activity is a privilege not a right, and students must meet the following eligibility requirements for participation in athletic and activity programs. When questions or discrepancies arise after consultation with the teacher, athletic director, coach, or sponsor, the principal/associate principal's decision will be final.

It is our sincere belief that academic performance should be our primary concern. Athletics should go hand in hand toward developing the "whole" student athlete.

In order for a student to be considered eligible to participate in the competitive sports/activity programs, he/she must meet the following requirements:

1. The student must maintain passing grades in all subject areas. If a student is struggling and needs assistance outside the school hours athlete, teacher, and athlete will work together to determine a plan to meet the child's need. If a child refuses the support agreed upon by the teacher and coach, the student will be ineligible until the terms of the agreement are met.
2. The student athlete must demonstrate appropriate school behavior. If the student demonstrates an act of misconduct, for which he/she is suspended (in-school or out-of-school). The student will be ineligible for one week, starting from the first day of their suspension.
3. The following rules apply regardless of whether the conduct occurs on or off school property; before, during or after school hours; and apply year round regardless of whether the student's sport or activity is in season or not:
 - a. Students shall not possess, actively seek, solicit, sell, or be under the influence of tobacco, alcohol, illegal drugs/controlled substances, look-alike drugs, steroids or other illegal performance enhancing drugs/supplements, or possess drug related paraphernalia.

- b. Students shall not attend or host a party primarily attended by students or for the benefit of students at which alcohol, tobacco, or any controlled substances are provided or at which the use of any such substances is permitted.
 - c. Theft, possession of stolen property, or destruction of property.
 - d. Hazing acts, initiations, or bullying (includes physical, mental, emotional, or cyber)
 - e. Serious acts which are determined by the Administration to be detrimental to the individual, the coach, the team, or the school.
 - f. Acts which violate the Student Handbook.
-
4. Failure to follow these rules could result in suspension or removal from the participation in after school activities.

Health Requirements

According to the Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) rules, “No student shall be permitted to engage in, practice, or play in an interscholastic athletic contest unless they have filed a certificate of physical fitness issued by a competent physician, with the athletic director, not more than a year preceding such practices or contests.”

The district has developed and implemented a program to manage concussions and head injuries suffered by student athletes that complies with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and Return to Play Policy.

In addition, students in grades 7 through 8 participating in these programs will receive instruction on steroid abuse prevention.

Student Athlete Concussions and Head Injuries

[Board Policy 5620: Student Athlete Concussions and Head Injuries](#)

Information about the District program to manage concussions and head injuries suffered by students, fully implementing the Youth Sports Concussion Safety Act.

Band Program

Beginning in sixth grade, students may begin instruction on a band instrument. Instruments are available for purchase or rent. Small group lessons are held once per week during school hours. Rehearsals with the full band are held once per week before school hours. Notices, concerning each year's program, are sent home early in the fall.

At the junior high school, band is an exploratory class that meets five days per week. Group lessons will occur during the band period on a pull out basis. Students will be graded on preparation and their readiness to learn.

Communication & Participation

Student Information System

Woodridge 68 utilizes Skyward, a student management database system that provides teachers, administrators and parents the ability to follow their students' progress and use past data for ongoing analysis.

District staff utilize data such as attendance, grading, scheduling, discipline, and others, which are all part of the integrated system. Web-based [Skyward Family Access](#) facilitates communication between the office, the classroom, and home. Parents can access grades, fees, contact information, and more. Login information can be obtained by contacting your school office or skyward@woodridge68.org.

Skyward helps promote interaction between students, parents and staff so that everyone is focusing on the same goal - providing the best education possible for all students.

Automated Messages

Woodridge 68 subscribes to an automated messaging system through Blackboard® to communicate important information to parents and staff within a very short period of time. The system allows the district to quickly inform parents by phone, email, app, and/or text message about any critical or emergency situations. Schools also use it to issue reminders and keep families informed about upcoming events and activities.

To be sure all messages are received, parents should check with their school office to be sure their official contact information is correct. Any changes should be reported immediately. Updates can also be made through Skyward Family Access, the parent portal to the district's student database system.

Virtual Backpack

Woodridge School District 68 uses [Peachjar](#) to deliver school information and approved flyers from community organizations electronically. School-approved eflyers will be

emailed directly to you. Additionally, you can view these eflyers by clicking the Peachjar button on your school's website and the district app.

This "green" initiative saves our schools tons of paper and reduces copy costs by thousands of dollars. On top of that, posting school flyers in this electronic backpack removes a significant administrative burden from teachers, office staff, and volunteers.

All parents with a valid email address in Skyward Family Access are automatically enrolled. An option to opt-out is available in the parent's Peachjar account.

Stay Connected

Parents can stay connected to district news and information through the following channels:

- [Web](http://woodridge68.org): woodridge68.org
 - [Email](#): *E-Update: 68* (news and upcoming events, sent monthly) and *Board Briefs* (highlights from Board of Education meetings)
 - [Mobile app](#): fully integrated, available for Android and iOS devices
 - [Social media](#): Facebook, Twitter, YouTube
 - [Print](#): *Update: 68* newsletter postal mailed to all households in the district three times a year
-

Severe Weather During School Hours

All schools within the District have a 10-10 Civil Defense Radio for receiving severe weather information. If a tornado watch (chance of dangerous weather) is issued, all students participating in outside activities will be called back to the classroom and after-school activities will be canceled. Normal school bus procedures will continue during a tornado watch. If a tornado warning (tornado has been sighted) is issued, students will be kept in the building until the warning is lifted. Children will, however, be released to their parents if they come for them. Each school has an emergency procedure protocol.

Should an emergency situation necessitate student pick-up, emergency contact information given by the parent/guardian will be used.

Closings & Cancellations

The decision about whether to close school in inclement weather is based on the availability of buses, school building conditions, current temperature (actual & wind chill), road conditions, weather predictions, storm severity, and associated winds. This is done in consultation with the superintendents from Community High School District 99 and other surrounding districts. Information will be communicated as soon as an open/close decision has been made.

