

**9000 RELATIONS WITH PARENTS AND OTHER CITIZENS/ COMMITTEES****9001 School-Parent-Community Relations**

The Board believes that:

- The education of students is best served through the cooperative efforts of students, parents, district staff, and community members.
- Parents should be active participants in education by demonstrating interest in, and support for, their school and the district; by becoming informed about their role as partners in education; and by becoming involved in the education of their children.
- Community members should assist in the development of responsible citizens through appropriate involvement in the education of children.

In support of this belief, the Board is committed to the concept that meaningful involvement of parents and community members is desirable in public schooling, and that involvement will vary from one person to the next and from program to program.

The Board will, from time to time, seek the advice of groups or individuals on matters of concern to the district.

It is a priority of the Board that all district staff demonstrate commitment to, and actively promote, the involvement of parents and community members in education.

Adopted: August 15, 2000

Revised: December 16, 2003, November 18, 2008; March 19, 2013

Replaces:

Reference:

**9002 Communications with Parents**

The Board recognizes the fact that parents and guardians play an integral part in the success or failure of the school and teacher to educate their children. The Board, therefore, emphasizes the need on the part of the staff to maintain strong lines of communication with the parents and guardians of each child. Communication lines are developed in many ways; (e.g., telephone calls, notes, meetings and notices, conferences, Edline) and the staff shall attempt to use all possible means in its quest to maintain a strong home/school relationship.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

**9003 Custodial and Non-custodial Parties' Rights and Responsibilities**

When parents or legal guardians of a student are separated, involved in divorce proceedings, or are divorced, the building Principal or designee will act in a manner consistent with the rights of custodial and non-custodial parties except when required to do otherwise by a court Order. It is the responsibility of the custodial party to provide the Principal or designee with a copy of such court Order.

The information to which a custodial parent or guardian is entitled includes access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, attendance at Response to Intervention (RtI) meetings, and authority to request that a student be released early or to be absent from school for a legitimate reason as stipulated in the District's attendance policy.

Unless otherwise provided by a court Order, it is the responsibility of the non-custodial party to inform the Principal or designee of his/her name, address, and phone number if s/he wishes to be consulted regarding their child or wishes to be placed on the school's mailing list. The custodial party should be informed of this request by the non-custodial party.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces:

Reference:

**9004 Gold Cards**

Any citizen who is fifty-five (55) years of age or older and a resident of Community High School District 94 is entitled to a lifetime GOLD CARD. This card enables the holder to attend most school district sponsored events held at Community High School free of charge, including athletic and music events. Some restrictions may apply for the annual musical and drama productions where ticketed seating is required or where fundraising is the purpose (Band Showcase, Variety Show, etc.). Also excluded will be Illinois High School Association sponsored events, such as Sectionals and Regionals.

Adopted: December 16, 2003

Revised: November 18, 2008

Replaces:

Reference:

**9005 Commemorations**

The Board will consider commemoration proposals in honor of persons who have had special significance to students, staff and the school community. Commemorations may be channeled through the District, the Education Foundation, or the Booster Club. Regardless of the channel chosen, and the variety of forms the commemoration could take, as a minimum, the following parameters shall apply:

1. The commemoration must be approved by the Superintendent in cooperation with the Business Administrator and the Department of Buildings & Grounds.
2. A written proposal detailing the proposed commemoration shall be presented to the Superintendent.
3. The proposed commemoration must conform to, and comply with, applicable law, all applicable building and safety codes and regulations, and all District financial rules, regulations and policies.
4. Alterations or additions to District property in any form must be specifically authorized to insure:
  - a. compliance with applicable building and safety codes and regulations.
  - b. maintenance demands on the District are not onerous.
  - c. a financial liability is not imposed on the District.
  - d. programs are not disrupted or hindered.
  - e. the end result is orderly and aesthetically pleasing.
5. Any commemoration considered shall not be in conflict with Policy ¶9601 on the Hall of Honor.
6. The materials in points 1 through 5 above shall be assembled and presented to the Board for its approval.

Adopted: December 16, 2003

Revised: November 18, 2008; March 19, 2013

Replaces:

Reference:

### **9006 Parental Involvement Policy**

The District will develop and maintain programs, activities, and procedures for the involvement of parents/guardians of students based on the belief that parental involvement in their students' education increases student achievement and the opportunity for success.

Parental involvement means the participation of parents/guardians in regular and meaningful communication involving students' academic learning and other school activities ensuring that parents/guardians play an integral role in assisting their child's learning. Parents/guardians are encouraged to be actively involved in their child's education at school and at home. Parents/guardians are full partners in their child's education and are included as appropriate in decision making and on advisory committees concerning the education of their child.

This policy also meets the requirements for the district to provide parental involvement to parents/guardians of students receiving services, or enrolled in programs, under Title I (effective at the time). Community High School shall jointly develop with and distribute to these parents/guardians a written Parental Involvement Plan. Parents shall be notified of the plan in an understandable and uniform format and to the extent practicable, the plan shall be provided in a language the parents/guardians can understand. The plan shall also be made available to the community and shall be updated periodically.

The District will carry out other activities as required by NCLB mandates (effective at the time).

