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 | | |
| | 1:20-AP | Procedure – Checklist for Handling Intergovernmental Agreement Requests | |
| 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 | | |
| 2:20- | | 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- | 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

| 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-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 | 4 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 | I | |
| 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 | Board Relat | <u>ionships</u> | |
| 2:131 | Execu | tive Board/Superintendent Relationship (PRESS 2:130) | |
| 2:140 | Comm | nunications to and from the Executive Board | |
| | 2:140-E | Exhibit – Guidance for Board Member Communications, Including Email Use | |
| 2:150 | Comm | ittees | |

- 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
- 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
 - 2:220-E9 Exhibit Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 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
- 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 | 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 A | | 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

| 1 iscui | and Dusine | <u>55</u> | | |
|---------|--|---|--|--|
| 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 | ficient 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 | lem: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-AP4 Administrative Procedure Sexual Misconduct Related Employment History Review (EHR) of Contract Employees
- 4:60-AP5 Administrative Procedure Federal and State Award Procurement Procedures
- 4:60-AP5, 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 Application for Fee Waiver Based on Federal Free Meals Program
 - 4:140-E3 Response to Application for Fee Waiver, Appeal, and Response to Appeal
 - 4:140-E4 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 Administrative Procedure – Targeted School Violence Prevention Program

4:190-AP2 Administrative 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

5/12/23

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

General Personnel

| incrai i c | 1 SOIIIIC | <u>1</u> | | |
|------------|--|--|--|--|
| 5:08-S | 5:08-SO Personnel Policies Goals | | | |
| 5:10 | 5:10 Equal Employment Opportunity and Minority Recruitment | | | |
| 5:1 | 10-AP | Administrative Procedure – Workplace Accommodations for Nursing Mothers | | |
| 5:20 | V | Vorkplace Harassment Prohibited | | |
| 5:20-AP | | Administrative Procedure – Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation | | |
| 5:2 | 20-E | Exhibit – Resolution to Prohibit Sexual Harassment | | |
| 5:30 | Н | firing Process and Criteria | | |
| 5:3 | 30-AP1 | Administrative Procedure – Interview Questions | | |
| 5:3 | 30-AP2 | Administrative Procedure – Investigations | | |
| 5:3 | 30-E1 | Exhibit - Notice of Preliminary Hiring Decision Based on Conviction Record | | |
| 5:3 | 30-E2 | Exhibit - Notice of Final Hiring Decision Based on Conviction Record | | |
| 5:3 | 30-AP3 | Administrative Procedure – Sexual Misconduct Related Employment History Review (HER) | | |
| 5:3 | 30 – AF | 23, E Exhibit – HER Letter to Applicant's Current/Former Employer | | |
| 5:3 | 32-AP- | SO Administrative Procedure – Fringe Benefits | | |
| 5:35 | C | Compliance with the Fair Labor Standards Act | | |
| 5:3 | 35-AP1 | Administrative Procedure – Fair Labor Standards Act Exemptions | | |
| 5:3 | 35-AP2 | Administrative Procedure – Employee Records Required by the Fair Labor Standards Act | | |
| 5:3 | 35-AP3 | Administrative Procedure – Compensable Work Time for Non-Exempt Employees Under the FLSA | | |
| 5:3 | 35-AP4 | Administrative Procedure – Fair Labor Standards Act 12-Step Compliance Checklist | | |
| 5:3 | 35-E | Exhibit – Volunteer Agreement Executed by a Non-Exempt Employee | | |
| 5:3 | 35-E1-S | SO Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability | | |
| 5:40 | C | Communicable and Chronic Infectious Disease | | |
| 5:4 | 40-AP | Administrative Procedure – Communicable and Chronic Infectious Disease | | |
| 5:50 | D | Orug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition | | |
| 5:60 | Е | xpenses | | |
| 5:6 | 50-AP | Administrative Procedure – Federal and State Grant Travel Expenses Procedures | | |
| 5:6 | 50-E1 | Exhibit – Conference Reimbursement Form | | |
| 5:6 | 50-E2 | Exhibit – Conference Request Form | | |
| | | | | |

- 5:70 Religious Observances
- 5:80 Court Duty
- 5:90 Abused and Neglected Child Reporting
 - 5:90-AP1 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)
 - 5:90-AP2 Administrative Procedure Parent/Guardian Notification of Sexual Misconduct
 - 5:100 Staff Development Program
 - 5:100-AP Administrative Procedure Staff Development Program
 - 5:110 Recognition for Service
 - 5:120 Employee Ethics; Code of Professional 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
 - 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