Do **not** call the school for closing information.

In Woodridge 68, [e-learning](#) days are utilized in lieu of traditional “snow days.” This means students learn at home when school buildings are closed for weather or another emergency.

Please be sure your phone and email contact information is up to date in [Skyward Family Access](#).

School closing information will be available through the following sources: [click here](#)

Visits to Schools and Classrooms

Parents are encouraged to visit the schools, though prospective visitors are asked to call the school office prior to visiting to determine whether or not a class may be on a field trip, is involved in a testing situation, or other activities which are not conducive to the planned visit.

All visitors to the school buildings are required under Illinois School Code to register at the school office. Woodridge School District 68 uses the Raptor Visitor Management System in all of our schools to build on the district’s program of safety for students and staff. Part of keeping students and staff safe is knowing who is in our buildings at all times.

According to [Board Policy 1500: Visitors to and Conduct on School Property](#), “All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log, show

identification and wear a visitor's badge. When leaving the school, visitors must return their badge." Upon entering a school building, visitors will be scanned into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

All visitors who enter the school with the intention of traveling beyond the main office will be screened and issued a badge. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up a student.

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school. Please see the School Visitation Rights Act in the [Notifications](#) section of this handbook to determine if you are entitled to a school visitation leave.

Parent Involvement

Woodridge School District 68 welcomes the involvement of all parents and guardians as active partners in the educational process. Parents are encouraged to:

- Keep thoroughly informed about their child's school and progress
- Become involved in their child's school and education
- Maintain ongoing communication with their child's teacher and other school staff
- Provide input on school-related issues
- Learn how they can assist in their child's learning

Community Resource Persons and Volunteers

Principals and teachers always welcome volunteer assistance and encourage interested citizens to volunteer at the school of their choice in order to enrich the school's

programs and aid the professional staff. Please contact your building principal if you wish to assist us.

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Parent Teacher Organizations

Each school in Woodridge 68 has its own Parent Teacher Organization. Active participation in these organizations is an ideal way to support your children and their school. We urge parents to contribute their talents and experience firsthand the satisfaction the children receive from these volunteer efforts.

Class Parties

Grades K through 6 are permitted to hold three parties per year. All class parties will be scheduled during the last hour of the day. Party chaperones should refrain from bringing younger children and/or other visitors to the building during classroom parties. Outside food is not permitted (please see the Wellness information in the [Educational Programs & Services](#) section of this handbook).

Parent-Teacher Conferences

The Board of Education has designated certain times throughout the school year for Parent-Teacher Conferences. Parents will be notified in advance regarding school hours and the dates of the conferences.

These conferences will be scheduled twice a year for all students in grades K-8. Parent-teacher conferences are an excellent opportunity for parents to meet with their child's teacher(s) and work together for student success.

Gifts to School Staff

The School Board accepts gifts from any education foundation or other entity or individual, subject to certain conditions.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

Students, parents, and other citizens are discouraged from the presentation of gifts to employees of the District. The Board shall encourage the writing of letters to staff members expressing gratitude or appreciation, as opposed to gifts.

Read more: [Board Policy 1317: Gifts to School Personnel](#)

Photos and Video

Different technology tools have become an important part of the teaching and learning process. Photographs and videos assist students and teachers alike in communicating, learning, and teaching. They have become valuable tools for all.

The photographs and videos are used for educational purposes within the school and reporting purposes throughout the district. This may include, but is not limited to, district newsletters and website, social media, internet, and local news media. Also, periodically, the local media take photos of Woodridge 68 students to cover school activities and events.

Parents are asked upon initial registration of their student for permission to photograph or video their child in school. This permission is considered to be in force unless expressly revoked. If a parent/guardian wishes to grant or revoke permission, he/she is to contact the school office.

School Pictures

Individual student school pictures are taken in the fall of each year. Pictures may be purchased by parents at their own option.

Lost and Found

All articles found in the building, on the playground, or on the bus are to be placed in designated boxes located in the school. If your child is missing an item of clothing, please have your child check in the box. Parents are urged to mark all clothing and school materials with the child's name.

Buildings & Grounds

Care of Property and Grounds

The Building and Grounds Department is responsible for overseeing the operations and maintenance of the Woodridge 68 district schools and administration building with nearly 360,000 square feet of floor space and over 70 acres of property in order to provide a safe and healthy environment for the students, staff and visitors. This work is primarily done in-house by our professional custodial and maintenance staff, but is sometimes outsourced when appropriate.

Students have always done their part to keep the building and equipment in good order and appearance. Children will be taught to care for and respect school property and equipment, and it is hoped that parents will support the school's teaching in this regard. Damage to school property is of vital concern to all members of the community.

Rental of Facilities

Rental of school facilities, provided such use does not interfere with the regular school program, is allowed for nonprofit organizations and other governmental agencies that serve residents of Woodridge 68 and have at least one district resident as an officer/agent of the group. The organization should also be open to, or for the benefit of, Woodridge School District 68 residents.

The facilities are available on a first-come, first-serve basis. The order of priority for facility usage is: 1. School or District related functions, 2. Woodridge Park District, 3. outside groups. All facility use requests and cancellations must be completed online.

[Facility Use Request](#)

Read more: [Board Policy 3510: Facilities Use](#)

Transportation

Transportation Services

All students in kindergarten through eighth grade will be eligible for bus transportation if they live beyond one mile from the school building which they attend. A special transportation program, as space permits and using only existing stops, permits children who reside under one mile to be bused provided a fee is paid by the parent. To receive an application, contact the school office. Non-riders are not permitted to ride the bus to friends' homes, sitters, etc.

Woodridge 68 contracts its general transportation services with First Student, Inc. and special education transportation services with Sunrise Southwest LLC.

Bus Conduct

Students are expected to conduct themselves in an orderly manner while traveling as passengers in school district transportation vehicles. Regard for transportation property, respect for drivers, and consideration of the rights and welfare of others should govern student actions.