Community High School will:

- Provide programs, activities and procedures for the involvement of parents/guardians in the improvement of students' academic achievement and the process of school review and improvement, as well as the coordination, technical assistance and other support necessary to assist in planning and implementing effective parental involvement activities.
- Provide full opportunities for the participation of parents/guardians (including, but not limited to, parents/guardians of limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant families) including, but not limited to, the establishment of committees deemed necessary by the District, and the provision of relevant information and school reports. Translations will be available upon request as reasonable.
- Provide opportunity for parent/guardian comments to accompany the plan to the State Department of Education
- Inform parents/guardians in decisions about how District-wide Title I funds, reserved for parent involvement, are spent.
- Provide reasonable parental involvement activities as suggested by parents/guardians.
- Involve parents/guardians in the joint development of its District-wide Parental Involvement Plan. Invite parents/guardians to an annual meeting to evaluate the content and effectiveness of this policy and the Parental Involvement Plan, and to suggest and participate in decisions for effective parental involvement; and, use the results of these annual meetings to design strategies for more effective parental involvement.
- Involve parents/guardians in increasing school and parent/guardian capability for strong parental involvement.
- Pay reasonable and necessary expenses associated with parental involvement as approved by Administration.
- Train parents/guardians as reasonably necessary to enhance the involvement of other parents/guardians.
- Schedule school meetings at a variety of times in order to allow maximum parental involvement and participation in their children's education.

Adopted: December 14, 2010

Revised:

Replaces:  
Reference:

## **9100 RELATIONS WITH LOCAL ENTITIES**

### **9101 Relations with Government Authorities**

The Board will cooperate with other governing agencies, both educational and civic, to serve the best interests of the youth and the citizens of the school district.

While the Board will maintain complete autonomy at all times, it will, in cases where it deems it to be in the best interest of the youth and taxpayers of the district, work cooperatively with the agencies in the community.

Adopted: August 15, 2000  
Revised: December 16, 2003; November 18, 2008  
Replaces:  
Reference:

### **9102 Business/School Partnerships**

The Board encourages and authorizes the administration to develop business/school partnerships in a collaborative program designed to enhance learning opportunities for students.

Persons or organizations whose purposes or general images are not congruent with that of public schools will not be considered for partnerships. No person or organization that abuses its relationship with the schools, or that provide programs which further its partisan, economic, secular or religious interests will be considered for partnerships.

Periodic reports on the status of school/business partnerships are desired by the Board.

Adopted: August 15, 2000  
Revised: December 16, 2003; November 18, 2008; March 19, 2013  
Replaces:  
Reference:

### **9103 Relations with Booster and Parent Organizations**

The Board recognizes that the endeavors and objectives of booster and parent organizations and similar groups can be a valuable means of stimulating interest in, and endorsement of, the aims and achievements of our public school system. The Principal or designee will serve as the liaison officer representing the school district.

Generally, actions initiated by boosters provide the atmosphere and climate for desirable community-school relationships.

Booster or parent-proposed plans, projects or initiatives must be evaluated and promoted in light of their stated contribution to the academic, as well as to the co-curricular, and athletic programs of the schools. Careful consideration must be given to the total value to all students, rather than to specific elements such as teams and extracurricular participants. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Board. All such plans, projects or initiatives shall be submitted to the Principal or designee for approval prior to implementation, except as set forth below.

Furthermore, any plan, project, or initiative that replicates, conflicts with, or is designed to replace or diminish an existing plan, project or initiative must also be evaluated by the Board and specifically authorized based upon the following criteria:

1. Its impact or conflict on the ability of and time for students to be successful in existing academics, athletic or extracurricular endeavors.
2. The availability of facilities for the activity proposed to be conducted.
3. The potential for the activity to be more successfully conducted through another approach or entity.
4. The availability of a reasonable time during which the activity can be conducted.
5. The disruption to or dislocation of the existing activity provider.
6. The requirements, advantages or disadvantages of affiliation with a regional, state, or national agency that may exercise some governance over the activity being planned.
7. The resources that may be required from the District to support the requested activity.
8. The potential for desirable community-school relationships to be perpetuated.
9. The potential for harmonious relationships to exist between the sponsoring organizations and other organizations.
10. The cost of the proposed activity to students and families.

Any plan, project, or initiative instituted to expand, modernize, renovate, or otherwise render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to student or student bodies, will be presented to the Board in official session for its consideration, comments, evaluation, approval and sponsorship (where required). This must be done prior to publicizing or promoting the program.

Any equipment or upgraded facilities donated by a booster group, parent, or parent organization become the property of the district.

Adopted: August 15, 2000

Revised: July 16, 2001; December 16, 2003; November 18, 2008; March 19, 2013

Replaces: ¶9103 – Relations with Booster and Parent Organizations adopted August 15, 2000

Reference:

### **9104 Relations with Fire and Emergency Preparedness Authorities**

The district will, in accordance with applicable law, cooperate with building inspection and fire officials to enhance and maintain safe facilities which comply with local and State building codes.

The district will also work closely with County, State, and Federal emergency preparedness authorities to position itself to respond efficiently and effectively to such emergencies as may arise and to protect the health and welfare of its people.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

### **9105 Law Enforcement/Agency and Investigations**

The Board of Education desires the highest level of cooperation between the school and law enforcement personnel to promote justice and prevent disruption to the educational process. The administration shall develop rules and regulations governing police interrogation that: (1) comply with applicable law; (2) recognize individual student rights and privacy; (3) minimize actual or potential disruption of the operations of the School District, its programs and activities or the educational process; and (4) foster a cooperative relationship with public agencies and law enforcement. For the purposes of this policy, “student” refers to Community High School District 94 students, and “school grounds” refers to all District-owned property and buildings.

#### **LEGAL REF:**

55 ILCS 80/1 et seq., Children’s Advocacy Center Act.

325 ILCS 5/1 et seq., Abused and Neglected Child Reporting Act.

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/1 et seq., Rights of Crime Victims and Witnesses Act.

