

**ELMHURST COMMUNITY UNIT SCHOOL DISTRICT 205**  
**BOARD OF EDUCATION POLICY MANUAL**  
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## **Instruction**

### **Educational Philosophy and Objectives**

The basic purpose of the curriculum shall be to provide a comprehensive learning experience that actively engages and challenges each student to be a continuing learner who makes responsible choices and interacts with society in a constructive manner. The objectives shall be to:

1. Provide learning opportunities for students with diverse needs while at the same time maintaining high standards.
2. Develop core of knowledge, a range of ideas and the application of skills in a context meaningful to each student.
3. Engage each student through modes of instruction that include technology.
4. Encourage each student to develop a depth of knowledge through intensive study in areas of interest.
5. Engage each student in learning experiences that promote curiosity and foster a desire to pursue the experience beyond the school day and the school walls.
6. Exercise important democratic ideas, problem-solving skills, and critical thinking skills that will help students make responsible decisions for themselves and the community.
7. Establish high standards of achievement and monitor each student's progress toward those standards using ongoing, multiple assessments.
8. Use ongoing, multiple evaluation techniques to determine program effectiveness and to direct program improvement.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Administrative Goals and Objectives),  
6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: February 22, 2011

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois Board of Education (IASB) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's process for continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and §5/27-1.23 Ill.Admin.Code §§1.10, 1.20, and 1.30.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: February 22, 2011

REVISED: November 24, 2015  
June 14, 2016  
February 28, 2017

## Instruction

### School Year Calendar and Day

#### School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 177 days of actual student attendance.

#### Commemorative Holidays

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

#### School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/180-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions)

ADOPTED: February 22, 2011

REVISED: March 24, 2015 (Legal Reference Only)

## **Instruction**

### **Organization of Instruction**

The School District has instructional levels for grades Pre-K through 12. The Superintendent shall annually present to the Board of Education a plan for organizing instructional levels and assigning them to school facilities in order to:

1. Support the District's educational program,
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups that do not necessarily follow grade level designations. The students shall be placed into class groups for instructional purposes on the basis of: purpose and content of the course materials; educational objectives; proficiency, or grade level. All groupings shall be flexible and provisions shall be made for altering student groups because of changing learning situations, available resources, learning research, staff availability or individual student needs. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

LEGAL REF.: 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18.  
23 Ill.Admin.Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: February 22, 2011

## Instruction

### Curriculum Development

#### Adoption

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the Illinois State Learning Standards and any District learning standards as well as applicable Common Core Standards, National learning standards and college readiness standards.

The Superintendent shall develop subject area curriculum guides.

#### Curriculum Guides and Course Outlines

The Superintendent shall develop subject area curriculum guides.

#### Development

The Superintendent or designee shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent or designee shall report to the Board, as appropriate, the curriculum review program's efforts.

#### Educational Programs and Pilot Projects

The Superintendent may recommend educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

LEGAL REF.: 34 C.F.R. Part 106.  
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Language Learners), 6:170 (Title I Programs), 7:15 (Student and Family Privacy Rights)

ADOPTED: February 22, 2011

## **Instruction**

### **School Wellness**

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

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

### **Goals for Nutrition Education and Nutrition Promotion**

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- All students will be required to engage in a daily physical education course, unless otherwise exempted. . See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

### **Nutrition Guidelines for Foods Available During the School Day: Marketing Prohibited**

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with the Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive* foods, as defined by the (USDA), in the food service areas during meal periods;
2. Comply with ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.



*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g. brown bag lunches, foods for classroom parties, school celebrations, and reward incentives

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

#### ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Monitoring

At least every three years The Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and update of the school wellness policy from community members, including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications to and From the Board* and/or the Community Engagement subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub.L 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1758.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub.L 111-296.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
Local Records Act, 50 ILCS 205/  
105 ILCS 5/2-3.139.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE’s “School Wellness Policy” Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240  
(Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development  
Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical  
Education), 8:10 (Connections with the Community)