All buses are equipped with electronic cameras that record both video and audio. This provides one more way of providing safety and security for our students. Detailed information about expected student behavior and disciplinary procedures can be found in the [Behavior & Discipline](#) section of this handbook.

Bicycle Safety

Students in kindergarten, first grade, and second grade are not allowed to ride their bicycles to school. Research indicates that more accidents occur on bicycles ridden by younger children. Parents should check with their child's school for any additional safety regulations for riding bicycles to school.

Safety Patrol

Safety patrols will be stationed at various intersections near each school. These patrols are for your child's protection and should be obeyed at all times. Patrols do not have the authority to stop traffic. These patrols do not relieve the students of the responsibility for their own actions and conduct coming to and going home from school. Patrols are not on duty on days when weather conditions would jeopardize their physical welfare.

Food Service

Food Service Program

Woodridge School District 68 offers a fresh pre-packaged meal plan that includes [breakfast](#) and [hot lunch](#) at each of its schools. Students who bring a lunch from home can purchase milk at lunchtime at his/her school.

All meals meet the U.S. Department of Agriculture (USDA) nutritional guidelines that include: more whole-grain foods; fruits and vegetables every day of the week; only fat-free or low-fat milk; no trans fats and reduced saturated fat and sodium. For more information on healthy eating for your family visit [MyPlate.gov](#).

The district contracts with a third party provider, Open Kitchens, for food service.

Food Service Payments

The District uses a computerized accounting system that works like a debit account and treats all meal plans (free, reduced, or paid) exactly alike. All returning students will keep the same account and debit card as last year. New students will receive a new account and debit card.

Each time a student purchases a meal or makes an a la carte purchase, the program will deduct the price of that meal by reading the ID number on your child's debit card. All elementary cards will remain at school to reduce the risk of lost cards.

Online

Parents can [monitor their child's account online](#) in Skyward Family Access, which will show his/her food purchases and account balance, and allow you to deposit funds. Payments can be made in Skyward Family Access any day, any time and is the strongly preferred method of payment. All payments will be applied to your child's account for use the same day as long as it is received by 7:00am for breakfast and 10:30am for lunch.

Cash or check

Cash and check payments will be accepted on school days between 7:30am-2:00pm in the business office at the District Administrative Center, 7925 Janes Avenue. When paying by cash or check include the completed form found on the district website.

Please submit payment and form in an envelope. Do not staple. It may take up to three (3) business days for payment to be applied to your child's account.

Unpaid Meal Charges

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

The school Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Families who are struggling to pay for student meals are strongly encouraged to complete an application for free and reduced meals.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy. The District will make reasonable efforts to collect charges classified as delinquent debt.

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

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

Free and Reduced Meals

Woodridge School District 68 offers [free and reduced priced meals](#) to those students whose family meets the income guidelines posted by the United States Department of Agriculture (USDA). School meals meet the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) nutritional standards.

To see if your student qualifies for free or reduced price school meals, a parent or guardian can submit an application available on your child's online account, at each school office or on our district website.

Some families will automatically receive free meal benefits based on information provided by the Illinois Department of Human Services (IDHS) and the Illinois State Board of Education (ISBE). These families will be notified by the district office in July. If a family currently receives food stamps or Temporary Assistance for Needy Families (TANF) and has not received a letter, an application will need to be completed.

Health Services

Health Services Program

The District Nurse provides the schools with accurate health information regarding state requirements as well as district policies. Each school has a Health Aide to monitor daily student needs, such as reporting absences, treating minor illness and injury, administering medication, etc.

Student [health services](#) are an integral part of the District's educational program which provides the following services:

- First aid by qualified personnel
- Vision and hearing screening
- Emergency procedures

Questions may be directed to the District Nurse, Cindy Dore, RN, PEL-IL, at 630-795-6839 or dorec@woodridge68.org.

Health Examinations and Immunizations Policy

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling for the first time in an Illinois school, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6.

Unless an exemption or extension applies, the failure to comply with the requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October

15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.

Read more: [Board Policy 5130: Health, Dental & Eye Examinations, Immunizations, and Exclusion of Students](#)

Health Requirements and Immunizations

Illinois School Code requires students to submit a report of physical, dental, and vision examinations and the dates that certain immunizations were received in order to attend school.

Ages of Interest/Circumstances Include:

- Preschool/Early Childhood
- Kindergarten
- First Entry in Illinois School
- Grade Two
- Grade Six

[Health Requirements for Admittance to School](#)

Medication Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Read more: [Board Policy 5500: Administering Medicines to Students](#)

Dispensing Medication

Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. Medication includes an epinephrine injector, e.g., EpiPen®, asthma medication, medical cannabis, glucagon, and any medication required under a plan listed in 105 ILCS 5/10-22.21b(c), added by P.A. 101-205, for a student's self-administration of medication.

For a student using medical cannabis: The parent/guardian is responsible for providing the school with copies of the valid registry identification cards issued to their child and the child's designated caregiver as required by the Ill. Dept. of Public Health. The student's parent/guardian must also ask the student's health care provider to complete a School Medication Authorization Form – Medical Cannabis. The designated caregiver shall be allowed to administer a medical cannabis infused product (product) to the student on the premises of the child's school or on the child's school bus. The product must be immediately removed from school premises or the school bus after administration.

A product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored at school with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or an administrator.

For a student with diabetes: The parent/guardian is responsible for sharing the health care provider's instructions. When the student is at school, the student's diabetes will be managed according to a diabetes care plan, if one exists. To the extent there is any conflict between the diabetes care plan and this Procedure, the diabetes care plan shall control. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin.

For a student with epilepsy: The parent/guardian is responsible for sharing the health care provider's instructions. When the student is at school, the student's epilepsy will be managed according to a seizure action plan, if one exists. To the extent there is any conflict between the seizure action plan and this Procedure, the seizure action plan shall control.