#### **CROSS REF:**

¶8010 — (Student Rights and Responsibilities)

¶1802 — (Search and Seizure)

¶8200, et seq. — (Student Discipline)

Adopted: August 15, 2000  
Revised: December 16, 2003; November 18, 2008  
Replaces: LDAJA – Police Interrogations and Investigations  
Reference:

### **9105P Law Enforcement/Agency Investigations**

#### 1. Investigations by Law Enforcement Personnel, on Request of School Authorities

A. The Principal, or his/her designee, may, at his/her discretion, request assistance of Law Enforcement Personnel in investigating a crime, or allegation of a crime, committed on school grounds at any time; to assist in the enforcement of student discipline; or, to assist in a matter involving student health or safety.

B. If the Principal, or his/her designee, requests assistance, Law Enforcement Personnel may conduct a general investigation of school grounds, and interview possible student witnesses on school grounds during the school day.

C. If the Principal, or his/her designee, has requested Law Enforcement Personnel assistance to investigate a crime alleged to have been committed on school grounds, Law Enforcement Personnel shall have permission to interview students on school grounds during school hours.

D. The use of policewomen is desirable in interviewing female students. In the absence of a policewoman, a female staff member may attend the interview.

#### 2. Investigations by Law Enforcement Personnel, Without Request of School Authorities

A. Law Enforcement Personnel shall not conduct any investigation or interview any student on school grounds without the approval of the Principal, or his/her designee. Law Enforcement Personnel may appeal to the Superintendent's office if they believe that such approval has been unreasonably withheld.

B. Law Enforcement Personnel shall not interview students on school grounds during school hours, unless their assistance has been requested by the administration; such interview is determined by the principal, or his/her designee, to be necessary; or, due to the existence of exigent circumstances.

#### 3. Arrests by Law Enforcement Personnel

A. Law Enforcement Personnel shall not arrest or take custody of any student on school grounds during school hours or at school activities unless lawfully requested to do so by the Principal, or his/her designee, or other duly authorized administrator; Law Enforcement Personnel have "probable cause" to arrest; or, pursuant to an arrest warrant or juvenile commitment order, which the issuing authority directs be served at school.

B. If a student is to be so arrested or taken into custody, Law Enforcement Personnel shall first contact the Principal, or his/her designee, and advise him/her of such fact. The Principal, or his/her designee, shall confirm that the requirements of this procedure have been met, and that the student is enrolled in the District and in school on that day. Upon such confirmation, the student shall be summoned to the school office by the Principal, or designee. If possible, non-uniformed Law Enforcement Personnel shall make the arrest.

C. In emergency situations, where the commission of a crime or offense involving felony or breach of the peace in school has been witnessed by Law Enforcement Personnel, or if Law Enforcement Personnel are in "hot pursuit" of the student for such crime, Law Enforcement Personnel have the legal right to take direct and unhindered action on school grounds. The Principal, or his/her designee, must be notified of the action as soon as possible.

D. The Principal, or his/her designee, shall record the name of Law Enforcement Personnel making an arrest on school grounds, the time of arrest, the name of the issuing authority of any arrest warrant, the nature of the crime for which apprehension in made, and the place of custody or detention. The parents or legal guardians of the student should be notified immediately thereof by the Principal, or his/her designee. It is, of course, also incumbent upon Law Enforcement Personnel to notify parents immediately after an arrest of a student is made.

4. Interviews by Law Enforcement/DCFS/Agency Personnel – The following procedures shall apply to all student interviews conducted by Law Enforcement, DCFS or similar agency personnel on school grounds:

A. The Building Principal, or his/her designee, will check the credentials of the person requesting the interview and any legal papers, such as arrest warrants, search warrants, or subpoenas to be served.

B. Interviews of minor students without permission of the parent(s)/guardian(s) are not permitted unless required by applicable law or in emergency situations. The Building Principal, or his/her designee, will attempt to contact the student's parent(s)/guardian(s), and inform them that the student is subject to an interview; such notice shall include an identification of the person(s) who will conduct the interview. If possible, the parent(s)/guardian(s) will be given an opportunity to be present and be represented by legal counsel at their own expense. If the person(s) conducting the interview order that a student's parents/guardians not be contacted prior to the interview, the Building Principal, or his/her designee, shall confirm that such an order has been made in writing signed by the person who gave said order.

C. Interviews will be conducted in a private setting, in a manner that does not disrupt the operations of the school, its programs, activities or the educational process. If the student's parent(s)/guardian(s) are absent, the Building Principal, or his/her designee, and one other adult witness, selected by the Building Principal, or his/her designee, will be present during the interview, unless specifically prohibited from doing so by law enforcement personnel, in

which case the Building Principal, or his/her designee, shall confirm this prohibition in a writing signed by such personnel.

D. Interview proceedings will be documented in writing for inclusion in the student's temporary records.

E. No minor student shall be removed from the school by DCFS or Law Enforcement Personnel without the consent of the student's parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody.

F. Law Enforcement Personnel, designated DCFS employees, or a physician treating a child may take or retain temporary protective custody of the child without notice to or the consent of the person responsible for the child's welfare, if: (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; or (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The Building Principal, or his/her designee, shall confirm in a writing signed by the person taking or retaining a child in temporary protective custody that said person shall immediately notify DCFS and the person responsible for the child's welfare that the child has been taken or retained in protective custody.

G. No District employee may act as a DCFS representative or agent.

##### 5. Searches in School Buildings or on School Grounds

A. By Police, on Request of School Authorities –

1. The school administration retains control over lockers and desk space loaned to students, and regulates admission and parking of automobiles on school grounds pursuant to the provisions of the *Illinois School Code*, Section 10-22.6(e). The Principal, or his/her designee, also has the right and duty to search a student's person if s/he has a high degree of suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person, in exercise of the district's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The results of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

Upon request of the Principal, or his/her designee, who shall be present, Law Enforcement Personnel may assist school authorities in a general

search of students' lockers and desks, or students' or non-students' automobiles for drugs, weapons, or items of an illegal or prohibited nature.

