

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 1 – SPECIAL EDUCATION DISTRICT ORGANIZATION**

1:10	District Legal Status
1:20	District Organization, Operations and Cooperative Agreements
1:24	Membership
1:30	Mission Statement

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 2A - GOVERNING BOARD**

Governing Board

2:10	District Governance
2:20	Powers and Duties of the Governing Board; Indemnification
2:24	Board Meeting Procedures
2:26	Governing Board Organizational Meeting
2:32	Governing Board Officers and Duties
2:34	<b>OPEN</b>
2:36	Executive Board Relations
2:38	Governing Board Delegation of Authority to the Executive Board
2:40	Executive Board Member Removal from Office
2:42	Governing Board Committees
2:52	Governing Board Meetings Rules of Order Special Meetings Closed Meetings Public Participation Governing Board Teleconferencing
2:54	Governing Board Minutes
2:80	Governing Board Member Code of Conduct
2:100	Governing Board Member Conflict of Interest
2:105	Ethics and Gift Ban
2:130	Governing Board/Superintendent Relationship

NOTE: For the purposes of this Section, “Board” refers to Governing Board; “Member Districts” refers to the school districts that SEDOL services.

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 2B - EXECUTIVE BOARD GOVERNANCE AND OPERATIONS**

Executive Board Governance

- 2:55 Executive Board Operational Goals
- 2:56 Executive Board Structure
- 2:58 Governing Board Delegation of Authority to the Executive Board
  - 2:58-E1 Exhibit – Waiver and Modification Request Resource Guide

Executive Board Members

- 2:61 Executive Board Appointment
- 2:62 Executive Board Member Qualifications
- 2:64 Board Member Oath of Office
- 2:70 Vacancies and Unexpired Term Fulfillment
- 2:81 Executive Board Member Code of Conduct
- 2:90 **OPEN**
- 2:101 Executive Board Member Conflict of Interest
- 2:106 Ethics and Gift Ban
- 2:110 Qualifications, Term and Duties of Board Officers
- 2:120 Executive Board Member Development
  - 2:120-E2 Exhibit – Website Listing of Development and Training Completed by Board Members
- 2:125 Executive Board Member Expenses
  - 2:125-E1 Exhibit – Board Member Expense Reimbursement Form
  - 2:125-E2 Exhibit – Board Member Estimated Expense Approval Form
  - 2:125-E3 Exhibit – Resolution to Regulate Expense Reimbursements

Executive Board Relationships

- 2:131 Executive Board/Superintendent Relationship
- 2:140 Communications to and from the Executive Board
  - 2:140-E Exhibit – Guidance for Board Member Communications, Including Email Use
- 2:150 Committees
  - 2:150-AP Procedure – Superintendent Committees
- 2:152 Consultants to the Executive Board
- 2:160 Board Attorney

- 2:160-E Exhibit – Checklist for Selecting a Board Attorney
- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
  - 2:170-AP Procedure – Qualification Based Selection
- 2:180 **OPEN**

#### Executive Board Meetings

- 2:190 Notification of Executive Board Meetings
- 2:200 Types of Executive Board Meetings
  - 2:200-AP Procedure – Types of Executive Board Meetings
- 2:210 Executive Board Organizational Meeting
- 2:220 Executive Board Meeting Procedure
  - 2:220-E1 Exhibit – Board Treatment of Closed Meeting Verbatim Recordings and Minutes
  - 2:220-E2 Exhibit – Motion to Adjourn to Closed Meeting
  - 2:220-E3 Exhibit – Closed Meeting Minutes
  - 2:220-E4 Exhibit – Open Meeting Minutes
  - 2:220-E5 Exhibit – Semi-Annual Review of Closed Meeting Minutes
  - 2:220-E6 Exhibit – Log of Closed Meeting Minutes
  - 2:220-E7 Exhibit – Access to Closed Meeting Minutes and Verbatim Recordings
  - 2:220-E8 Exhibit – School Board Records Maintenance Requirements and FAQs
- 2:222-SO Special Procedures for Conducting Hearings
- 2:230 Public Participation at Executive Board Meetings and Petitions to the Board

#### Executive Board Policy

- 2:240 Executive Board Policy Development
  - 2:240-E1 Exhibit - PRESS Issue Updates
  - 2:240-E2 Exhibit - Developing Local Policy
  - 2:240-E3 **OPEN**

#### Board Records

- 2:250 Access to District's Public Records
  - 2:250-AP1 Procedure – Access to and Copying of District Public Records
  - 2:250-AP2 Procedure – Protocols for Record Preservation and Development of Retention Schedules
  - 2:250-E1 Exhibit – Written Request for District Public Records
  - 2:250-E2 Exhibit – Immediately Available District Public Records and Web-Posted Reports and Records
  - 2:250-E3 Exhibit – Recurrent Requester Notification

Uniform Grievance Procedure

2:260 Uniform Grievance Procedure

2:260-AP1 Procedure – Guidelines for Investigating Complaints and Allegations of  
Misconduct

2:260-AP2 Procedure – Nondiscrimination Coordinator and Complaint Manager

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 3 - GENERAL DISTRICT ADMINISTRATION**

3:10	Goals and Objectives
3:20	<b>OPEN</b>
3:30	Line and Staff Relations
3:30-E	Exhibit – Organizational Chart
3:40	Superintendent
3:40-E	Exhibit – Checklist for the Superintendent Employment Contract Negotiation Process
3:50	Administrative Personnel Other Than the Superintendent
3:60	Administrative Responsibility of the Building Principal and Supervisor
3:60-E	Exhibit – Reporting Requirements for Building Principals Concerning School Safety and Security
3:70	Succession of Authority
3:70-AP	Administrative Procedure – Succession Plan

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 4 - OPERATIONAL SERVICES**

4:10	Fiscal and Business Management
4:15	Identity Protection
4:15-AP	Administrative Procedure – Protecting the Privacy of Social Security Numbers
4:15-E1	Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2	Statement of Purpose for Collecting Social Security Numbers
4:15-E3	Statement for Employee Manual or District Website Describing the District’s Purpose for Collecting Social Security Numbers
4:20	Fund Balances
4:30	Revenue and Investments
4:40	<b>Reserved</b> (Incurring Debt)
4:45	Insufficient Fund Checks and Debt Recovery
4:45-AP1	Administrative Procedure – Insufficient Fund Checks
4:45-AP2	Administrative Procedure – Local Debt Recovery Program Implementation Procedures
4:45-E1	Exhibit – Cover Page Documenting the Process to Seek Offset from the Office of the Comptroller
4:45-E2	Exhibit – Notice of Claim and Intent to Seek Debt Recovery, Challenge, and Response to Challenge
4:50	Payment Procedures
4:50-E	Board Approved Payables
4:55	Use of Credit and Procurement Cards
4:55-AP	Administrative Procedure – Controls for the Use of District Credit and Procurement Cards
4:55-E	Exhibit – Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
4:60	Purchases and Contracts
4:60-AP1	Administrative Procedure – Purchases
4:60-AP2	Administrative Procedure – Third Party Non-Instructional Contracts
4:60-AP3	Administrative Procedure – Criminal History Records Check of Contractor Employees
4:60-E	Exhibit – Notice to Contractor
4:70	Resource Conservation
4:70-AP	Administrative Procedure – Resource Conservation

- 4:80        Accounting and Audits
  - 4:80-AP1 Administrative Procedure – Checklist for Internal Controls
  - 4:80-AP2 Administrative Procedure – Fraud, Waste, and Abuse Awareness Program
- 4:90        Activity Funds
- 4:100      Insurance Management
- 4:110      Transportation
  - 4:110-AP1 Administrative Procedure – School Bus Post-Accident Checklist
  - 4:110-AP2 Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments
  - 4:110-AP3 Administrative Procedure – School Bus Safety Rules
  - 4:110-E    Exhibit – Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- 4:120      Food Services
  - 4:120-AP Administrative Procedure – Food Services; Competitive Foods; Exemptions
- 4:130      Free and Reduced-Price Food Services
- 4:140      Waiver of Student Fees
  - 4:140-AP Administrative Procedure – Fines, Fees, and Charges – Waiver of Student Fees
  - 4:140-E1 Exhibit – Application for Fee Waiver
  - 4:140-E2 Exhibit – Response to Application for Fee Waiver, Appeal, and Response to Appeal
- 4:150      Facilities Management and Building Programs
- 4:152      SEDOL Classroom Defined
- 4:160      Environmental Quality of Buildings and Grounds
  - 4:160-AP Administrative Procedure – Environmental Quality of Buildings and Grounds
- 4:170      Safety
  - 4:170-AP1 Administrative Procedure – Comprehensive Safety and Security Plan
    - 4:170-AP1-E1 Exhibit – Accident or Injury Form
    - 4:170-AP1-E2 Memo to Staff Members Regarding Contact by Media About a Crisis
  - 4:170-AP2 Administrative Procedure – Routine Communications Concerning Safety and Security
    - 4:170-AP2-E1 Exhibit – Letter to Parents/Guardians Regarding Student Safety
    - 4:170-AP2-E2 Exhibit – Letter to Parents/Guardians Regarding Educational Programs About the Dangers of Underage Drinking
    - 4:170-AP2-E3 Exhibit – Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
    - 4:170-AP2-E4 Exhibit – Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
  - 4:170-AP3 **OPEN**



- 4:170-AP4 Administrative Procedure – National Terrorism Advisory System
- 4:170-AP5 Administrative Procedure – Unsafe School Choice Option
- 4:170-AP6 Administrative Procedure – Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
- 4:170-AP6-E1 Exhibit – School Staff AED Notification Letter
- 4:170-AP6-E2 Exhibit – Notification to Staff and Parents/Guardians of CPR and AED Video
- 4:170-AP6-E3-SO SEDOL AED Program
- 4:170-AP7 Administrative Procedure – Targeted School Violence Prevention Program
- 4:170-AP7-E1 Exhibit – Threat Assessment Decision Tree
- 4:170-AP7-E2 Exhibit – Threat Assessment Documentation and Response
- 4:170-AP7-E3 Exhibit – Targeted School Violence Prevention and Threat Assessment Education
- 4:170-AP8 **Reserved** (Administrative Procedure – Movable Soccer Goal Safety)
- 4:170-AP9-SO Administrative Procedure – SEDOL Cell Phone Usage
- 4:170-AP10-SO Administrative Procedure – SEDOL Pond (Not finalized; not on SEDOL website)
- 4:175 Convicted Child Sex Offender; Screening; Notifications
  - 4:175-AP1 Administrative Procedure – Criminal Offender Notification Laws; Screening
  - 4:175-AP1-E1 Exhibit – Informing Parents/Guardians About Offender Community Notification Laws
- 4:180 **Reserved** (Pandemic Preparedness)
  - 4:180-AP1 **Reserved** (Administrative Procedure – School Action Steps for Pandemic Influenza)
  - 4:180-AP2 **Reserved** (Administrative Procedure – Pandemic Influenza Surveillance and Reporting)

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 5 - PERSONNEL**

General Personnel

- 5:08-SO Personnel Policies Goals
- 5:10 Equal Employment Opportunity and Minority Recruitment
  - 5:10-AP Administrative Procedure – Workplace Accommodations for Nursing Mothers
- 5:20 Workplace Harassment Prohibited
  - 5:20-AP Administrative Procedure – Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
  - 5:20-E Exhibit – Resolution to Prohibit Sexual Harassment
- 5:30 Hiring Process and Criteria
  - 5:30-AP-SO Administrative Procedure – Hiring Process and Criteria
  - 5:30-AP1 Administrative Procedure – Interview Questions
  - 5:30-AP2 Administrative Procedure – Investigations
  - 5:32-AP-SO Administrative Procedure – Fringe Benefits
- 5:35 Compliance with the Fair Labor Standards Act
  - 5:35-AP1 Administrative Procedure – Fair Labor Standards Act Exemptions
  - 5:35-AP2 Administrative Procedure – Employee Records Required by the Fair Labor Standards Act
  - 5:35-AP3 Administrative Procedure – Compensable Work Time for Non-Exempt Employees Under the FLSA
  - 5:35-AP4 Administrative Procedure – Fair Labor Standards Act 12-Step Compliance Checklist
  - 5:35-E Exhibit – Volunteer Agreement Executed by a Non-Exempt Employee
  - 5:35-E1-SO Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability
- 5:40 Communicable and Chronic Infectious Disease
  - 5:40-AP Administrative Procedure – Communicable and Chronic Infectious Disease
- 5:50 Drug- and Alcohol-Free Workplace
- 5:60 Expenses
  - 5:60-E1 Exhibit – Conference Reimbursement Form
  - 5:60-E2 Exhibit – Conference Request Form
- 5:70 Religious Observances
- 5:80 Court Duty

- 5:90 Abused and Neglected Child Reporting
  - 5:90-E1,E2,E3-SO Exhibit – Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters (E1)
  - Exhibit – Suspected Abuse Injury Notesheet (E2 & E3)
- 5:100 Staff Development Program
  - 5:100-AP Administrative Procedure – Staff Development Program
- 5:110 Recognition for Service
- 5:120 Employee Ethics; Conduct; and Conflict of Interest
  - 5:120-AP1 Administrative Procedure – Statement of Economic Interests for Employees
  - 5:120-AP2 Administrative Procedure – Employee Conduct Standards
  - 5:120-AP2-E-SO Exhibit – Employee Conduct Standards (Form Applicant Signs)
  - 5:120-E Exhibit – Code of Ethics for Illinois Educators
- 5:125 Personal Technology and Social Media; Usage and Conduct
  - 5:125-E Exhibit – Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:130 Responsibilities Concerning Internal Information
  - 5:130-AP Administrative Procedure – Email Retention
- 5:140 Solicitations By or From Staff
- 5:150 Personnel Records
  - 5:150-AP Administrative Procedure – Personnel Records
- 5:160-SO Safety Dress Code
- 5:170 Copyright
  - 5:170-AP1 Administrative Procedure – Copyright Compliance
  - 5:170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
  - 5:170-AP3 Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment
  - 5:170-AP4 **Reserved** (Administrative Procedure – Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process)
  - 5:170-E Exhibit – Request to Reprint or Adapt Material
- 5:171-SO Research and Pilot Projects
- 5:180 Temporary Illness or Temporary Incapacity
  - 5:181-AP-SO Administrative Procedure – Worker’s Compensation
- 5:185 Family and Medical Leave
  - 5:185-AP Administrative Procedure – Resource Guide for Family and Medical Leave
  - 5:186-AP-SO Administrative Procedure – Death of an Employee or Employee’s Immediate Family Member

## Professional Personnel

- 5:190 Teacher Qualifications
  - 5:190-E1 Exhibit – Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications
  - 5:190-E2 Exhibit – Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
  - 5:190-E3 Exhibit – Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
- 5:200 Terms and Conditions of Employment and Dismissal
  - 5:200-AP-SO Administrative Procedure – Professional Salary Schedules
- 5:210 Resignations
- 5:220 Substitute Teachers
  - 5:220-AP Administrative Procedure – Substitute Teachers
  - 5:220-E Exhibit – Substitute Report
- 5:230 Maintaining Student Discipline
- 5:240 Suspension
  - 5:240-AP Administrative Procedure – Suspensions
- 5:250 Leaves of Absences
  - 5:250-AP Administrative Procedure – School Visitation Leave
  - 5:251-AP-SO Administrative Procedure – Staff Transfers
- 5:260 Student Teachers

## Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  - 5:285-AP Administrative Procedure – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
  - 5:285-AP1-SO Administrative Procedure – Transportation of Students by Staff
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
  - 5:310-E Exhibit – Agreement to Receive Compensatory Time-Off
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 6 - INSTRUCTION**

Philosophy and Goals

6:10 Educational Philosophy and Objectives

6:15 School Accountability

Educational Calendar and Organization

6:20 School Year Calendar and Day

6:30 Organization of Instruction

6:31-SO Continuation of Services During Local District Work Stoppage

Curriculum

6:40 Instructional Program / Curriculum Development

6:40-AP Administrative Procedure – Curriculum Development

6:50 School Wellness

6:60 Curriculum Content

6:60-AP Administrative Procedure – Comprehensive Health Education Program

6:60-E Exhibit – Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

6:65 Student Social and Emotional Development

6:70 Teaching About Religions

6:70-AP Administrative Procedure – Teaching About Religions

6:80 Teaching About Controversial Issues

6:90 **OPEN**

6:100 Using Animals in the Educational Program

6:100-AP Administrative Procedure – Dissection of Animals

6:100-E Exhibit – Guidelines and Application for Using Animals in School Facilities

Special Programs

6:110 **Reserved** (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

6:120-E Exhibit – “Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities”

6:120-AP1 Administrative Procedure – Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities

- 6:120-AP1-E1 **Reserved** (Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights)
- 6:120-AP1-E2 Exhibit – Special Education Required Notice and Consent Forms
- 6:120-AP2 Administrative Procedure – Access to Classrooms and Personnel
- 6:120-AP2-E1 Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
- 6:120-AP3 Administrative Procedure – Service Animals
- 6:120-AP3-E1 Exhibit – Guidelines for Service Animals in School Facilities
- 6:120-AP4 Administrative Procedure – Care of Students with Diabetes
- 6:130 **Reserved** (Program for the Gifted)
- 6:135 **Reserved** (Accelerated Placement Program)
  - 6:135-AP **Reserved** (Accelerated Placement Program)
- 6:140 **Reserved** (Education of Homeless Children)
  - 6:140-AP **Reserved** (Education of Homeless Children)
- 6:145 **Reserved** (Migrant Students)
- 6:150 Home and Hospital Instruction
  - 6:150-AP-SO Administrative Procedure – Implementation of Home/Hospital Instruction Services
- 6:160 English Learners
- 6:170 **Reserved** (Title I Programs)
  - 6:170-AP1 **Reserved** (Checklist for Development, Implementation, and Maintenance of Parental Involvement Compacts for Title I Programs)
  - 6:170-AP1-E1 **Reserved** (District-Level Parental Involvement Compact)
  - 6:170-AP1-E2 **Reserved** (School-Level Parental Involvement Compact)
  - 6:170-AP2 **Reserved** (Notice to Parents Required by No Child Left Behind Act of 2001)
- 6:180 **Reserved** (Extended Instructional Programs) Refer to the “Comprehensive Plan of Services”
- 6:185 **Reserved** (Remote Educational Programs)
- 6:190 Extracurricular and Co-Curricular Activities
  - 6:190-AP Administrative Procedure – Academic Eligibility for Participation in Extracurricular Activities

#### Instructional Resources

- 6:200 **OPEN**
- 6:210 Instructional Materials
  - 6:210-E1-SO Exhibit – Parent Permission for Student to View Rated Media
  - 6:210-E2-SO Exhibit – Request Approval of Movie/Media for Student Viewing

- 6:220      **Reserved** (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)
- 6:220-E1    **Reserved** (Authorization to Participate in Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement)
- 6:220-E2    **Reserved** (Bring Your Own Technology (BYOT) Program Student Guidelines)
- 6:230      Library Media Program
- 6:235      Access to Electronic Networks
- 6:235-AP1   Administrative Procedure – Acceptable Use of Electronic Networks
- 6:235-AP1-E1   Exhibit – Student Authorization for Electronic Network Access
- 6:235-AP1-E2   Exhibit – Staff Authorization for Electronic Network Access
- 6:235-AP1-E3-SO   Exhibit – Employee Social Networking Suggestions
- 6:235-AP2   Administrative Procedure – Web Publishing Guidelines
- 6:235-E3    Exhibit – Online Privacy Statement
- 6:235-E4    Exhibit – Keeping Yourself and Your Kids Safe on Social Networks
- 6:235-E5    Exhibit – Children’s Online Privacy Protection Act
- 6:235-E6-SO   Exhibit – Student Personal Mobile Learning Device Guidelines
- 6:240      Field Trips
- 6:240-AP    Administrative Procedure – Community Based Instruction (Field/Mobility Trip) Guidelines
- 6:240-E1-SO   Exhibit – Community Based Instruction Request Form
- 6:240-E2-SO   Exhibit – Permission to Participate on an Instructional Field Trip
- 6:250      Community Resource Persons and Volunteers
- 6:250-AP    Administrative Procedure – Securing and Screening Resource Persons and Volunteers
- 6:250-E    Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability
- 6:255      Assemblies and Ceremonies
- 6:260      Complaints About Curriculum, Instructional Materials, and Programs
- 6:260-E    Exhibit – Curriculum Objection

Guidance and Counseling

- 6:270      Guidance and Counseling Program

Achievement

- 6:280      Academic Achievement/Grading and Promotion
- 6:280-AP    Administrative Procedure – Evaluating and Reporting Student Achievement
- 6:290      Homework
- 6:300      Graduation Requirements

- 6:300-E1 **Reserved** (Application for a Diploma for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict)
- 6:300-E2 **Reserved** (State Law Graduation Requirements)
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
  - 6:310-E **Reserved** (Class Substitution Request)
- 6:315 High School Credit for Students in Grade 7 or 8
- 6:320 **Reserved** (High School Credit for Proficiency)
- 6:330 **Reserved** (Achievement and Awards)
- 6:340 Student Testing and Assessment Program



**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 7 - STUDENTS**

*Please refer to the policies and procedures of the Student's District of Residence or School of Attendance for all "RESERVED" policies.*

Equity

- 7:10 Equal Educational Opportunities
  - 7:10-AP1 Administrative Procedure – Accommodating Transgender Students or Gender Non-Conforming Students
  - 7:10-AP2 Administrative Procedure – Accommodating Breastfeeding Students
  - 7:10-E Exhibit – Equal Educational Opportunities Within the School Community
- 7:15 Student and Family Privacy Rights
  - 7:15-E Exhibit – Notification to Parents of Family Privacy Rights
- 7:20 Harassment of Students Prohibited
  - 7:20-AP Administrative Procedure – Harassment of Students Prohibited

Assignment and Admission

- 7:30 **Reserved** (Student Assignment and Intra-District Transfer)
- 7:40 **Reserved** (Nonpublic School Students, Including Parochial and Home-Schooled Students)
- 7:50 **Reserved** (School Admissions and Student Transfers To and From Non-District Schools)
- 7:60 **Reserved** (Residence)
  - 7:60-AP1 **Reserved** (Challenging a Student's Residence Status)
  - 7:60-AP2 **Reserved** (Establishing Student Residency)
  - 7:60-AP2-E1 **Reserved** (Letter of Residence from Landlord in Lieu of Lease)
  - 7:60-AP2-E2 **Reserved** (Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident)
  - 7:60-AP2-E3 **Reserved** (Evidence of Non-Parent's Custody, Control, and Responsibility of a Student)
- 7:62-SO Admission of Students from Non-Member Districts
  - 7:62-AP-SO Administrative Procedure – Admission of Students from Non-Member Districts
  - 7:62-E-SO Exhibit – Admission of Students from Non-Member District; Agreement to Hold SEDOL Harmless

Attendance

- 7:70 Attendance and Truancy

- 7:80 Release Time for Religious Instruction/Observance
- 7:90 Release During School Hours
- 7:100 Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students
  - 7:100-E-SO Exhibit – Illinois DHS Certificate of Child Health Examination
- 7:110 **OPEN**
- 7:120 **OPEN**

Rights and Responsibilities

- 7:130 Student Rights and Responsibilities
  - 7:130-E-SO Exhibit – Letter to Parents/Guardians Regarding Age of Majority Rights
- 7:132-SO Student Fees, Fines and Charges
- 7:140 Search and Seizure
  - 7:140-AP Administrative Procedure – Use of Metal Detectors for Student Safety
  - 7:140-E Exhibit – Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act
- 7:150 Agency and Police Interviews
  - 7:150-AP Administrative Procedure – Agency and Police Interviews
- 7:160 Student Appearance
- 7:165 **Reserved** (School Uniforms)
- 7:170 Vandalism
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
  - 7:180-AP1 Administrative Procedure – Prevention, Identification, Investigation, and Response to Bullying
    - 7:180-AP1-E1 Exhibit – Resource Guide for Bullying Prevention
    - 7:180-AP1-E2 Exhibit – Be a Hero by Reporting Bullying
    - 7:180-AP1-E3 Exhibit – Memo to Staff Regarding Bullying
    - 7:180-AP1-E4 Exhibit – Memo to Parents/Guardians Regarding Bullying
    - 7:180-AP1-E5 Exhibit – Report Form for Bullying
    - 7:180-AP1-E6 Exhibit – Interview Form for Bullying Investigation
    - 7:180-AP1-E7 Exhibit – Response to Bullying
- 7:185 Teen Dating Violence Prohibited
  - 7:185-E Exhibit – Memo to Parents/Guardians Regarding Teen Dating Violence
- 7:190 Student Behavior
  - 7:190-AP1 Administrative Procedure – Student Handbook – Hazing Prohibited
  - 7:190-AP2 Administrative Procedure – Student Handbook – Gang Activity Prohibited
  - 7:190-AP3 Administrative Procedure – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

- 7:190-AP4 Administrative Procedure – Use of Isolated Time Out and Physical Restraint
- 7:190-AP5 Administrative Procedure – Student Handbook – Electronic Devices
- 7:190-AP6 Administrative Procedure – Guidelines for Investigating Sexting Allegations
- 7:190-AP7 Administrative Procedure – Student Discipline Guidelines
- 7:190-AP8 Administrative Procedure – Student Re-Engagement Guidelines
- 7:190-E1 Exhibit – Aggressive Behavior Reporting Letter and Form
- 7:190-E2 Exhibit – Student Handbook Checklist
- 7:190-E3 Exhibit – School Resource Officer (SRO) Memorandum of Understanding (MOU)
- 7:190-E4 Exhibit – Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code
- 7:192-SO Use of Physical Restraint
- 7:200 Suspension Procedures
  - 7:200-E1 Exhibit – Short Term Out-of-School Suspension (1-3 Days) Reporting Form
  - 7:200-E2 Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form
- 7:210 **Reserved** (Expulsion Procedures – Does Not Apply to SEDOL)
  - 7:210-E1 **Reserved** (Notice of Expulsion Hearing)
- 7:220 Bus Conduct
  - 7:220-AP Administrative Procedure – Electronic Recordings on School Buses
- 7:230 Misconduct by Students with Disabilities
  - 7:230-AP-SO Administrative Procedure – Suspensions
  - 7:230-E1-SO Exhibit – Student Incident Report (Form #114A)
  - 7:230-E2-SO Exhibit – Student Accident Report (Form #114B)
  - 7:230-E3-SO Exhibit – Documentation of Emergency Intervention (Form #643)
  - 7:230-E4-SO Exhibit – Log of Student’s Behavior (Form #644)
  - 7:230-E5-SO Exhibit – Special Circumstances and Consideration of Alternative Strategies During an Isolated Time Out or Physical Restraint (Form #645)
  - 7:230-E6-SO Exhibit – Parent/Guardian Notification of Isolated Time Out or Physical Restraint (Form #646)
  - 7:230-E7-SO Exhibit – Parent/Guardian Notification of Suspension (Form #626)
- 7:240 Conduct Code for Participants in Extracurricular Activities
  - 7:240-AP1 Administrative Procedure – Code of Conduct for Extracurricular Activities
  - 7:240-AP2 Administrative Procedure – Extracurricular Drug and Alcohol Testing Program
    - 7:240-AP2-E1 Exhibit – Consent to Participate in Extracurricular Drug and Alcohol Testing Program

Welfare Services

- 7:250 Student Support Services

- 7:250-AP1 Administrative Procedure – Measures to Control the Spread of Head Lice at School
- 7:250-AP2 Administrative Procedure – Protocol for Responding to Students with Social, Emotional, or Mental Health Problems
- 7:260 Exemption from Physical Education
- 7:270 Administering Medicines to Students
  - 7:270-AP1 Administrative Procedure – Dispensing Medication
  - 7:270-AP2 Administrative Procedure – Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists
  - 7:270-E1-SO Exhibit – Memo to Parents Regarding Medication & Treatment at School (Form #129)
  - 7:270-E2-SO Exhibit – Medication & Treatment Authorization Form (Form #131 – PRESS 7:270-E)
  - 7:270-E3-SO Exhibit – Medication Administration Form (Form #130)
  - 7:270-E4-SO Exhibit – Student Asthma/Anaphylaxis Medication Authorization (Form #135)
  - 7:270-E5-SO Exhibit – Physician Orders for Students with Gastrostomy Tubes (Form #132)
- 7:275 Orders to Forgo Life-Sustaining Treatment
  - 7:275-AP-SO Administrative Procedure – Do Not Resuscitate
  - 7:275-E1-SO Exhibit – Illinois Department of Public Health Do-Not-Resuscitate Advance Directive
  - 7:275-E2-SO Exhibit –Do-Not-Resuscitate Student Response Plan
  - 7:275-E3-SO Exhibit –Do-Not-Resuscitate School Transportation Response Plan
- 7:280 Communicable and Chronic Infectious Disease
  - 7:280-AP Administrative Procedure – Managing Students With Communicable or Infectious Diseases
  - 7:280-E1 **OPEN** (Formerly Exhibit – Placement of Students with AIDS)
  - 7:280-E2 Exhibit – Reporting and Exclusion Requirements for Common Communicable Diseases
  - 7:280-E3 Exhibit – Prevention of Staphylococcal Infections for Schools
- 7:285 Food Allergy Management Program
  - 7:285-AP Administrative Procedure – Implementing a Food Allergy Management Program
  - 7:285-E1-SO Exhibit – Illinois Food Allergy Emergency Action Plan and Treatment Authorization
  - 7:285-E1A-SO Exhibit – Classroom Letter to Parents Regarding Classmate with Food Allergy (Form #126)
  - 7:285-E1B-SO Exhibit – Form to be Completed by Parent/Guardian Regarding Child’s Allergy History (Form #125)
  - 7:285-E1C-SO Exhibit – Physician Statement for Food Substitution (Form #127)

- 7:285-E2-SO Exhibit – Diabetes Medical Management Plan (Form #140)
- 7:285-E2A-SO Exhibit – Individualized Health Care Plan (Form #142)
- 7:285-E2B-SO Exhibit – Diabetes Management Record (Form #141)
- 7:285-E2C-SO Exhibit – Hypoglycemia Emergency Care Plan (Form #144)
- 7:285-E2D-SO Exhibit – Hyperglycemia Emergency Care Plan (Form #143)
- 7:290 Suicide and Depression Awareness and Prevention
  - 7:290-AP Administrative Procedure – Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

Activities

- 7:300 Extracurricular Athletics
  - 7:300-E1 Exhibit – Agreement to Participate (in Athletic Program)
  - 7:300-E2 Exhibit – IHSA/IESA Pre-Participation Examination
  - 7:300-E3 Exhibit – Authorization for Medical Treatment
- 7:305 Student Athlete Concussions and Head Injuries
  - 7:305-AP Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries
- 7:310 Restrictions on Publications; Elementary Schools
  - 7:310-AP Administrative Procedure – Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools
- 7:315 Restrictions on Publications; High Schools
  - 7:315-AP Administrative Procedure – Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools
- 7:320 **OPEN**
- 7:325 Student Fundraising Activities
  - 7:325-E Exhibit – Application and Procedures to Involve Students in Fundraising Activities
- 7:330 **Reserved** (Student Use of Buildings - Equal Access)
  - 7:330-E **Reserved** (Exhibit – Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings)

Records

- 7:340 Student Records
  - 7:340-AP1 Administrative Procedure – School Student Records
    - 7:340-AP1-E1 Exhibit – Notice to Parent(s)/Guardian(s) and Students of Their Rights Concerning a Student’s School Records
    - 7:340-AP1-E2 Exhibit – Using a Photograph or Video Recording of a Student (Form #161)

- 7:340-AP1-E3 Exhibit – Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information (Form #108)
- 7:340-AP1-E4 Exhibit – Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information
- 7:340-AP1-E5 **Reserved** (Exhibit – Biometric Information Collection Authorization)
- 7:340-AP2 Administrative Procedure – Storage and Destruction of School Student Records
- 7:340-AP2-E1 Exhibit – Letter Containing Schedule for Destruction of School Student Records

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
SCHOOL BOARD POLICY MANUAL  
TABLE OF CONTENTS  
SECTION 8 - COMMUNITY RELATIONS**

8:10	Connection with the Community
8:20	Community Use of School Facilities
8:20-E	Exhibit – Application and Procedures for Use of School Facilities
8:25	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
8:25-AP	Administrative Procedure – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
8:30	Visitors to and Conduct on District Property
8:30-AP	Administrative Procedure – Definition of Child Sex Offender
8:30-E1	Exhibit – Letter to Parent Regarding Visits to School by Child Sex Offenders
8:30-E2	Exhibit –Child Sex Offender’s Request for Permission to Visit School Property
8:40	<b>OPEN</b>
8:50	<b>OPEN</b>
8:60	<b>OPEN</b>
8:70	Accommodating Individuals with Disabilities
8:80	Gifts to SEDOL
8:90	Parent Organizations
8:95	Parental Involvement
8:95-AP	Administrative Procedure – Parental Involvement
8:95-E1	Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights
8:95-E2	Exhibit – Verification of School Visitation
8:100	Relations with Other Organizations and Agencies
8:110	Public Suggestions and Concerns