ADOPTED: February 22, 2011

REVISED: April 24, 2012  
June 14, 2016  
February 28, 2017  
February 27, 2018

## **Instruction**

### **Curriculum Content**

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for students entering the 9<sup>th</sup> grade in the fall of 2016 and each year after it one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include (a) classroom instruction on distracted driving as a major traffic safety issue and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a

healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *High School Credit for Alternative Courses and Programs, and Non-district Experiences; Course Substitution; Re-Entering Students* and 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting, savings, and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
Public Law 108-447, Section 111 of Division J.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-13.3, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks, 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

ADOPTED: February 22, 2011

REVISED: December 18, 2012 (legal reference only)  
March 25, 2014  
March 24, 2015  
June 14, 2016  
February 28, 2017  
September 25, 2018

## **Instruction**

### **Student Social and Emotional Development**

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students;
4. Partner with families and the community to promote students' social and emotional development; and

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/1 et seq.

CROSS REF.: 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services)

ADOPTED: February 22, 2011

## **Instruction**

### **Teaching About Religions**

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School District of Abington Twp v. Schempp, 374 U.S. 203 (1963).  
Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573, (1989).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED: February 22, 2011  
February 27, 2018

## **Instruction**

### **Teaching About Controversial Issues**

Discussion of controversial issues should be age-appropriate, serve an educational purpose, be consistent with the curriculum, and present a balanced view. If outside speakers are used and they present only one side of an issue, it shall be the responsibility of the teacher or other approved speaker to provide objectivity and a balanced point of view for students. Views should be respectfully expressed and respectful of the rights and opinions of others. Any type of personal criticism and hurtful sarcasm should not be used, nor profanity or slander.

While teachers may express personal views during the period of discussion and study, they shall act ethically and shall not inappropriately advocate for or force their views on the students. However, the opportunity to study controversial issues does not constitute endorsement of either side of an issue by the District.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED: February 22, 2011

REVISED: September 25, 2018



## **Instruction**

### **Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

#### **Animal Experiments**

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

#### **Animal Dissection**

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Students who object to performing, participating in, or observing the dissection of animals will participate in alternative instructional programs which shall be arranged by the classroom teacher, with the Building Principal's approval.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: February 22, 2011

REVISED: August 16, 2011  
February 28, 2017

## Instruction

### Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
 Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.  
 Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794.  
 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
 23 Ill.Admin.Code Part 226.  
 34 C.F.R. §300

CROSS REF.: 2:150 (Committees), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: February 22, 2011

REVISED: September 24, 2013 (legal reference only)  
 September 25, 2018

## **Instruction**

### **Program for the Gifted**

To the extent possible within available resources, all gifted and talented students shall have an opportunity to participate in appropriate educational programs.

The administration shall provide and implement a gifted program including procedures and guidelines for early identification, educational programs with K-12 placement criteria and appropriate staff development. Periodic reports shall be submitted to the Board of Education and a District-wide plan maintained, dependent on available local and State funding.

LEGAL REF.: 105 ILCS 5/14A-5 et seq.

CROSS REF: 6:135 (Accelerated Placement Program)

ADOPTED: February 22, 2011

REVISED: September 25, 2018 (Cross Reference Only)

## Instruction

### Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Ill. Education for Homeless Children Act, 105 ILCS 45.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: February 22, 2011

REVISED: November 24, 2015  
February 28, 2017

## Instruction

### Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

### Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.  
20 U.S.C. §6391 et seq.  
34 C.F.R. §200.80 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: February 22, 2011

REVISED: July 17, 2012 (Legal Reference Only)  
February 28, 2017

## Instruction

### Home and Hospital Instruction

A student who is absent from school or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home/ and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

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

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, and 5/18-4.5.  
23 Ill.Admin.Code §§1.520.1 610 and 226.300.

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

ADOPTED: February 22, 2011

REVISED: August 16, 2011  
January 24, 2012  
October 28, 2014  
February 27, 2018

## Instruction

### English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318–~~6319~~ and 6801.  
20 U.S.C. §6801 et seq.  
34 C.F.R. Part 200.  
105 ILCS 5/14C-1 et seq.  
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: February 22, 2011

REVISED: August 16, 2011  
June 14, 2016  
February 28, 2017



## **Instruction**

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### **Title I Parent and Family Engagement**

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

#### **District-Level Parent and Family Engagement Compact**

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### **School-Level Parent and Family Engagement Compact**

Each Building Principal or designee shall develop a School-Level Parent Involvement and Family Engagement Compact according to Title I requirements. This School-Level and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Language Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: February 22, 2011  
February 28, 2017

## **Instruction**

### **Extracurricular and Co-Curricular Activities**

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. "Co-curricular activity" refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. "Extracurricular activity" refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it may include competitive interscholastic activities and clubs.

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

### **Academic Criteria for Participation**

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements (doing passing work in at least 20 credit hours of high school work per week). Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access); 8:20 (Community Use of School Facilities)

ADOPTED: February 22, 2011

REVISED: August 16, 2011  
September 24, 2013 (cross reference only)

## **Instruction**

### **Instructional Materials**

All District classrooms and learning centers should be equipped with a wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide comparable quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught.

All media materials, including but not limited to movies, video clips, photographs, audio clips, and Internet web content, must be age-appropriate and must be used in accordance with Copyright laws and/or Terms of Use.” Additionally, movies and video clips rated PG-13 or higher shall not be shown in preschool through grade 8. Movies and video clips rated X or NC-17 and films unrated by the MPAA shall not be shown to any students under any circumstances. The use of other (PG Early Childhood through grade 8, R grades 9-12) commercial films and video clips, or the use of any material that may be unsuitable in terms of theme, violence, nudity, sensuality, language, drug use, adult activities or other elements, in District classrooms shall be subject to building-level Principal approval, parental notification and opt-out procedures.

### **Instructional Materials Selection and Adoption**

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation.

Upon the recommendation of the Superintendent, the Board shall receive and place on public display for no less than thirty days all instructional materials presented for consideration of adoption. Appropriate public notification shall be made and the materials made available in a location convenient for inspection by interested citizens to express their concerns, suggestions or complaints on the materials displayed for public review.

LEGAL REF.: 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:80 (Gifts to the District)

ADOPTED: February 22, 2011

REVISED: September 25, 2018

## **Instruction**

### **Library Media Program**

There shall be a Library Resource Center in each school equipped with learning resource materials for students and teaching resources. The Centers shall include multi-media learning materials and equipment that will enrich and support the curriculum, taking into consideration the varied interests, diverse learning skills and the maturity levels of the students served and staff recommendations.

LEGAL REF.: 23 Ill.Admin.Code §1.420(o).

CROSS REF.: 6:60 (Curriculum Content), 6:170 (Title I Programs), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

ADOPTED: February 22, 2011

## Instruction

### Access to the District Network and Technology

“District Network and Technology” includes the District’s electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, servers, and storage systems; reprographic equipment, such as printers, photocopiers, scanners, and facsimile machines; and infrastructure for oral, visual, and written electronic communication, including telecommunications systems, electronic mail, text messaging, instant messaging, and chat programs. The District Network and Technology also includes technology owned or licensed by the District or provided by the District for use by its employees or students, including technology issued to students and/or employees (i.e., a “one-to-one” program), and District and District-authorized webpages, online systems, software applications, research databases, and social media websites. If a user accesses the District Network and Technology, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of District Network and Technology that is covered by this policy. The District Network and Technology is a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Superintendent or his/her designee shall develop an implementation plan for this policy, appoint system administrator(s), and develop an administrative procedure for the expectations set forth in this policy. All users of the District Network and Technology must sign an *Authorization* form, to be developed by the Superintendent or his/her designee.

The District Network and Technology are part of the curriculum and are not public forums for general use. The District is not responsible for any information that may be lost or damaged, or become unavailable when using the District Network and Technology, or for any information that is retrieved or transmitted via the Internet through the District Network and Technology. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from user access to the Internet through the District Network and Technology.

### Curriculum Use and Appropriate Online Behavior – Staff

The use of the District Network and Technology by staff shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum.

As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including (1) interacting with other individuals on social networking websites and when using other methods of electronic communication, and (2) cyber-bullying awareness and response. Staff will abide by Board policy 5:125, *Electronic Media; Usage and Conduct*, when acting as a representative of the District.

### Acceptable Use – All Users

Use of the District Network and Technology is a privilege, not a right. The District Network and Technology are to be used to support education and/or research or for other school-related purposes, unless specific written approval is obtained prior to use for other purposes. The Superintendent may



permit use of the District Network and Technology for incidental personal use, such as checking personal e-mail correspondence, in related administrative procedures, but only to the extent that such use does not occur during instructional or working times, does not interfere with instruction or District operations, and does not violate any District policies or procedures.

All users of the District Network and Technology, including those who access the Internet through the Network and Technology, shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto or accessed through the District Network and Technology.

#### Internet Safety

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. Information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2. The accuracy or suitability of any information that is retrieved through the District Network and Technology;
3. Breaches of confidentiality; or
4. Defamatory material.

Each computer owned or operated by or for the District with Internet access shall be subject to technology protection measures to the extent practical to protect against Internet access by both adults and minors to visual depictions and other content that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law or as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior written permission from the Superintendent or his/her designee for such use.

The Superintendent or his/her designee shall include measures in this policy's implementation plan to address the following for the District Network and Technology:

1. Provide for staff supervision of student access to the Internet;
2. Undertake methods intended to restrict student access to inappropriate matter and/or harmful materials;
3. Provide for student and staff privacy, safety, and security when using direct electronic communications;
4. Undertake methods intended to restrict unauthorized access, including "hacking" and other unlawful activities; and
5. Undertake methods intended to restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

The District cannot guarantee, however, that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

#### Administrative Procedures and Authorization for District Network and Technology Access

The District's administrative procedures regarding use of electronic networks shall contain the appropriate uses, ethics, and protocol for use of the District Network and Technology. The failure of any

student or staff member to follow the terms of this policy and the related administrative procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Each student, or for minors, his or her parent(s)/guardian(s), must sign a related *Authorization* before the student is granted unsupervised use of the District Network and Technology. All other users, including staff members and parents/community members, must sign the *Authorization* as a condition for using or accessing the District Network and Technology. Even if no *Authorization* is signed, users shall have no expectation of privacy in any material that is stored, transmitted, or received via the District Network and Technology. Users also agree by use that the District may monitor and/or read electronic communications and downloaded material, including files deleted from a user's account but not erased from the District Network and Technology.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.  
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:125 (Electronic Media; Usage and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:15 (Student and Family Privacy Rights), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: February 22, 2011

REVISED: March 20, 2012  
July 17, 2012  
November 24, 2015

## **Instruction**

### **Field Trips and Recreational Class Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. All overnight trips must have the prior approval of the Superintendent. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a transportation fee set by the Superintendent or designee may be charged to help defray the costs.

Parents/guardians of students are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for fee waivers under Board policy 4:140, *Waiver of Student*. No student will participate without parental consent. Any field trip may be cancelled without notice due to an unforeseen event or condition. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

### **Recreational Class Trips**

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips.

### **Educational Tours**

Generally, an educational tour occurs outside regular school hours or on non-school days and is a trip designed to supplement a particular course of instruction or program, but is not a required or integral part of the course or program.

Educational tours may be sponsored by the District only with the written approval of the Superintendent. Further, prior to approval of any tour, the Superintendent shall ascertain that the tour is covered by the District's regular insurance program. If the tour is not so covered, the Superintendent shall obtain appropriate liability insurance to cover the District and its Board Members, employees and agents.

Any tour or trip, other than an approved field trip, which does not have the written approval of the Superintendent, shall not be considered school sponsored. District personnel and students associated with a tour or trip which has not been approved in writing by the Superintendent shall not, in any manner, use any District accounts, facilities or property in connection with the trip or tour, or represent that the trip or tour is associated with the District or any of its schools.

No expenditure of District funds shall be permitted in connection with any educational tour unless such expenditure is permitted by State regulations and approved by the Board of Education. District personnel and students intending to participate in a tour shall give evidence satisfactory to the Superintendent of the insurance coverage required by the State.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

ADOPTED: February 22, 2011

REVISED: December 18, 2012  
September 24, 2013  
September 25, 2018

## Instruction

### Community Resource Persons and Volunteers

The Board of Education 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.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notification* including establishing procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in Policy #5:90 – *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
 720 ILCS 5/12C-50.1, Failure to Report Hazing.  
 730 ILCS 150/1 et seq. Sex Offender Registration Act.  
 730 ILCS 152/101 et seq. Sex Offender Community Notification Law  
 730 ILCS 154/75 et seq. Murderer and Violent Offender Against Youth  
 Community Notification Law.  
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth  
 Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications),  
 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications),  
 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: February 22, 2011  
 REVISED: March 25, 2014  
 September 25, 2018

## **Instruction**

### **Assemblies and Ceremonies**

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).  
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).  
Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992),  
*reh'g denied*, 983 F.2d 234 (5th Cir., 1992) and *cert. denied*, 113 S.Ct. 2950  
(1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

ADOPTED: February 22, 2011

## **Instruction**

### **Complaints About Curriculum, Instructional Materials, and Programs**

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.

CROSS REF.: 2:260 (Uniform Grievance Procedure)

ADOPTED: February 22, 2011

## **Instruction**

### **Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

The guidance program will be age appropriate and assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §§1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development),  
6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted),  
7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of  
Students), 7:250 (Student Support Services)

ADOPTED: February 22, 2011



## **Instruction**

### **Grading and Promotion**

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians.

#### **Grading**

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Should a grade change be made, the administrator making the change must sign the changed record.

The loss of instructional time and the inability to make up missed assignments or examinations may impact a student's grade; but in no cases shall grades earned by the student, prior to or subsequent to a suspension, be reduced because of the suspension.

#### **Weighted Grades**

Weighted grades may be given in selected courses which are more academically demanding than regular classes because the concepts covered are much more challenging and are studied in greater depth. Such courses shall be offered to encourage students to attempt more difficult course work and to ensure that the instructional needs of all students are met.

#### **Promotion**

The Superintendent shall develop guidelines to determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the required Illinois State Assessment, and/or other assessments. The Superintendent shall develop guidelines to be followed when retention is considered, as well as plans for remediation. The decision for promotion/retention rests with the Building Principal. Students who do not qualify for promotion to the next higher grade level shall be provided remedial assistance and retained in the grade. A student shall not be promoted based upon age or any other social reason not related to academic performance.

The Board of Education delegates to the Administration the final authority to determine if students are qualified for promotion to the next high grade level. If a student's parents do not agree with the school administrator's determination regarding the student's qualification for promotion, they may request a meeting with the Building Principal. If the parents and guardians still are not satisfied after the meeting with the Principal, they may put their concerns in writing to the Superintendent, who shall respond in writing.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 6:340 (Student Testing and Assessment Program)

ADOPTED: February 22, 2011

REVISED: April 24, 2012 (Legal Reference Only); March 24, 2015

## **Instruction**

### **Homework**

The Superintendent or designee shall develop procedures for the assignment of homework. The procedures shall include criteria for assignment, make-up provisions and early or advance assignments for approved absences.

ADOPTED: February 22, 2011

**Instruction**

**Graduation Requirements**

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

1. Completing all District graduation requirements that are in addition to the State requirements. Students in graduating classes through 2017 must obtain 44.5 credits in order to graduate. Students in graduating classes beginning 2018 must obtain 45.5 credits in order to graduate.

**Required Courses**

<b>Course</b>	<b>Credits for graduating classes until 2017</b>	<b>Credits for graduating classes starting 2018</b>
English	8	8
Mathematics	6	6
Science	4	6
Social studies	6	6
World Language/Fine Arts	1	1
P.E./Health	4.5	4.5
Business, Food and Consumer Science, Industrial Technology	1	1
Consumer Education	1 *	1 *
Computer Literacy	1	0
Electives	12	12
<b>Total Required Credits</b>	<b>44.5</b>	<b>45.5</b>

\* Requirements may be completed through fulfillment of any of the following: Consumer Education, HERO, ME, Home Consumer Management, Introduction to Business, Business Math, Introduction to Family and Consumer Science, Economics, AP Microeconomics or AP Macroeconomics.

2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c)

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardians(s) are on active military duty. This includes making

reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.

5. Taking all other actions needed or necessary to implement this policy.

### Early Graduation

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

### Certificate of Completion

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

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools),

ADOPTED: February 22, 2011

REVISED: January 24, 2012  
December 17, 2013  
March 24, 2015  
June 14, 2016  
February 27, 2018

## **Instruction**

### **Credit for Alternative Courses and Programs, and Course Substitutions**

The Superintendent or designee will develop procedures to allow for a student to enroll for other course credit.

#### **Other Course Credit**

A student may receive high school credit for work completed. Up to a maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation provided the student assumes responsibility for all fees and the Superintendent or designee approves the course in advance.

#### **Substitutions for Physical Education, Adapted Physical Education and Other Required Courses**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the District.

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

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade).

A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/Plan (IEP)

A student who is eligible for special education may be excused from physical education courses if when:

1. He or she is in grades 3-12 and his or her IEP requires that special education support and services be provided during physical education time, and the student's parent/guardian agrees or the IEP team makes the determination;

2. He or she has an IEP and is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.  
23 Ill.Admin.Code §§1.420(p), 1.440(j), and 4.450(c).

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

ADOPTED: February 22, 2011

REVISED: March 25, 2014  
February 26, 2019

## **Instruction**

### **High School Credit for Students in Grade 7 or 8**

The Superintendent or designee 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 grade 7 and 8 may enroll in a course required for a high school diploma when the course is offered by the high school that the elementary student would attend and either of the following is satisfied: (1) the student participates in the course at the high school and the elementary student's enrollment in the course would not prevent a high school student from being able to enroll or (2) the student participates in the course where the student attends school as long as the course is taught by a teacher who holds a professional educator license with an endorsement for the grade level and content area of the course.

A student who successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average.

LEGAL REF.: 105 ILCS 5/10-22.10 and 5/27-22.10.  
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering students), 6:320 (High School Credit or Proficiency)

ADOPTED: June 14, 2016

## **Instruction**

### **High School Credit for Proficiency**

#### Proficiency Credits

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

Proficiency credit will be offered in the following subject areas:

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

*Computer Literacy* - In order to receive credit, a student in graduating classes through 2017 must pass the Computer Literacy Proficiency Test developed by District 205. A student in grades 9 through 12 is eligible to take the proficiency examination once per year. Starting with the 2018 graduating class this requirement is no longer applicable.

*Other proficiency testing* - Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

LEGAL REF.: 105 ILCS, 5/10-22.43, 5/10-22.43a, 5/27-22, and 5/27-24.3.  
23 Ill.Admin.Code §1.460.

CROSS REF.: 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:315 (High School Credit for Students in Grade 7 or 8)

ADOPTED: February 22, 2011

REVISED: December 17, 2013  
June 14, 2016



## **Instruction**

### **Achievement and Awards**

#### Grade Point Average, Class Rank, and Class Honor Roll

The Superintendent shall maintain a uniform process for secondary schools to calculate, on at least a yearly basis, each student's grade point average and class rank, as well as an honor roll for each class.

Class rank will be calculated but not published. Rank will be available for any student, during any year, under very specific circumstances including scholarship and university applications which require a class rank.

#### Awards and Honors

The Superintendent shall maintain a uniform process for presenting awards and honors for outstanding scholarship, achievement, and/or distinguished service in school activities in such a way as to minimize bias and promote fairness. The Superintendent shall supervise the selection of the recipient(s).

All donations for awards, honors, and scholarships must receive the Board of Education's prior approval.

ADOPTED: February 22, 2011

## Instruction

### Student Testing and Assessment Program

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

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

1. Administers the State assessment system known as the Partnership for Assessment of Readiness for College and Careers (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student and his or her student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

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

Test results shall be recorded in the student's temporary school record and are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.  
Illinois School Student Records Act, 105 ILCS 10/  
ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records), 8:95 (Parental Involvement)

ADOPTED: February 22, 2011

REVISED: March 24, 2015  
February 28, 2017  
December 12, 2017 (Legal Reference Only)