2. If the District has received reliable information that evidence of a crime or stolen goods not involving school property or members of the school staff or student body, is located in a certain student's locker, desk or student's or non-student's automobile, and search is unrelated to school discipline, or student health and safety, Law Enforcement Personnel shall be advised of same, and the District shall cooperate with Law Enforcement Personnel in any search required by Law Enforcement Personnel, consistent with the requirements of this procedure.

#### B. By Police, Without Request of School Authorities

1. Law Enforcement Personnel may not conduct an independent search of students' lockers, desks or automobiles unless they have a search warrant, and may not search a student's person in school unless the student is under arrest.
2. A school official may grant consent to a warrantless search of a student's locker, desk or automobile. The student, if then available, may be present during the search.

#### 6. Bomb Reports or Discoveries

It is a crime to place, or give false information concerning the placement of, a bomb in a school building: *Criminal Code of Illinois*. It is recommended that school officials, police, and fire officials work jointly on procedures in the event of a bomb threat. In all cases, such incidents should be reported to the police. The Principal, or his/her designee, is responsible for the safety of the students while in school, and shall be responsible for evacuation of the building.

#### 7. Reporting to Law Enforcement Personnel

A. Information, reports, and/or evidence thereof of any of the following crimes, or of any other felony, known by the Principal, or his/her designee, shall be turned over to Law Enforcement Personnel, whether committed in class, after school at school-sponsored activities on school grounds, or at school-sponsored events at off-school sites:

1. Serious assaults when victim is injured by use of a weapon, or continued patterns of recurring simple assaults.
2. Possession of knives, firearms, ammunition, blasting caps, or any other explosive in school.
3. Narcotic offenses.

4. Indecent assaults or assault with intent to ravish.
5. Gang rivalries or activities.
6. Internet or other forms of electronic transmission violations.

B. Information or evidence as to other crimes deemed serious by Law Enforcement Personnel shall be turned over by the Principal, or his/her designee, to Law Enforcement Personnel upon official request.

C. Information received by school authorities as to students suspected of crime, shall be regarded as confidential to the extent required by law.

#### 8. Prosecution of Crimes

A. School authorities will cooperate with Law Enforcement Personnel in the prosecution of crimes alleged to have been committed in or to the school building, or on or to school grounds.

B. The District has adopted motor vehicle regulations applicable to vehicles on school district property, similar to the Illinois Motor Vehicle Code, which constitute summary offenses.

#### 9. Unlawful or Unruly Mass Demonstrations, Etc.

##### A. Procedure

1. When non-violent conduct of students or outside persons in demonstrating or picketing on school property or illegally occupying school building disrupts, or has the potential to disrupt, the educational program of the school or normal operation of the school, school administrators have the jurisdiction and responsibility of attempting to restore order. The Principal, or his/her designee, shall notify the Superintendent of Schools, or his/her designee, immediately.
2. Acts of violence or vandalism of any sort during such activity, are violations of the Criminal Code of Illinois and are not protected, despite the incidental object of expression of ideas, and violators may be immediately dealt with.
3. The school administration has three remedies, which might be invoked to restore order, after first consulting with, or attempting to consult with, the school attorney to determine whether such expression or conduct is within Federal First Amendment protections, to-wit:
  - a) To invoke disciplinary measures leading to mass suspensions or expulsions of students.

- b) To seek injunctive relief from the DuPage County courts and request the services of the sheriff's office in serving copies of the injunction, and thereafter arrest persons violating same under contempt if the injunction is disobeyed.
  - c) The police department in the city in which the district is located, upon request of the Principal, or his/her designee, may be asked to make criminal trespass arrests. Before such person or persons involved may be arrested for trespassing, he shall first be ordered not to remain on premises, which order may be personally communicated or publicly announced by the Principal, or his/her designee. A complaint will promptly be filed by the Principal, or his/her designee, with the police department having jurisdiction.
- B. Advance Information – School authorities will transmit to the police departments, any advance information they may have with respect to mass demonstrations that are likely to become disruptive.
- C. Identification of Arrestees – In the event police officers are called in by school authorities to make arrests for unlawful conduct, school authorities will assist the police in the identification of such offenders.

**LEGAL REF.:**

55 ILCS 80/1 et. seq., Children's Advocacy Center Act.

325 ILCS 5/1 et seq., Abused and Neglected Child Reporting Act.

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/1 et seq., Rights of Crime Victims and Witnesses Act.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces: LDAJA – Police Interrogations and Investigations

Reference:

Cf: See also Series 2000 – Responsibilities of Administrators

## **9200 PUBLIC INFORMATION**

### **9201 Access to Public Records**

The District will respond to all requests under the Illinois Freedom of Information Act from all persons desiring access to, and copying of, the District's public records. Electronically stored public records, including e-mail messages containing material that a school official or employee made or received as part of his/her official responsibilities and that contain informational data appropriate for preservation, shall be preserved and cataloged separately from non-public electronic communications. The Board President, or Superintendent of Schools shall report to the Board at each regular meeting any requests made under the Freedom of Information Act and will also report the status of the response.

The Superintendent of Schools shall develop such administrative procedures or regulations as s/he deems necessary to implement this policy. Copy fees are as set by the Freedom of Information Act (5 ILCS 120/1, as amended by public Act 96-542, effective January 1, 2010).

