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

1:10	Distric	et Legal Status
1:20	20 District Organization, Operations and Cooperative Agreements	
	1:20-AP	Procedure - Checklist for Handling Intergovernmental Agreement Requests
1:24	Memb	ership
1:30	Missio	on Statement

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

## Governing Board

1C	verning Boa	<u>rd</u>
	2:10	District Governance
2:20		Powers and Duties of the Governing Board; Indemnification
	2:20-H	E Waiver and Modification Request Resource Guide
	2:24	Board Meeting Procedures
	2:26	Governing Board Organizational Meeting
	2:32	Governing Board Officers and Duties
	2:34	Incurring Debt (PRESS 4:40)
	2:34-A	AP (PRESS 4:40) Administrative Procedure - Preparing and Updating Disclosures
	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

		\$ 1000 \$ 20 No. 2000 1000 1000 1000 1000 1000 1000 100	
Executive	Board Gove	ernance	
2:55	Executive Board Operational Goals		
2:56	Execu	tive Board Structure	
2:58	Gover	ning Board Delegation of Authority to the Executive Board	
	2:58-E	Exhibit - Waiver and Modification Request Resource Guide	
Executive	Board Mem	<u>bers</u>	
2:61	Execu	tive Board Appointment	
2:62	Execu	tive Board Member Qualifications	
2:64	Board	Member Oath of Office	
2:70	Vacan	cies and Unexpired Term Fulfillment	
	2:70-E	Exhibit - Checklist for Filling Board Vacancies by Appointment	
2:81	Execu	tive Board Member Code of Conduct (PRESS 2:80-E)	
2:90	OPEN	T ·	
2:101	Execu	tive Board Member Conflict of Interest (PRESS 2:100)	
2:106	Ethics and Gift Ban (PRESS 2:105)		
2:110	Qualifications, Term and Duties of Board Officers		
2:120	Executive Board Member Development		
	2:120-E1	Reserved (Guidelines for Serving as a Mentor to a New School Board Member)	
	2:120-E2	Exhibit – Website Listing of Development and Training Completed by Board Members	
2:125	Execu	tive Board Member Compensation; 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 1	Board Relat	ionships	
2:131	Execut	tive Board/Superintendent Relationship (PRESS 2:130)	
2:140	Comm	unications to and from the Executive Board	
	2:140-E	Exhibit – Guidance for Board Member Communications, Including Email	

2:150

Use

Committees

		2:150-AP	Procedure - Superintendent Committees		
	2:152	Consultants to the Executive Board (SEDOL Only)			
	2:160 Board		Attorney		
	2:160-E Exhibit – Checklist for Selecting a Board Attorney		Exhibit - Checklist for Selecting a Board Attorney		
	2:170	Procur	ement of Architectural, Engineering, and Land Surveying Services		
		2:170-AP	Procedure - Qualification Based Selection		
	2:180	OPEN			
Ex	ecutive I	Board Meeti	ngs		
	2:190	Notific	eation of Executive Board Meetings		
	2:200	Types	of Executive Board Meetings		
		2:200-AP	Procedure - Types of Executive Board Meetings		
	2:210	Execut	ive Board Organizational Meeting		
	2:220	Execut	ive 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		
		2:220-E9	Exhibit – Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration		
	2:222-5	SO Specia	l Procedures for Conducting Hearings		
	2:230	Public	Participation at Executive Board Meetings and Petitions to the Board		
Ex	ecutive I	Board Policy			
	2:240	Execut	ive Board Policy Development		
		2:240-E1	Exhibit - PRESS Issue Updates		
		2:240-E2	Exhibit - Developing Local Policy		
		2:240-E3	OPEN		
Во	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
- 2:265 Title IX Sexual Harassment Grievance Procedure
  - 2:265-AP1 Administrative Procedure Title IX Sexual Harassment Response
  - 2:265-AP2 Administrative Procedure Formal Title IX Sexual Harassment Complaint Grievance Process
  - 2:265-E Exhibit Title IX Sexual Harassment Glossary of Terms
  - 2:265-E1-SO Exhibit Title IX Sexual Harassment Complaint Form #670