For a student with asthma: The parent/guardian is responsible for sharing the student's asthma action plan. When the student is at school, the student's asthma will be

managed according to an asthma action plan, if one exists. To the extent there is any conflict between the student's asthma action plan and this Procedure, the asthma action plan shall control. Asthma emergencies shall be managed pursuant to the District's asthma emergency response protocol.

A student with asthma is allowed to self-administer and self-carry asthma medication if the student's parents/guardians provides the school with: (1) written authorization for the self-administration and/or self-care of asthma medication; and (2) the prescription label containing the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

For a student self-administering medication: A student with an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act is allowed to self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication; (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication; and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered.

If the child's physician, physician assistant, advanced practice registered nurse, dentist, or other health care provider who has authority to prescribe medications authorizes a child to self-administer medication, then ask the health care provider to complete a School Medicine Authorization Form (SMA Form). This form must be completed and given to the school before the school will store or dispense any medication, before a child may possess asthma medication or an epinephrine injector, and before a child will be allowed to self-administer any medication.

If a student is on a medication on an indefinite or long-term basis, file a new SMA Form every year.

Bring the medication to the school office. If the medicine is for asthma or is an epinephrine injector, a student may keep possession of it for immediate use at the student's discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display: student's name, prescription number, medication name and dosage, administration route and/or other direction, date(s) and time(s) to be taken, licensed prescriber's name, pharmacy name, address, and phone number. Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

At the end of the treatment regime, remove any unused medication from the school.

Regulation 5500R

Legal Ref: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33; 105 ILCS 145/, Care of Students with Diabetes Act; 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act; 23 Ill.Admin.Code §1.540; In re Estate of Stewart, 406 Ill. Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill. Dec. 914 (Ill. 2017).

Administrative Adoption: October 25, 1999

Amended: January 22, 2018; January 13, 2020

Comfort Care

Each Woodridge 68 school has a health office staffed by a Health Aide. Our health aides provide basic first aid, administer prescription medication as directed by physicians, collaborate with the district nurses to support illness and injury concerns, and provide comfort care to children (i.e. ice packs, band-aids, etc.). Health aides cannot administer any over-the-counter medical products without proper authorization, and these products will not be supplied by the school.

You may send in any non-medicated over-the-counter item (e.g., lotion, ChapStick, Vaseline, etc.) for your child's personal use along with a note authorizing their use at school. We encourage the use of these items at home before school to avoid the loss of learning time. You may also supply cough drops for your child's short-term usage (not to exceed 5 days).

Diabetes Care Plan

If a child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated school District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school principal.

Food Allergy Management

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify your building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan can be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through an individualized health care plan.

Vision and Hearing Screening

Woodridge School District 68 provides vision and hearing screenings annually for students at the state-mandated grade levels, as designated by the Illinois Department of Public Health:

Vision screening is required annually on all children in special education (including speech), children new to the district, and teacher/parent referrals. Annual vision screening is also required for the following grade levels:

- Preschool, kindergarten, 2nd, and 8th grades

Hearing screening is required annually on all children in special education (including speech), children new to the district, teacher/parent referrals and students having a known or suspected hearing loss. Annual hearing screening is required for the following grade levels:

- Preschool, kindergarten, 1st, 2nd, and 3rd grades
-

Menstrual Hygiene

Illinois School Code (105 ILCS 5/10-20.63 and 105 ILCS 5/34-18.56) requires school districts to make menstrual hygiene products available, at no cost to students, in bathrooms of every school building that are open for student use in grades 4 through 12 during the regular school day.

CPR/AED Training Video

Parents are encouraged to view a [video](#) on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). The video can be found on the Illinois High School Association's (IHSA) [website](#).

Legal Ref: 105 ILCS 25/1.10

Student Accident Insurance

A voluntary student accident policy is made available to all students. The brochure describing all plans, together with the application, is distributed during the first week of school, and the information is posted on the district [website](#). Applications, payment for plan, and questions are all handled directly through the insurance company. This is an optional program.

Behavior & Discipline

Introduction: Working Together

This section of the handbook will assist in an understanding of discipline in Woodridge School District 68. The principal of each school will gladly supply any details requested by parents. It is suggested that parents read the handbook carefully and keep it at hand for ready reference. Individual schools may also have additional standards/rules governing specific behaviors.

Grounds for disciplinary action, including those described more thoroughly in [Board Policy 5365: Student Discipline](#), apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Parents are encouraged to share with the District any questions or concerns. By working together we can achieve the best possible education for your child.

Student Rights and Responsibilities

This statement is intended to promote a better understanding of the individual rights and unique responsibilities of students attending Woodridge School District 68. It has been prepared to assist in developing a respect for the reasonable exercise of rights and an understanding of appropriate responsibilities.

The rights and responsibilities outlined here are stated in general terms. A more detailed explanation of these rights and responsibilities is contained in the Board of Education

Policy Manual. Copies of these manuals are available for public review on the district website and at the District Administrative Center.

Student Rights

Students have the right:

- To be protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting.
- To ask questions and receive answers.
- To due process of the law. (For example: Students accused of breaking a rule must be given the opportunity to explain their side of the issue.)
- To freedom from discrimination based on sex, nationality, race, religion, economic or social conditions, physical or mental disability, actual or potential marital or parental status.
- To equal educational opportunities which meet their individual needs.
- To privacy regarding all personal and academic records pertaining to the student. These records may be inspected only by school officials, parents, and students, or as required by law.
- To have school rules and policies explained.

Student Responsibilities

Students have the responsibility:

- For good behavior and self-control in the school building, on the playground and on buses.
- To express their own ideas and opinions without interfering with the rights of others or being disruptive.
- To obey all school rules and school board regulations.
- Of not discriminating against teachers, administrators, other school personnel, or other students regardless of their sex, nationality or racial, religious, or social background.
- To treat others with fairness, dignity, and respect.
- To dress and groom themselves in a manner that does not present health and safety hazards or disrupt the educational process.
- To study, learn, and comply with class requirements to the best of their ability.
- To be punctual and present in the regular or assigned school program to the best of their ability.
- To respect the exercise of authority by school administrators, teachers, and supervisors in maintaining discipline and order in the school and at school-sponsored activities.
- To respect all school property as well as the property of other students such as lockers, desks, calculators, books, personal items, etc.