Adopted: August 15, 2000  
 Revised: December 16, 2003; November 18, 2008, June 1, 2010  
 Replaces: B-18 - Administrative Procedure - Access to District's Public Records  
 Reference: 5 ILCS 140/1 et seq  
 105 ILCS 5/10-16  
 5 ILCS 120/1, as amended by Public Act 96-542, effective January 1, 2010

### **9201P Access to Public Records**

The following procedures shall be followed when persons request public records under the provisions of the Freedom of Information Act. The District reserves the right to restrict the number of people involved at one time in such inspections.

1. Inspection of District records not excluded by the Freedom of Information Act will be permitted between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday, on days the District office is open for business.
2. Records are inspected at the District 94 office, 326 Joliet Street, West Chicago, Illinois. Records are not to be removed from the District Office.
3. Requests to inspect district records will be submitted in writing to the Freedom of Information Act (FOIA) Officer. The District will either comply with or deny written request for public records within five (5) working days. Under circumstances specified in the Act, the time for responding may be extended by not more than five (5) additional working days.

4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.

5. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

6. Should the requested records be classified as exempt but contain information which is not exempt, the FOIA Officer shall redact the exempt material and release the remaining information for inspection and copying.

7. The FOIA Officer, shall be present during inspection or copying of School District records.

8. Upon request, copies of the requested District public records shall be produced at the time of inspection. Copy fees are as set by the Freedom of Information Act (5 ILCS 120/1, as amended by public Act 96-542, effective January 1, 2010):

8.5" x 11.0" size paper	pages 1-50 (Free); 51 + \$0.15 per page
8.5" x 14.0" size paper	pages 1-50 (Free); 51 + \$0.15 per page
11.0" x17.0" computer printouts	
Which require reduction & printing	.0060 per page
Electronic Format	Actual Cost
Certified Copy	\$1.00

9. Persons may be given copies at no, or a reduced, charge if they state a specific purpose for the request which is in the public interest. A request is in the public interest if its purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In setting the amount of the waiver or reduction, the Superintendent may consider the amount of materials requested and the cost of copying them.

10. If a request is denied, in whole or in part, the FOIA Officer will provide the individual making the request with a written denial and notice of the right to appeal the decision to the Public Access Counselor’s office of the State’s Attorney General.

11. The Administrative Office will maintain a directory describing the school District, listing all employees, and describing the types of records which are maintained and available for public inspection including, but not limited to the following:

- A. Financial Records -
  - Budget
  - Levy Resolution and Certificate of Tax Levy
  - Audit
  - Bills
  - Receipts for revenue
  - Vouchers
  - Cancelled checks
  - Water bills
  - Sewer bills
  - Real Estate tax receipts
  - Salary schedules
  - Utility bills
  - Investments
  
- B. General Records -
  - Approved School Board Minutes
  - Approved School Board Resolutions
  - Bidding Specifications
  - School Board policies and Administrative procedures
  - Administrative instructions to staff (unless exempt under Section 7 of the Act)
  - Personnel Code
  - Personnel names, salaries, titles, and dates of employment
  - Office equipment
  - Real Estate
  - Legal Notices
  - Newspaper articles
  - Application for contracts, permits, grants or agreement (unless exempt under Section 7 of the Act)
  - Contracts for capital equipment
  - Contracts for office supplies
  - Contracts for maintenance, repairs, and services
  - Number of employees
  - Official bonds

Adopted: August 15, 2000  
Revised: December 16, 2003; November 18, 2008; June 1, 2010; March 19, 2013  
Replaces: B-19 - Administrative Procedure - Access to District's Public Records  
Reference: 5 ILCS 140/1 et seq  
105 ILCS 5/10-16  
5 ILCS 120/1, as amended by Public Act 96-542, effective January 1, 2010

**9202 Release of Directory Information**

Directory information consists of students' names, address, telephone numbers, grade, level, class, participation, honors and awards in officially recognized activities, weight and height of members of athletic teams, and photographs. This information is excluded from protection from release, and can be released to the public without parent/guardian or student consent. A parent/guardian or student may prevent the disclosure of any or all of the directory information by writing the Principal of the school, specifying information which they wish not be disclosed.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces: KL – Public Use of School Records

Reference:

**9300 SCHOOL VISITS**

## 9301 Visitors to School

The following definitions apply to this Policy:

**School property** - School and District buildings and grounds (regardless of whether they are owned, leased or operated by the district), vehicles used for school purposes, and any location used for a Board of Education meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee, Board of Education Member, contractor (e.g. security employee), or assigned volunteer (e.g. volunteer coach).

All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors may not be required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar, demeaning, inflammatory, or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use, possess, distribute, purchase, or sell tobacco products or electronic cigarettes;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Possess or use medical cannabis;

10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including, but not limited to, using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

### **Convicted Child Sex Offender**

State law prohibits a convicted child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of:
  - a. attending a conference with school personnel to discuss the progress of his or her child academically or socially,
  - b. participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or
  - c. attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Superintendent or Superintendent's designee. If permission is granted, the Superintendent shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **Enforcement**

Any staff member or authorized security personnel may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall remove any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this Policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Before any person may be denied admission to school events or meetings as provided in this Policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct including place and time;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

### **Observations and Evaluations of Students with Disabilities**

The parents/guardians of District students with disabilities, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators shall be permitted reasonable visits to any District schools, facilities, buildings, or program as provided in this Policy.

The parents/guardians of students attending District programs shall be permitted reasonable visits to observe their child or their child's current or proposed educational placement, services, or program.