5/12/23

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 Cal | endar and Organization | | |
| 6:20 | chool Year Calendar and Day | | |
| 6:20-AF | Administrative Procedure – Remote and/or Blended Remote Learning Day Plan(s) | | |
| 6:30 | rganization of Instruction | | |
| 6:31-SO | Continuation of Services During Local District Work Stoppage | | |
| <u>Curriculum</u> | | | |
| 6:40 | Instructional Program / Curriculum Development | | |
| 6:40-AF | Administrative Procedure – Curriculum Development | | |
| 6:50 | School Wellness | | |
| 6:60 | Curriculum Content | | |
| 6:60-AF | P1 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-AF | 21-E2 Exhibit – Resources for Biking and Walking Safety Education | | |
| 6:60-AF | 22 Administrative Procedure – Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES)) | | |
| 6:60-AF | 23 Administrative Procedure – Developmentally Appropriate Consent Education | | |
| 6:65 | Student Social and Emotional Development | | |
| 6:70 | Teaching About Religions | | |
| 6:70-AF | Administrative Procedure – Teaching About Religions | | |
| 6:80 | Teaching About Controversial Issues | | |
| 6:90 | OPEN | | |
| 6:100 | Using Animals in the Educational Program | | |
| 6:100-A | P Administrative Procedure – Dissection of Animals | | |
| 6:100-E | Exhibit – Guidelines and Application for Using Animals in School Facilities Form #375 | | |

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-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
 - 6:150-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 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
 - 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 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)
 - 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
 - 6:230-AP Administrative Procedure Responding to Complaints About Library Media Resources
 - 6:230-AP,E Exhibit Library Media Resource Objection Form
- 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-AP Administrative Procedure Community Based Instruction (Field/Mobility Trip) Guidelines
- 6:240-E1-SO Exhibit Community Based Instruction Request Form #314
- 6:240-E2-SO Exhibit Permission to Participate on an Instructional Field Trip Form #316
- 6:240-E3-SO Exhibit SEDOL Transition Program Student Participation Requirements
- 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-AP, E Exhibit Curriculum Objection Form

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.

| Equity | |
|----------------|--|
| 7:10 | Equal Educational Opportunities |
| 7:10-AP | 1 Administrative Procedure – Accommodating Transgender, Nonbinary, or Gender Non-Conforming Students |
| 7:10-AP | 2 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) |
| | Reserved (Nonpublic School Students, Including Parochial and Home-Schooled Students) |
| | Reserved (School Admissions and Student Transfers To and From Non-District Schools) |
| 7:50-AP | Does not apply to SEDOL |
| 7:60 | Reserved (Residence) |
| 7:60-AP | 1 Reserved (Challenging a Student's Residence Status) |
| 7:60-AP | 2 Reserved (Establishing Student Residency) |
| 7:60-AP | 2-E1 Reserved (Letter of Residence from Landlord in Lieu of Lease) |
| 7:60-AP | 2-E2 Reserved (Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident) |
| 7:60-AP | 2-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-S | 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
 - 7:90-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 and Searches 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-AP9 Administrative Procedure Administrative Transfer to Regional Safe School Program
 - 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 Medication(s)
 - 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 Anaphylaxis Prevention, Response, and Management Program
 - 7:285-AP Administrative Procedure Anaphylaxis Prevention, Response, and Management Program
 - 7:285-AP, E Administrative Procedure Allergy and Anaphylaxis Emergency Plan
 - 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

- 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 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 **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
 - 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 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-E1 Exhibit Student Covered Information Reporting Form
 - 7:345-AP-E2 Exhibit Student Data Privacy; Notice to Parents About Educational Technology Vendors
 - 7:345-AP-E3 Exhibit Parent Notification Letter for Student Data Breach
 - 7:345-AP-E4 Exhibit Notice of Parents Rights Regarding Student Covered Information
 - 7:345-AP-E5 Exhibits Parent Request Form for Student Covered Information
 - 7:345-AP-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

| 8:10 | 0 | 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 | 5 | Advertising and Distributing Materials in Schools Provided by Non-School Related Entities | | |
| | 8:25-A | Administrative Procedure – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities | | |
| 8:30 | 0 | Visitors to and Conduct on District Property | | |
| | 8:30-A | Administrative Procedure – Definition of Child Sex Offender | | |
| | 8:30-E | Exhibit – Letter to Parent Regarding Visits to School by Child Sex Offenders | | |
| | 8:30-E | Exhibit - Child Sex Offender's Request for Permission to Visit School Property | | |
| 8:40 | 0 | OPEN | | |
| 8:50 OPEN | | OPEN | | |
| 8:60 OPEN | | OPEN | | |
| 8:70 | 0 | Accommodating Individuals with Disabilities | | |
| 8:70- | | P Administrative Procedure – Uniform Grievance Procedure: Accommodating Individuals w/Disabilities | | |
| 8:80 | 0 | Gifts to SEDOL | | |
| 8:80-E-SO Exhibit – Preapproval of Cash Donation/Fundraising Form | | | | |
| 8:90 | | Parent Organizations | | |
| 8:95 | | Parental Involvement | | |
| | 8:95-A | Administrative Procedure – Parental Involvement | | |
| | 8:95-E | Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights | | |
| | 8:95-E | Exhibit – Verification of School Visitation | | |
| 8:10 | 00 | Relations with Other Organizations and Agencies | | |
| | 8:100-2 | P Administrative Procedure – Checklist for Handling Intergovernmental Agreement Requests | | |
| 8:1 | 10 | Public Suggestions and Concerns | | |
| | 8:110-2 | P Administrative Procedure – Uniform Grievance Procedure: Public Complaints | | |