Approach to Discipline

In an effort to provide a safe environment which allows all students to learn, the Board and all employees of the District shall endeavor to insure that effective discipline is implemented in the District. Teachers and other certificated employees shall maintain discipline in the schools. The Board recognizes its responsibility to give reasonable support and assistance to employees with respect to the maintenance of discipline. Employees shall stress the development of discipline and self control on a daily basis. It shall be the responsibility of the employees to communicate to parents serious disciplinary problems and consult with parents regarding the solving of disciplinary problems.

Read more: [Board Policy 5360: Discipline and Consequence](#)

Academic Honesty

Woodridge School District 68 believes the basis of all learning starts with a firm conviction in the value of integrity. Dishonest behavior is a detriment to all educational goals. Academic dishonesty disgraces the students involved, their families, and their community. Such behavior should not be tolerated.

We recognize that cooperative learning is a beneficial instructional practice. When the practice is acceptable to the teacher, the teacher's expectations must be clearly explained. If not clearly delineated as approved, the copying of academic work will be considered cheating.

Responsibilities

- Student: The student is the person most responsible for his / her own education. Under no circumstances should a student claim any work in part or whole that is not the student's own. Unauthorized sharing of one's work will not be tolerated.
- Parents: As partners in the educational process, parents must teach and support the ethical value of honesty. It is the parents' responsibility to share in the enforcement of the school's academic honesty policy.

- Teachers: Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty. Teachers have an educational responsibility to clarify general and specific academic honesty expectations.

Definitions

Cheating occurs when a student obtains or assists others in obtaining credit for work that is not their own. *Plagiarism* is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. Examples of cheating and/or plagiarism include but are not limited to the following:

- Copying from another student's test or helping another student during a test.
- Providing or accepting information regarding specific test content.
- Submitting another person's work as one's own.
- Stealing copies of tests or answer keys.
- Copying another student's homework, test, quiz, project, book report, assignment, or take home test.
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment, or take home test.
- Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate documentation.
- Changing answers on a test, assignment, or project after grading.
- Changing grades in a grade book or altering a computer grading program.
- Using programmable calculators in a manner not specified by the teacher.

If a student or parent has a concern about whether a particular behavior is ethical, he or she should discuss the behavior with the teacher prior to taking such action.

Consequences of Academic Dishonesty

The disciplinary consequences that will result from not following the academic honesty principles, as outlined above, are to be immediately addressed by the teacher, student, parent, and principal.

Dress and Appearance

A students' appearance, including dress and hygiene, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including,

but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Appropriate dress and grooming shall be determined by the building principal in accordance with the regulations below:

1. Appropriate footwear must be worn. Specifically for the health and safety of our students, flip-flops are prohibited.
2. The wearing of hats or hoods is prohibited in the building unless specifically permitted by the principal or his designee.
3. Bare midriffs, see-through garments, clothing which bares the chest, tube tops and halter tops are prohibited in grades five through eight.
4. Skirts or shorts more than six inches above the knee are prohibited except for prescribed uniforms worn during Physical Education and school related athletic functions.
5. Obscene, profane language or provocative pictures on clothing or jewelry is prohibited.
6. Students are not to wear overcoats or out-of-door coats in classrooms or during class time unless specifically permitted by the principal or designee.
7. Students shall not wear any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang.
8. Clothing which bears any message which is considered to be obscene; disrespectful of country, school or religion; or advertises alcoholic beverages, drugs and or tobacco shall be deemed inappropriate.
9. Sagged/baggy pants - the waistline of the pants is to be located at the hipbone of the student without undergarments visible.

Regulation 5330R
Administrative Adoption: October 25, 1999
Amended: January 25, 2010; April 28, 2014
Reviewed: January 13, 2014

Search and Seizure

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

Students should have no reasonable expectation of privacy in or on school property or related to equipment owned or controlled by the school or in their personal effects left in these places. Such inspections and searches may be conducted without notice to or the consent of the student without a search warrant.

Board policy covers:

- Notification regarding student accounts or profiles on social networking websites
- Students and their personal effects
- School property
- Law enforcement and assistance
- Seizure of property

Read more: [Board Policy 5310: Search and Seizure](#)

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. The District is committed to preventing bullying, intimidation and harassment in all of its forms, as well as educating students, staff and the public about the types of behaviors that could result in bullying, intimidation or harassment. It is the District's goal to prevent and eliminate these disruptive behaviors before they rise to the level of bullying, intimidation or harassment, and to address these behaviors as soon as practicable.

Under State and federal law, bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Read more: [Board Policy 5440: Prevention of and Response to Bullying, Intimidation, and Harassment](#)

Non-Discrimination Coordinator

Dr. William Schmidt
7925 Janes Avenue, Woodridge, IL 60517
630-795-6800
schmidtw@woodridge68.org

Complaint Managers

Dr. William Schmidt

- 630-795-6800
- schmidtw@woodridge68.org

Dr. Anne Bowers

- 630-795-6830
- bowersa@woodridge68.org

7925 Janes Avenue, Woodridge, IL 60517

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

This policy includes information about the suicide and depression awareness and prevention program, which includes:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide, including those students who: (a) suffer from a mental health disorder; (b) suffer from a substance abuse disorder; (c) engage in self-harm or have previously attempted suicide; (d) reside in an out-of-home placement; (e) are experiencing homelessness; (f) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (g) are bereaved by suicide; or (h) have a medical condition or certain types of disabilities.
4. Methods of responding to a student or staff suicide or suicide attempt.
5. Reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Read more: [Board Policy 5540: Suicide and Depression Awareness and Prevention](#)

Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Read more: [Board Policy 5020: Harassment of Students Prohibited](#)

Non-Discrimination Coordinator

Dr. William Schmidt
7925 Janes Avenue, Woodridge, IL 60517
630-795-6800
schmidtw@woodridge68.org

Complaint Managers

Dr. Anne Bowers

- 630-795-6830
- bowersa@woodridge68.org

Dr. William Schmidt

- 630-795-6800
- schmidtw@woodridge68.org

7925 Janes Avenue, Woodridge, IL 60517

Preventing Teen Dating Violence

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 11 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Read more: [Board Policy 5470: Preventing Teen Dating Violence](#)

School Bus Conduct

Students are expected to conduct themselves in an orderly manner while traveling as passengers in school district transportation vehicles. Regard for transportation property, respect for drivers, and consideration of the rights and welfare of others should govern pupil actions.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Read more: [Board Policy 5380: Bus Conduct](#)

Electronic Devices

Using or possessing an electronic paging device; using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited.

Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Code of Conduct for Extracurricular Activities

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify

participants that failure to abide by it could result in discipline, up to and including removal from the activity.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.

Read more: [Board Policy 5385: Conduct Code for Participants in Extracurricular Activities](#)

Drugs, Alcohol and Tobacco

The Board finds and determines that the use of illicit drugs, tobacco and the unlawful possession and use of alcohol is wrong and harmful. The Board prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol including anabolic steroids on property of the District or as part of any of its activities. Moreover, no student shall be under the influence of any substance specified herein on school premises or as part of any of its activities.

The Board further prohibits the distribution, dispensation, possession or use of drug paraphernalia, look-alike drugs and tobacco on property of the District or as part of any of its activities. All cases of actual use, possession, sale, and distribution of tobacco, alcohol, drugs, drug paraphernalia, controlled substances or look-alike drugs upon school property, or at school sponsored events, traveling to and from school or on school buses, will be reported to the appropriate law enforcement agency.

Read more: [Board Policy 5390: Drugs, Tobacco, Alcohol - Drug Free Schools](#)

Weapons

Whenever a student has a weapon as herein defined on school grounds:

1. The weapon shall be confiscated or secured by school personnel, the Woodridge Police Department shall be notified of the incident, and custody of the weapon will then be given to the police who will subsequently transport the weapon for any appropriate testing.
2. The parents or guardian of the involved student shall be notified of the incident.
3. A written report shall be filed with the Superintendent.

4. Appropriate expulsion proceedings shall be initiated.

The term “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or (3) “look alikes” of any weapon as defined in this section.

It is also required that if a student has any knowledge of another student having a weapon, that it be reported to the office. Failure to do so will result in disciplinary or expulsion proceedings. A reporting student’s desire for confidentiality will be honored.

Gang Activity

Policy

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. They are contrary to the school environment and educational objectives and create an atmosphere where unlawful acts or violations of school regulations may occur. The use of hand signals or graffiti, or presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group is prohibited. Initiations, hazing, intimidations, and/or related activities of such group affiliations are prohibited.

Read more: [Board Policy 5410: Gang Activity](#)

Regulation

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and / or educational objectives;
- present a physical safety hazard to self, students, staff, and other employees;
- create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation,
- overt gesture, or threat of violence; or

- imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

Therefore, no student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Shall commit any act, or use any communication, either verbal or, nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang;
3. Shall commit any action to further the interests of gangs or gang activity, including but not limited to the following:
 - a. Solicitation of others for membership in any gang.
 - b. Intimidating, threatening, or initiating physical violence on any person.
 - c. Committing any other illegal act or other violation of school district policies.
4. Shall draw gang-related graffiti or distribute gang related literature.
5. Shall be involved in any other activity in furtherance of a gang.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will direct the student to make the appropriate correction. The parent/guardian will be notified. The principal will take appropriate corrective and disciplinary action which may include suspension. Subsequent violations of the Policy may subject the student to additional disciplinary action up to and including expulsion.

All violations of the "Electronic Signaling Devices" policy shall be reported to the appropriate law enforcement agency and the Superintendent who will be responsible for keeping a District file of such violations.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized organizations.

Regulation 5410
Administrative Adoption: October 25, 1999

Student Discipline Policy

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

This policy includes information about:

- When and where conduct rules apply
- Prohibited student conduct
- Disciplinary measures
- Weapons
- Re-engagement of returning students
- Required notices
- Delegation of authority
- Student handbook

Read more: [Board Policy 5365: Student Behavior](#)

Misconduct

Level I Acts of Misconduct consist of minor misbehaviors, which impede the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school personnel. Notification of parent/guardian is recommended at each occurrence. Persistent misbehaviors, appropriate interventions, parental/guardian contact and administrative dialogue will be documented.

Level I Acts of Misconduct infractions include, but are not limited to the following:

- Classroom disruptions
- Failure to follow directions
- Littering
- Tardiness
- Possession of prohibited non-educational electronic devices
- Violation of the dress code
- Gum (without permission)

Possible consequences include:

- Staff Intervention
- Loss of Privileges
- Time Out
- Peer Mediation
- Development of a Behavior Contract
- Counseling
- Parent Conference
- Verbal Warning

Disciplinary interventions:

- Immediate intervention by supervising staff or staff that observes the behavior
- Consequences outline in the School/Classroom Discipline Plan
- Loss of school/classroom privileges
- Conference with the parent/guardian by telephone or in person
- Time out
- Peer mediation
- Teacher consultation with other teachers and support staff
- Temporary placement in another classroom
- Development of a behavior contract
- Administrative conference with student, parent and teacher
- Counseling with school personnel

Written information with suggestions for corresponding parental actions will be provided to parents by the teacher and/or principal.

Repeated Misconduct

Level II Acts of Misconduct include misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and/or bus, and those behaviors on Level I which continue after corrective measures have been implemented. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of staff, students and others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. The administrator should maintain proper and accurate record of the infraction and disciplinary action.