An independent educational evaluator or qualified professional retained by or on behalf of the parent/guardian shall be permitted reasonable visits to observe and/or to conduct an evaluation of a student or the student's current or proposed educational placement, services, or program. If an evaluation includes interviews with District personnel, the interviews must be scheduled in advance of the visit with the building Principal or other Administrator. The Principal or Administrator may limit interviews to only District personnel who have information relevant to the student's current or proposed educational placement, services, or program.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013; April 22, 2014

Replaces: KM – Visitors to School

Reference: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 *et seq.*

105 ILCS 5/10-20.5b, 5/14-8.02(g-5), 5/24-24, and 5/24-25.

720 ILCS 5/11-9.3.

*See Also* ¶7503 - Outside Speakers; ¶9301P – Visitors to School – Classroom Visitation Procedures

**9301P Visitors to School – Classroom Visitation Procedures**

The following classroom visitation procedures are established:

- Parent or guardian visits must be arranged two school days in advance with the teacher and shall be limited to two visitations per grading period. Exceptions may be made under special circumstances with teacher and Principal approval.
- A single visitation may be limited to two class periods or two hours, whichever is longer.
- Except for employees, classroom visitations to observe a particular child for educational evaluation shall require prior written approval of the parent or guardian of said child.
- The district welcomes comments which may result from a classroom visitation.
- The classroom teacher has the responsibility for maintaining discipline and the educational program within the classroom. All visitors to the classroom shall observe quietly and not interfere with the normal operation of the class. When, in the opinion of the classroom teacher, the continuation of a classroom visitation is disruptive or unduly interfering with the educational program or discipline within the classroom, the classroom teacher may, at the sole discretion of the classroom teacher, immediately terminate the classroom visitation.
- Parents, guardians, or other classroom visitors who refuse to comply with the District policies, rules, or regulations shall be denied further classroom visitations. Denials of access to classroom visitations by a person or persons shall be reviewed by the program supervisor on a regular basis.

**Observations and Evaluations of Students with Disabilities**

The following procedures apply to parents/guardians, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators conducting observations and/or evaluations of students with disabilities who attend District programs. Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5), amended by P.A. 96-657.

These procedures apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A *qualified professional* means “an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct

supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in this procedure as *visitors*.

Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one (1) hour or one (1) class period, unless a longer duration of time is necessary as determined by the student's individualized education plan (IEP) team. A visitor may request the authorized Administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The Administrator may grant, deny, or modify the request, and the Administrator's decision shall be final.

Visitors must comply with:

1. Board and school policies and procedures, including but not limited to all school safety, security, and visitation policies at all times.
2. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, and their respective regulations.
3. Board policy 9301, *Visitors to School*. Visitors may not disrupt the educational process.

If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:

1. Observing his or her child in the child's current educational placement, services, or program, or
2. Visiting an educational placement or program proposed for the child by the IEP team.

If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she will be afforded reasonable access as described above for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. Reasonable testing or assessment materials may be brought onto school grounds and used by the independent educational evaluator or qualified professional during the evaluation. Audio and/or video recording devices (including but not limited to tape recorders, video cameras, computers with recording capabilities, and picture phones) are prohibited, unless deemed necessary and appropriate by the student's IEP team. If one (1) or more interviews of school personnel are part of the evaluation, the interviews must be conducted

at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. An interview with a school employee by as part of an evaluation will be limited to a total of one (1) hour, unless a longer duration of time is necessary as determined by the student's IEP team. The Building Principal or designee may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.

If the visitor violates a school policy or procedure or interferes with a school activity or duties of school personnel, the Building Principal or other designated Administrator may direct the visitor's immediate removal from school grounds.

Prior to visiting a school, school building, or school facility, a visitor must:

1. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
2. Identify requested dates/times for the visit(s) to facilitate scheduling.

The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit.

The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.

The visitor must acknowledge, before the visit, that he or she is obligated to honor all students' confidentiality rights and refrain from any re-disclosure of information.

The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.

If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.

This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces: KM- Visitors to Schools

Reference: 105 ILCS 5/14-8.02(g-5), 20 U.S.C. §1232g, 105 ILCS 10/1 et seq., 740 ILCS 110/1 et seq., 105 ILCS 5/24-24.

*See Also* ¶7503 - Outside Speakers; ¶9301 – Visitors to School – Classroom Visitation

### **9302 Board Member Visits to Schools**

The Board encourages its members to visit the school district and school departments and divisions. In order to provide consistent interaction with staff members, Board Member visits shall be made in accordance with the following guidelines:

- School visits should be scheduled in advance with the Principal and/or Division Head.
- The Division Head, Principal, or another staff member will accompany the Board member on the visit, if the member so desires.
- Such visits are for the purpose of becoming acquainted with school programs, personnel, operations, and facilities.
- Board members will not give directions or make suggestions to personnel during the visit.
- If a school visit leaves a Board member with a concern, this should be discussed in private with the Principal and/or the Superintendent of Schools.

Board members may also have children in the school and therefore have parental/guardian opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the Board member should make it clear that s/he is visiting as a parent/guardian and not as a member of the Board of Education.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

**9400 USE OF FACILITIES/EQUIPMENT****9401 Community Use of Facilities**

Community organizations are welcome to use the facilities of the district for worthwhile purposes as long as they do not interfere with the school program. All requests for building usage should be made with the appropriate Administrator and facility use agreements shall be utilized.

Use procedures and costs related thereto shall be updated periodically and approved by the Board of Education.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces: EBH – Leasing and Renting

Reference: *See Also* ¶5013 - Leasing and Renting; ¶5013P – Leasing and Renting Rules & Regulations

**9402 Leasing of Unused Space**

It is the policy of the Board of Education to rent or lease unused space for appropriate purposes in school district facilities for a contract period not to exceed three years when such rental or lease does not interfere with the regular and primary programs of the school. With such leases, no parking priority shall be granted.