# 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	OPEN		
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	Succe	ssion 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

## Fiscal and Business

4:10	Fiscal and Business Management				
4:15	Identity Protection				
	4:15-AP1	Administrative Procedure – Protecting the Privacy of Social Security Numbers			
	4:15AP2	Administrative Procedure – Treatment of Personally Identifiable Information Under Grant Awards			
	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	Reve	nue and Investments			
4:40	Incur	Incurring Debt			
	4:40-AP	Administrative Procedure – Preparing and Updating Disclosures			
4:45	Insuf	Insufficient Fund Checks and Debt Recovery			
	4:45-AP1 Administrative Procedure – Insufficient Fund Checks				
	4:45-AP2	2 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	Paym	nent Procedures			
	4:50-E	Board Approved Payables			
4:55	Use	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	Purch	nases and Contracts			
	4:60-AP1	4:60-AP1 Administrative Procedure – Purchases			
	4:60-AP2	2 Administrative Procedure – Third Party Non-Instructional Contracts			
	4:60-AP3	Administrative Procedure – Criminal History Records Check of Contractor Employees			
	4·60-AP4	Administrative Procedure – Federal and State Award Procurement Procedures			

- 4:60-AP4, E1 Exhibit Internal Procedures for Procurement Transactions
- 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
  - 4:80-AP3 Administrative Procedure Inventory Management for Federal and State Awards
- 4:90 Activity Funds
- 4:100 Insurance Management

### Operations

- 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
  - 4:130-E Exhibit Free and Reduced-Price Food Services; Meal change Notifications
- 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
  - 4:140-E3 Exhibit Resolution to Increase Driver Education Fees
- 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
- 4:165 Awareness and Prevenion of Child Sexual Abuse and Grooming Behaviors

### Safety and Security

- 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-AP2, E5 Exhibit Notice to Parents/Guardians of Lockdown Drill; Opt-out
- 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 Pandemic Preparedness; Management; and Recovery
  - 4:180-AP1 Administrative Procedure School Action Steps for Pandemic Influenza or Other Virus/Disease
  - 4:180-AP2 Administrative Procedure Pandemic Influenza Surveillance and Reporting
  - 4:180-AP3 Administrative Procedure Grant Flexibility; Payment of Employee Salaries During a Pandemic
- 4:190 Targeted School Violence Prevention Program

4:190-AP1 Admini	strative Procedure – Targeted School Violence Prevention Program
4:190-AP2 Admini	strative Procedure – Threat Assessment Team (TAT)
4:190-AP2, E3	Exhibit – Threat Assessment Key Areas and Questions; Examples
4:190-AP2, E4	Exhibit – Responding to Types of Threats
4:190-AP2, E5	Exhibit – Threat Assessment Case Management Strategies
4:190-AP2, E6	Exhibit – Targeted School Violence Prevention and Threat Assessment Education

4/28/2022

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

# General Personnel

ilerai Fersoni	1101				
5:08-SO	:08-SO Personnel Policies Goals				
5:10	Equa	qual Employment Opportunity and Minority Recruitment			
5:10-Al	P A	Administrative Procedure – Workplace Accommodations for Nursing Mothers			
5:20	Wor	kplace Harassment Prohibited			
5:20-Al		dministrative Procedure – Sample Questions for Conducting the Internal Sexual arassment in the Workplace Investigation			
5:20-E	E	xhibit – Resolution to Prohibit Sexual Harassment			
5:30	Hirir	ng Process and Criteria			
5:30-Al	P1 A	dministrative Procedure – Interview Questions			
5:30-Al	P2 A	dministrative Procedure – Investigations			
5:30-E1	l E	xhibit – Notice of Preliminary Hiring Decision Based on Conviction Record			
5:30-E2	2 E	xhibit – Notice of Final Hiring Decision Based on Conviction Record			
5:32-Al	P-SO	Administrative Procedure – Fringe Benefits			
5:35	Com	ompliance with the Fair Labor Standards Act			
5:35-Al	P1 A	dministrative Procedure – Fair Labor Standards Act Exemptions			
5:35-Al		dministrative Procedure – Employee Records Required by the Fair Labor tandards Act			
5:35-Al		dministrative Procedure – Compensable Work Time for Non-Exempt mployees Under the FLSA			
5:35-Al	P4 A	dministrative Procedure – Fair Labor Standards Act 12-Step Compliance Checklist			
5:35-E	Е	xhibit – Volunteer Agreement Executed by a Non-Exempt Employee			
5:35-E1	l-SO	Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability			
5:40	Com	municable and Chronic Infectious Disease			
5:40-Al	P A	dministrative Procedure – Communicable and Chronic Infectious Disease			
5:50	Drug	g- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition			
5:60	Expe	enses			
5:60-Al	P A	dministrative Procedure – Federal and State Grant Travel Expenses Procedures			
5:60-E1	l E	xhibit – Conference Reimbursement Form			
5:60-E2	2 E	xhibit – Conference Request Form			
5:70	Relig	gious Observances			
5:80	Cou	rt Duty			

5:90

Abused and Neglected Child Reporting

- 5:90-AP Administrative Procedure Coordination with Children's Advocacy Center
- 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 Exhibit Expectations and Guidelines for Employee -Student Boundaries
  - 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
  - 5:140-E-SO Application for Solicitation By or From Staff
- 5:150 Personnel Records
  - 5:150-AP Administrative Procedure Personnel Records
- 5:160-SO Safety Dress Code
  - 5:160-AP-SO Administrative Procedure 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** Administrative Procedure – Substitute Teachers 5:220-AP 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

06/06/22

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

Philosophy and Goals				
6:10 Ed	ducational Philosophy and Objectives			
6:15 Sc	chool Accountability			
Educational Calen	dar and Organization			
6:20 Sc	chool Year Calendar and Day			
6:20-AP	Administrative Procedure - Remote and/or Blended Remote Learning Day Plan(s)			
6:30 Or	rganization of Instruction			
6:31-SO Co	ontinuation of Services During Local District Work Stoppage			
<u>Curriculum</u>				
6:40 In	structional Program / Curriculum Development			
6:40-AP	Administrative Procedure - Curriculum Development			
6:50 Sc	chool Wellness			
6:60 Cu	urriculum Content			
6:60-AP1	Administrative Procedure - Comprehensive Health Education Program			
6:60-AP1-E1 Exhibit – Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs				
6:60-AP1-	E2 Exhibit - Resources for Biking and Walking Safety Education			
6:60-AP2	Administrative Procedure – Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))			
6:60-AP3	Administrative Procedure - Developmentally Appropriate Consent Education			
6:65 St	udent Social and Emotional Development			
6:70 Te	eaching About Religions			
6:70-AP	Administrative Procedure - Teaching About Religions			
6:80 Te	eaching About Controversial Issues			
6:90 <b>O</b>	PEN			
6:100 Us	sing 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 Form #375			

S	pecial	Pro	grams

- 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-SO Administrative Procedure – Guidelines for School Visitation by Parent/Guardians or School Visitation by Independent Educational **Evaluators or Qualified Evaluators** 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-AP3-E1-SO Administrative Procedure - Service Animals on School Premises for Assistance of Student 6:120-AP3-E2-SO Administrative Procedure - Checklist for Service Animals on School Premises 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
- 6:160 English Learners

6:150-AP-SO

6:170 **Reserved** (Title I Programs)