Level II Acts of Misconduct infractions include, but are not limited to the following:

- Continuation of Level I Acts of Misconduct
- Failure to attend class
- Forgery
- Disrespect towards school personnel
- Refusal to identify self

- Gambling
- Verbal abuse
- Non-compliance
- Verbal/sexual harassment
- Bullying/intimidation
- Inappropriate physical contact/aggression
- Theft
- Vandalism
- Possession of pornography/sexting
- Trespassing
- Profanity/inappropriate language

Disciplinary interventions:

- Consequences outlined in the school/classroom discipline plan
- Administrative conference with parent/guardian and/or student
- In-school suspension
- Suspension warning notification to parent of the offense with stipulation that a repeated offense could result in suspension
- Detention before/after school
- Temporary removal from class
- Loss of privileges
- Financial restitution
- Out-of-school suspension
- Referral to an outside agency or school district support service
- Development of behavior contract
- Counseling with school personnel
- Referral to Building Intervention Team
- Assignment of school/community service project
- Police contact

Severe Misconduct

Level III Acts of Misconduct consist of infractions that are so serious that they always require administrative intervention and may endanger the health and safety of staff, students and others in the school and/or bus. The behavior may result in the temporary removal of the student from the school. Temporary removal of the student encompasses referral to the District's alternative school program.

Level III Acts of Misconduct infractions include, but are not limited to the following:

- Continuation of Level II Acts of Misconduct
- Written, verbal or physical threats
- Fighting

- Extortion
- Physical Sexual Touching
- Willful failure to comply with district's internet/technology policy
- Possession of laser pointers or shocking devices
- Possession/use of tobacco, alcohol, or related products
- Possession/use/sale/distribution of drugs, paraphernalia, or look-alike substances
- Possession of weapons, potential weapons, or look-alike weapons
- Bomb threats
- Setting fires, possession of fireworks or explosives
- False alarms or false police calls
- Gang related activity
- Possession or sale of stolen property
- Persistent acts of bullying
- Other acts which are seriously disruptive and/or destructive to school property

Possible consequences include:

- Administrative investigation with submission of incident report to District Office
- Suspension
- Alternative Education Program placement
- Referral to a substance abuse program
- Police contact with possible arrest
- Expulsion referral

Definitions

Suspension: An exclusion of a student from school and / or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days. The student shall not be able to participate in other school related activities including extra-curricular activities on such days.

Expulsion: An exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled, for a period of more than ten (10) school days but not to exceed two school years. The student shall not be able to participate in other school related activities including extra-curricular activities on such days.

Each incident which takes place (battery, firearms, drugs) will be reported to the Student Incident Reporting System (SIRS).

Suspension and Expulsion

The Superintendent or principal shall be authorized to suspend students guilty of gross disobedience and misconduct in accordance with chapter 105 ILCS 5/10-22.6.

Suspension shall be defined as an exclusion of a student from school, all school activities and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days.

The Board may expel students for gross disobedience or misconduct only after a review hearing by the Board. Expulsion shall be defined as an exclusion of a student from school, all school activities and/or denial of educational services, to which the student would otherwise be entitled, for a period of more than ten (10) school days not to exceed two (2) calendar years.

Read more: [Board Policy 5370: Suspension and Expulsion](#)

Notifications

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra curriculum programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Read more: [Board Policy 5010: Equal Educational Opportunities](#)

Questions or grievances in reference to equal opportunities may be directed to:
Dr. William Schmidt, Assistant Superintendent for Human Resources
7925 Janes Avenue, Woodridge, IL 60517
630-795-6800
schmidtw@woodridge68.org

Gender Discrimination

No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

The Superintendent shall appoint a Coordinator for Nondiscrimination (the “Coordinator”) for the School District. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the district’s written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision. The written decision of the Coordinator may be appealed to the Superintendent by submitting a written request. Within fourteen days of receiving the appeal, the Superintendent shall render a written decision.

The written decision may be appealed to the School Board by submitting a written request for hearing before the Board, addressed to office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, as provided in Section 200.90 (b) of the Sex Equity Rules.

Americans with Disabilities Act

On July 26, 1990, Congress enacted the Americans with Disabilities Act which became effective for government entities on January 26, 1992. The Act prohibits discrimination against qualified individuals with a disability with regard to employment and participation in or enjoyment of the benefits of the services, programs, or activities of the Woodridge School District.

Woodridge School District 68 makes a diligent effort to meet the requirements of the Act. It therefore encourages, for example, persons with hearing impairments who want

to attend the School Board meeting, or some other public meeting facilitated by the District, to notify the School District within a reasonable period of time prior to the meeting of the need for accommodation.

Information on the accessibility to facilities, programs, or complaints, may be directed to Assistant Superintendent for Human Resources, ADA Coordinator, 7925 Janes Avenue, Woodridge, Illinois 60517, or by calling 630-795-6800.

Drug-Free Awareness Program

The Board of Education believes strongly that students and parents should be aware of the dangers of tobacco, drug and alcohol abuse. The Drug-Free Schools Policy is outlined in the Behavior & Discipline section of the handbook. Students who violate that policy are subject to discipline up to and including expulsion and/or referral for prosecution.

Woodridge 68 is aware of the risks posed by drugs and alcohol. Drugs and alcohol can cause such problems as lung cancer, liver disease, respiratory failure, and heart attacks. They are closely associated with such diseases as AIDS and hepatitis. In addition, drugs and alcohol can cause motor vehicle accidents and work place injuries. Drugs and alcohol also have a number of more insidious effects: they can deprive a person of his or her ability to make good choices; they can deprive the user of his or her ability to deal constructively with anxiety and stress; they can undermine the user's ability to plan for and reach long term goals; and they can destroy professional and family relationships. Finally, lives can be ruined when illegal drug users are arrested, jailed or injured by drug-related violence. From time to time, the Administration will schedule workshops and programs to discuss these dangers of drug and alcohol abuse. The Administration has also gathered a variety of pamphlets, videotapes and other materials about drug and alcohol abuse. Those materials are available through each school.

Any students (or their parents) who use illegal drugs or abuse medications or alcohol are urged to contact the DuPage County Board of Health for information regarding organizations which provide drug and/or alcohol counseling and rehabilitation.

Child Abuse/Neglect

The State of Illinois requires by law that any District employee who suspects or receives knowledge that a student may be an abused or neglected child or an abused or neglected individual with a disability, shall immediately: (1) report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE (1-800-252-2873 within Illinois), or 217/524-2606 (outside Illinois), or 1-800-358-5117 (TTY) 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.

Employee Protection

The Board of Education shall make every attempt to protect any employee who is threatened with bodily harm or abuse. If a staff member experiences any form of harassing, assaulting or battering by a student, parent or guardian of a student, or by another employee, that staff member is expected to report the incident to his or her immediate supervisor. The district will cooperate with the criminal investigation and/or prosecution of a student, parent, or guardian accused of harassing, assaulting or battering a school district employee.

Freedom of Information Act

The District's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act ("FOIA"), and the District's FOIA Administrative Procedures. The District maintains and makes available for inspection a reasonably current list of the types and categories of records under its control, as well as those documents that are immediately available upon request.

Requests to inspect and/or copy the District's public records must be submitted in writing and directed to Dr. William Schmidt, Assistant Superintendent for Human Resources. Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a

commercial purpose, as defined in FOIA and the District's FOIA Administrative Procedures, the request is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.

Categories of the District's Public Records

(as required by 5 ILCS 140/5)

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

List of Documents or Categories of Records that the District Shall Immediately Disclose Upon Request

(as required by 5 ILCS 140/3.5(a))

- Board of Education policies
- Minutes of Board of Education meetings open to the public
- Labor Agreements

Fee Schedule for FOIA Requests

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined in FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.
- Thereafter, a fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy.
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records.
- Color Copies (8 ½ x 11) \$0.25 per page

The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.

- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District adheres to Board policies 6000 ([Educational Philosophy and Objectives](#)) and 6400 ([Curriculum Development](#)).

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such

information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

Read more: [Board Policy 5605: Use of Educational Technologies; Student Data Privacy and Security](#)

Publications

School Sponsored Publications and Websites

School-sponsored publications, productions and web sites 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.

Non-school Sponsored Publications Accessed or Distributed on Campus

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.

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 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.

Read more: [Board Policy 5350: Publications](#)

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School Board's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Pesticides

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents, guardians, school employees, and community members at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

In addition to the 48 hour notice, Woodridge School District 68 seeks to establish a registry of people who wish to be notified. To be included in this registry, please submit a written request to Alex Gliwa, Director of Buildings and Grounds, Woodridge School District 68, 7925 Janes Avenue, Woodridge, IL 60517. Any other questions you may have regarding the District’s pest management practices may also be directed to Alex Gliwa at 630-795-6825 or facilities@woodridge68.org.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or

- Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use*
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Woodridge School District 68 has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. District 68 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Woodridge School District will make this notification to parents at the beginning of the school year if the District has identified specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Woodridge School District to notify and obtain consent or allow parents and guardians to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Sex Offender Registration Act

The Illinois Sex Offender Registration Act and Child Murderer Community Notification Law authorizes the release of names, addresses, and offenses committed by registered child sex offenders. Parents may obtain this information from their local police department or sheriff’s office. Information is also available at www.isp.illinois.gov/sor.

Surveys of Private Information

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g., Title I remedial reading) are not required to divulge in a survey, analysis, or evaluation of any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sexual behavior and attitudes; (4) illegal, antisocial, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

Students Records/Family Educational Rights and Privacy Act

Notification of Rights of Parents and Students

The rules and regulations administering the Illinois School Student Records Act establish guidelines for the release and placement of information into a student's record. Listed below are key provisions of the Act and an indication of the rights granted to parents and students. Please feel free to contact the principal of your local school, should you have any questions regarding student records. The principal is the official records custodian of each school.

The District will maintain two sets of school records for each student: a permanent record and a temporary record. The *permanent* record shall include:

- basic identifying information
- unique student identifier assigned by the Student Information System
- academic transcripts and grades
- grade level achieved
- attendance record
- class rank
- graduation date
- accident and health reports
- information pertaining to release of this record

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. When a student transfers in or out of the district, both Permanent and Temporary Records should be requested or sent to a new school.

The *temporary* record shall include:

- family background
- intelligence and aptitude scores
- psychological reports
- achievement test results
- state assessment tests
- participation in extracurricular activities
- honors and awards
- disciplinary information
- special education files
- biometric information
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) including any final reporting received from a Child Protective Service Unit.
- information pertaining to release of this record
- completed home language survey
- information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. *The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.*
 - Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.10 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).
2. *The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.*

- Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. *The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.*
- Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.
 - Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or

parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. *The right to a copy of any school student record proposed to be destroyed or deleted.*
 - Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. *The right to prohibit the release of directory information concerning the parent's/guardian's child.*
 - Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - grade level
 - academic awards, degrees, and honors
 - information in relation to school-sponsored activities, organizations, and athletics
 - major field of study
 - period of attendance in school
 - photos, videos, images
 - Any parent, guardian, or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent, guardian, or eligible student are specifically informed otherwise.
6. *The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State Law.*
7. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*
 - The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

Parents Right to Know

In accordance with Elementary and Secondary Education Act (ESEA) Section 1111(h)(6), Parents Right-to-Know, every parent of a student in a Title I school has the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

School Visitation Rights Act

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school.

Eligible Employees

For the purposes of this Act, "employee" means a person who performs services for hire for an employer for:

1. at least 6 consecutive months immediately preceding a request for leave under this Act; and
2. an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

School conference and activity leave

An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Nothing in this Act requires that the leave be paid.

For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The

State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

Employee rights

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

An employer may not terminate an employee for an absence from work if the absence is due solely to the employee's attendance at a school conference, behavioral meeting, or academic meeting, as provided in Section 15.

Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Legal Reference: 820 ILCS 147/, amended by P.A. 101-486



WOODRIDGE
SCHOOL DISTRICT 68

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