A schedule of rental fees and regulations will be developed by staff and presented to, and approved by, the Board.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces: EBH – Leasing and Renting

Reference: *See Also* ¶5013 - Leasing and Renting; ¶5013P – Leasing and Renting Rules & Regulations

**9403 Land Donations from Housing Developers**

In order to insure that adequate educational facilities are available to the district's students, the Board of Education supports the practice of requiring housing developers to contribute land, or cash in lieu of land, to those local governmental entities that are impacted by such housing developments.

Therefore, the Board of Education shall cooperate with other governmental agencies, in the development of ordinances, pre-annexation agreements, and annexation agreements that provide for such contributions. However, when, in the Board's judgment, the district's best interest require it, the Board reserves the right to negotiate directly with the developer.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces: LDB – Land Donations from Housing Developments

Reference:

**9500 EDUCATIONAL/OUTSIDE AGENCY RELATIONS****9501 Collaboration**

The Board of Education will cooperate with other schools and with local, state and regional agencies and organizations to:

- Seek solutions to educational problems of common concern
- Offer support services of high quality to children
- Equalize educational opportunities for all children
- Acquire federal and state grants
- Promote local school system involvement in state and federal decision-making

This cooperation may extend to research, providing transportation, special education and other student programs, staff development programs, curriculum development, exchange of information and data, construction of facilities that may be used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative program, education collaboration, consortium, or participating in any joint educational services with other school systems, the Board of Education shall, to the best of its ability, ensure that the best interests of school children will be served. In carrying out this policy, the Superintendent of Schools will include in reports to the Board of Education, an evaluation of the desirability and feasibility of such cooperation.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

**9502 Shared-Time Contracts**

The administration may enter into a shared-time contract with another school district, or other public educational institution according to state law, to allow staff to fill a vacant or newly created part-time position where none of the current staff members are available or do not possess the necessary certification and/or qualifications as determined by the Board of Education.

The district will consider proposals of other public educational institutions to share staff members where the arrangements may be mutually beneficial to the institutions, personnel and students involved.

All shared-time contracts will be made on a voluntary basis with the staff member to be shared between institutions.

Adopted: August 15, 2000  
 Revised: December 16, 2003; November 18, 2008; March 19, 2013  
 Replaces:  
 Reference:

### **9503 Elementary Feeder Districts**

The Board of Education seeks and desires regular and close communication and collaboration with its elementary feeder districts.

Such collaboration shall include, but not be limited to, the following areas:

- Curriculum articulation
- Program development
- Share-time contracts
- Activity programs
- Athletic programs
- Special education
- Public relations
- Public notification
- Transportation contracts
- Calendar planning
- Administrative, staff and Board meetings

Adopted: August 15, 2000  
 Revised: December 16, 2003; November 18, 2008  
 Replaces:  
 Reference:

### **9504 Regional Office of Education**

The district is a member of the Regional Office of Education – DuPage County.

As such, the district will participate in Regional Office of Education programs and responsibilities as defined by the *Illinois School Code* and the requirements of the State Board of Education and as recommended to and approved by the Board.

When such opportunities are present, the Board will appoint a district representative to serve in the governance of the Regional Office of Education.

Adopted: August 15, 2000  
 Revised: December 16, 2003; November 18, 2008; March 19, 2013  
 Replaces:  
 Reference: 10 ILCS 5/3 -.01 to 5/3A-17

**9505 Non-public Schools**

The Board recognizes its statutory responsibility to insure that children who attend non-public schools, or who are educated at home, may do so without violation of the compulsory attendance law.

Further, the Board recognizes a history of harmonious relationships with non-public schools and expresses its desire that these cooperative relationships be maintained.

Under State law, certain auxiliary services may be provided by the public schools for students attending non-public schools. To receive the specified auxiliary services, non-public schools must comply with all requirements of the State and meet minimum standards established by the Department of Education.

The Superintendent of Schools or his/her designee shall initiate the necessary procedures, data collection forms and regulations to fulfill the intent of this policy.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

**9506 Educational Research Agencies**

The district recognizes that requests will be made on occasion by non-school personnel and/or agencies to conduct research projects in the schools that have educational and social benefit.

However, because such projects invariably involve school personnel and interrupt class instructional time, it is necessary to evaluate carefully the merits of each project before permission is granted.

All applications to conduct research shall be made in writing and will be reviewed by the appropriate central office administrator in accordance with this policy and accompanying procedures to determine if permission will be granted.

If research by non-school personnel is to involve students, complete information about the project will be provided to parents/guardians and students and a sample of such information shall be attached to the application. No student will be the subject of any research project without the prior written consent of the student's parents or guardian and the student him/herself if the student is age 18 or older. Parental/guardian and student consent will not be necessary when the researcher will merely observe students engaged in normal activities in a public setting, or when there is no identification of any individual student.

All researchers will be prepared to explain the purposes, risks, benefits, procedures, results and intended uses of the project in understandable terms. A student's or a

parent's/guardian's decision not to participate in a research project conducted by non-school personnel will be kept private and respected in all cases.