Services

6:170-AP1 Reserved (Checklist for Development, Implementation, and Maintenance of Parental Involvement Compacts for Title I Programs)

Administrative Procedure - Implementation of Home/Hospital Instruction

6:170-AP1-E1 Reserved (District-Level Parental Involvement Compact)

- 6:170-AP1-E2 Reserved (School-Level Parental Involvement Compact) 6:170-AP2 Administrative Procedure - Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws 6:170-AP2-E1 Does not apply to SEDOL 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 Administrative Procedure - Academic Eligibility for Participation in 6:190-AP Extracurricular Activities Instructional Resources 6:200 **OPEN** 6:210 Instructional Materials 6:210-E1-SO Exhibit – Parent Permission for Student to View Rated Media Form #402 6:210-E2-SO Exhibit – Request Approval of Movie/Media for Student Viewing Form #403 6:220 Reserved (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct) Reserved (Authorization to Participate in Bring Your Own Technology (BYOT) 6:220-E1 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 Form #118 6:235-AP1-E2 Exhibit – Staff Authorization for Electronic Network Access Form #116 6:235-AP1-E3-SO Exhibit – Employee Social Networking Suggestions 6:235-AP2 Administrative Procedure – Web Publishing Guidelines 6:235-E1 Exhibit - Staff Acceptable Usage 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 Form #119 6:240 Field Trips
  - 6:240-E1-SO Exhibit Community Based Instruction Request Form #314

Administrative Procedure – Community Based Instruction (Field/Mobility Trip)

Guidelines

Exhibit - Permission to Participate on an Instructional Field Trip Form #316 6:240-E2-SO 6:240-E3-SO Exhibit – SEDOL Transition Program Student Participation Requirements 6:250 Community Resource Persons and Volunteers 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 a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict) 6:300-E2 **Reserved** (State Law Graduation Requirements) 6:300-E3 Exhibit – Form for Exemption from Financial Aid Application Completion 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.

<b>Equity</b>		
7:10	Equa	l Educational Opportunities
7:10- <i>A</i>		Administrative Procedure – Accommodating Transgender Students or Gender Non-Conforming Students
7:10-A	AP2 A	Administrative Procedure – Accommodating Breastfeeding Students
7:10-E	E E	Exhibit – Equal Educational Opportunities Within the School Community
7:15	Stude	ent and Family Privacy Rights
7:15-E	E E	Exhibit – Notification to Parents of Family Privacy Rights
7:20	Hara	ssment of Students Prohibited
7:20-A	AP A	Administrative Procedure – Harassment of Students Prohibited
Assignment ar	ıd Adm	<u>uission</u>
7:30	Rese	rved (Student Assignment and Intra-District Transfer)
7:40	Rese Stude	rved (Nonpublic School Students, Including Parochial and Home-Schooled ents)
7:50	Rese Scho	rved (School Admissions and Student Transfers To and From Non-District ols)
7:50-A	AP I	Does not apply to SEDOL
7:60	Rese	rved (Residence)
7:60-A	AP1 <b>F</b>	Reserved (Challenging a Student's Residence Status)
7:60-A	AP2 <b>F</b>	Reserved (Establishing Student Residency)
7:60-A	AP2-E1	Reserved (Letter of Residence from Landlord in Lieu of Lease)
7:60-A	AP2-E2	<b>Reserved</b> (Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident)
7:60-A	AP2-E3	<b>Reserved</b> (Evidence of Non-Parent's Custody, Control, and Responsibility of a Student)
7:62-SO	Adm	ission of Students from Non-Member Districts
7:62-A	AP-SO	Administrative Procedure – Admission of Students from Non-Member Districts
7:62-E	E-SO	Exhibit – Admission of Students from Non-Member District; Agreement to

**Hold SEDOL Harmless** 

### <u>Attendance</u>

- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observance
- 7:90 Release During School Hours
  - 7:90-AP Administrative Procedure 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-AP Administrative Procedure Age of Majority
  - 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-AP6-E5 Letter to Parents/Guardian About Preventing and Reducing Incidences of Sexting
  - 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
  - 7:260-E1 Exhibit Atlantoaxial Instability (AAI) Form #128
- 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, Opioid Antagonists, and/or Glucagon
  - 7:270-E1-SO Exhibit Memo to Parents Regarding Medication & Treatment at School (Form #131A)
  - 7:270-E2 Exhibit School Medication Authorization
  - 7:270-E2-SO Exhibit Medication & Treatment Authorization Form (Form #131B)
  - 7:270-E3-SO Exhibit Medication Administration Form (Form #129)
  - 7:270-E4-SO Exhibit Student Asthma Action Plan (Form #193)
  - 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 Food Allergy & Anaphylaxis Emergency Care Plan (FAAP) Form #192
  - 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
  - 7:305-AP-E1 Acute Concussion Evaluation (ACE) Form #195
- 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 for Solicitation By or From Students
- 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

ecords			
7:340 Stu	dent 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 Form SR-12		
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 <b>Reserved</b> (Exhibit – Biometric Information Collection Authorization)		
7:340-AP2 Administrative Procedure – Storage and Destruction of School Student Rec			
7:340-AP2	E1 Exhibit – Letter Containing Schedule for Destruction of School Student Records		
7:340-AP2	E1-SO Exhibit – Notice of Destruction of Student Records Form #658		
7:340-E2	Exhibit – Using a Photograph or Videotape of a Student		
7:345 Use	e of Educational Technologies; Student Data Privacy and Security		
7:345-AP Administrative Procedure – Use of Educational Technologies; Student Data Privacy and Security			
7:345-AP-I	E1 Exhibit – Student Covered Information Reporting Form		
7:345-AP-I	Exhibit – Student Data Privacy; Notice to Parents About Educational Technology Vendors		
7:345-AP-I	Exhibit – Parent Notification Letter for Student Data Breach		
7:345-AP-I	Exhibit – Notice of Parents Rights Regarding Student Covered Information		
7:345-AP-I	Es Exhibits – Parent Request Form for Student Covered Information		
7:345-AP-I	E6 Exhibits – Parent Request form for Correction of Student Covered Information		

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

8:1	8:10		Connection with the Community		
8:20 Comm		Cor	mmunity Use of School Facilities		
	8:20-E		Exhibit - Application and Procedures for Use of School Facilities		
8:2	5		vertising and Distributing Materials in Schools Provided by Non-School Related tities		
	8:25-A	P	Administrative Procedure – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities		
8:3	0	Vis	sitors to and Conduct on District Property		
	8:30-A	P	Administrative Procedure - Definition of Child Sex Offender		
	8:30-E	1	Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders		
	8:30-E2	2	Exhibit - Child Sex Offender's Request for Permission to Visit School Property		
8:4	0	OP	EN		
8:5	8:50 <b>OPEN</b>				
8:60 <b>OPEN</b>					
8:7	0	Acc	commodating Individuals with Disabilities		
	8:70-A	P	Administrative Procedure – Uniform Grievance Procedure: Accommodating Individuals w/Disabilities		
8:8	0	Gif	ts to SEDOL		
8:80-E-SO Exhibit - Preapproval of Cash Donation/Fundraising Form					
8:90	0	Par	ent Organizations		
8:9:	:95 Parental Involvement				
	8:95-A	P	Administrative Procedure - Parental Involvement		
8:95-E		l	Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights		
	8:95-E2	2	Exhibit – Verification of School Visitation		
8:10	00	Rel	ations with Other Organizations and Agencies		
	8:100-A	AΡ	Administrative Procedure – Checklist for Handling Intergovernmental Agreement Requests		
8:110		Public Suggestions and Concerns			
	8:110-A	AΡ	Administrative Procedure - Uniform Grievance Procedure: Public Complaints		