The Superintendent (or his/her designee) will judge the merit of written requests for research with attention being given to the following areas:

- Scientific soundness of the project; that is, how likely it is to produce valuable information relative to the interruption of student class time.
- Procedures to assure anonymity.
- Soundness of stated purpose and methods
- Benefits of the resulting information
- Evaluation of possible risks to students
- Examination of project information, parent/guardian consent forms, and student consent forms (when these items are applicable)
- The extent to which the operation of the district or its programs and activities will be disrupted by the project, if approved.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces:

Reference:

### **9507 Colleges and Universities**

The Board desires that staff and students of this school district benefit in every feasible way from resources provided by the colleges and universities of our area. The Superintendent of Schools is to keep the Board informed of all opportunities for shared and cooperative services between the district and institutions of higher learning. Additionally, staff members are encouraged to seek out and use the services of college and university faculty members who are willing to serve our schools as instructional resource persons.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces:

Reference:

### **9508 Student Teaching and Internships**

The Board of Education recognizes its responsibility to contribute to the general welfare of public education by providing opportunities for teacher trainees to gain direct classroom teaching experience. However, the Board recognizes as its primary responsibility the education of the students enrolled in Community High School District 94. Therefore, the Board shall permit the administration to accept student teachers from reliable teacher training institutions within a set of guidelines designed to insure that the educational experiences of Community High School students shall not be negatively affected by the student teacher program.

Tuition vouchers received by District 94 from the sending college or university for accepting a student teacher will be forwarded to the Human Resources Administrator and offered by her/him to the supervising teacher. If he/she declines the use of the voucher, the voucher will be made available to other staff members.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces: MFB – Student Teaching and Internships

Reference:

### **9508P Rules and Regulations for Student Teachers and Internships**

1. Prospective student teachers shall be evaluated by the Principal and/or his/her designee and the head of the division to which the student is to be assigned. Candidates who, in the opinion of the Principal and/or his/her designee and the Division Head, are not qualified to work with Community High School students shall not be accepted as student teachers, nor shall a staff member be assigned a student teacher without the staff member's consent.

2. No staff member shall be assigned more than one full-time student teacher per year.

3. Although a reasonable amount of instructional time may be turned over to a student teacher, the regular staff member shall retain overall responsibility for the instruction provided to students and the nine-week grades assigned to students.

4. Whenever a student teacher is placed in charge of a class, the regular staff member shall either be present in the class, as an observer, or be readily accessible in a nearby area.

5. Student teacher involvement in extracurricular activities should be encouraged by critic teachers, but may not be required beyond a teacher's normal teaching day.

6. Student teachers will follow the Community High School District 94 calendar expectations, and will be present on days when the high school is in session.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces: MFB-R – Rules and Regulations for Student Teachers and Internships

Reference:

### **9509 Cooperative Programming**

The Board of Education permits the dual enrollment of high school students, 16 years of age or older, in technical or community colleges in accordance with state regulations and local administrative rules.

All fees and charges required of students enrolled in college or university courses are the responsibility of the student and are payable at the time and manner as required by the college or university.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces: IDC – Credit for Extended Educational Programs; IDCE, Advanced College Placement; and IDCE-R – Rules & Regulations pertaining to Advanced College Placement

Reference:

### **9510 State Education Agencies**

Local Boards and public schools are instruments of the state and, by state law, members of Boards and school administrators are officers of the state as well as of the local school districts which they serve.

The Board derives much of its authority from state education agencies. The Board views such agencies as beneficial to the overall educational program. The Board will retain its identity as a local Board and will function in a relationship of mutual trust and confidence with these agencies.

The following listing includes, but is not limited to, some of the major areas of state-local school relationships:

- State regulation of school organizational structure, plant and activities through state constitutional provisions, state school laws, general state laws which have some bearing on school matters and school rules and regulations promulgated at the state level which have force of law.
- Control, advisory or consultative functions exercised by the State Board of Education.
- State certification of professional personnel and of educational institutions.
- State financial support and control through allocation from state tax fund.
- Record keeping and reporting, financial, child accounting according to state requirements.
- State and federal school aid programs administered or coordinated through state agencies.
- Indirect state and local relationships mediated through state universities and colleges.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces:

Reference:

**9511 Federal Education Agencies**

The Board of Education expects the administrative and instructional staffs be informed concerning any beneficial services that may be available from federal education agencies.

The Board shall be informed of any potential commitments of budgeted funds needed to match federal funds, and of any potential federal mandates, prior to district commitment of such funds.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces:

Reference:

**9512 Board Membership in Related Associations**

The Board of Education may become a member of the Illinois School Boards Association, Inc. and the National School Boards Association, and may, upon approval by the Board, pay such membership dues for these Associations from school funds.

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008

Replaces:

Reference:

**9600 RECOGNITION OF ACHIEVEMENT****9601 Hall of Honor**

The Hall of Honor has been established to recognize individuals for outstanding achievements or contributions to District 94. If the nominee was a staff member, full-time employment with the District must have ceased for at least one year.

When a nomination to honor an individual is received by the Principal, s/he shall name a committee of seven (7) members including her/himself. The committee shall convene annually on or about May 1 and consist of representatives of the student body, community, faculty, support staff, and administration. To be elected to the Hall of Honor, an individual must receive at least five (5) votes from the committee. The Principal shall forward the name of a recommended individual to the Superintendent for Board of Education action.

Selection of any individual may be based upon two or more of the following criteria:

- Contributions made to the District that transcend any financial benefit.
- Contributions that positively and significantly improve the school, community or society.
- Recognition received from a community, state or national entity.

Each individual selected to the Hall of Honor shall have a portrait and a plaque with her/his name permanently displayed in the Hall. No more than two individuals can be recommended in any one year. All inductees shall be honored at a formal reception sponsored and underwritten by the Board.

Adopted: July 15, 2003

Revised: December 16, 2003; November 18, 2008; March 19, 2013

Replaces: AGA – Recognition for Accomplishment

Reference: