

Glenbrook High School District #225**BOARD POLICY: BOARD MEMBER COMPENSATION: EXPENSES****2060**

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Section A - Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Section B - Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Section C - Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Section D - Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Section E - Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools **(which includes Cook County Intermediate Service Centers)**;
2. County or regional meetings ~~of~~ **and** the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education. Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit it to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense

advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three of **Section D**, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings required by the School Code. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Section F - Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized Request for Professional Leave form (Section B of 2060 Procedures), except in situations when the expense is **diminutive de minimis**. When pre-approval is not sought, Board members must seek reimbursement **for the sums sought to be paid by the District** on the District's standardized ~~Check Request~~ form (Section C of 2060 Procedures). Expense reimbursements and purchase orders shall be presented to the Board in the regular bill process.

Section G - Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Section H - Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Section I - Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.

- b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage used for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

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Section A: Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal and lodging; and (3) a standardized form for submission of travel, meal and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policy 2060, *Board Member Compensation: Expenses*;

WHEREAS, based upon the School District’s budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$_____ **aggregate per trip** for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILSC 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board’s maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2060, *Board Member Compensation; Expenses* **and Board Policy 6040, Professional Leave, for staff.**
2. Sets the maximum allowable reimbursement for travel, meal and lodging expenses to an amount not to exceed \$_____, effective on *(date)*_____ until the Resolution is rescinded or replaced by the Board.
3. Supersedes any previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph 2 above.
4. Requires the use of the District’s standardized estimated expense approval form (for advances) and/or standardized expense reimbursement form (for documenting use of advances or requesting reimbursement.)
5. May approve expenses that exceed the Board’s maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members’ expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Section B: Pre-approval of Expenses



Request for Professional Leave Expenses

Revised: June 2017

Leave Request Overview

Name: _____

School: GBA GBE GBN GBO GBS Position: _____

Name of Event: _____

Location of Event: _____

Description of Event: _____

Leave Start Date: _____ Leave End Date: _____

Financial Details

Will this leave request require expenses to be paid on your behalf? * Yes No
* If this trip does not require expenses, please skip the remainder of this section.

What department/program will fund the identified expenses? _____

Estimated Expenses	
Registration:	\$ _____
Lodging:	\$ _____
Meals:	\$ _____ (Meals expenses permitted only for District <u>required</u> travel.)
<i>Indicate Qty. of Meal Type(s):</i>	
Breakfast \$4.00 / Day: _____ Lunch \$8.00 / Day: _____ Dinner: \$20.00 / Day: _____	
Vehicle Expense:	\$ _____ <input type="checkbox"/> Personal (Mileage and Tolls) <input type="checkbox"/> Rental <input type="checkbox"/> Taxi / Train
Airfare Expense:	\$ _____ (Include baggage fees, if applicable)
Other:	\$ _____ Description: _____
Total Cost:	\$ _____

School Board Action (if required)

No Action Required Approved Approved in Part Denied Exceeds Maximum Allowable Amount

Approval

Requestor (Print/Type Name): _____ Date: _____

Supervisor: _____ Date: _____

Associate Principal or Asst. Superintendent*: _____ Date: _____

* School-based staff members require the signature of the Associate Principal for Curriculum and Instruction; District-based staff members require the signature of the Assistant Superintendent for Human Resources; Board of Education members require the signature of the Superintendent of Schools.

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Section C: Reimbursement for Expenses



Board Member Payment/Reimbursement

Revised: June 2017

The Board Member Payment/Reimbursement form can be used to request a check payment within for processing in accordance with Board Policy 2060.

Request Overview

Reason for Payment: Vendor Payment Board Member Reimbursement

Other: _____

Description of Event, Payment, or Purchase: _____

Date of Event, Payment, or Purchase: _____

Check Payable To: _____

If this is a new vendor please attach a completed W-9 form; if the check needs to be mailed to a new address, complete the following:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Accounting Details

Line	Detail Line Description*	Amount	Account Number
1	_____	\$ _____	_____
2	_____	\$ _____	_____
3	_____	\$ _____	_____
4	_____	\$ _____	_____
5	_____	\$ _____	_____

Total Amount of Payment: \$ _____

* Please attach receipts and invoices when submitting this form; receipts and invoices should match the detail line description entered above.

Processing Instructions

Delivery: Send via US Mail to Address in System Send via US Mail to Address Shown Above

Send via Inter-Office Mail to: _____

Other Instructions: _____

Approval

Requestor (Print/Type Name): _____ Date: _____

Superintendent: _____ Date: _____

BOARD POLICY: GRADUATION REQUIREMENTS

Section A - Course Requirements

The following units of credit are required for graduation from the Glenbrook High Schools for students entering as ninth-graders in the 2006-07 school year:

1.	English (1)	4.00
2.	Physical Education (2)	3.50
3.	Mathematics (3)	3.00
4.	Social Studies (4)	2.00
5.	Science (5)	1.00
6.	Applied Arts (6)	0.50
7.	Consumer Education	0.50
8.	Driver Education (7)	0.25
9.	Fine Arts (8)	0.50
10.	Health	0.50
11.	Electives	8.25

~~TOTAL NUMBER OF UNITS: 24.0~~

The following units of credit are required for graduation from the Glenbrook High Schools for students entering as ninth-graders in the 2007-08 school year:

1.	English (Note 1)	4.00
2.	Physical Education (Note 2)	3.50
3.	Mathematics (Note 3)	3.00
4.	Social Studies (Note 4)	2.00
5.	Science (Note 5)	2.00
6.	Applied Arts (Note 6)	0.50
7.	Consumer Education	0.50
8.	Driver Education (Note 7)	0.25
9.	Fine Arts (Note 8)	0.50
10.	Health	0.50
11.	Electives	7.25

TOTAL NUMBER OF UNITS: 24.0

NOTES:

- (1) Two years of writing intensive courses are required by the State of Illinois, effective for students entering as ninth-graders in the 2006-2007 school year. At least one of these classes must be in English. Classes which meet this requirement will be so identified in the course enrollment guide.

Section A - Course Requirements (continued)

- (2) Physical Education - The principal/designee can substitute up to two credits of Physical Education for students enrolled in grades 11 and 12 if those students request to be excused for any of the following reasons: (1) for ongoing participation in an interscholastic athletic program or a marching band program for credit; (2) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice; or (3) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate. In addition, a student in any of grades 9 through 12 who is eligible for special education may be excused if the student's parent or guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services or, if there is no agreement, the individualized education program team for the student determines that the student must utilize the time set aside for physical education to receive special education support and services, which agreement or determination must be made a part of the individualized education program. However, a student requiring adapted physical education must receive that service in accordance with the individualized education program developed for the student. If requested, the principal/designee is authorized to excuse the student from engaging in a physical education course if the student has an individualized educational program under Article 14 of Illinois State Code, is participating in an adaptive athletic program outside of the school setting, and documents such participation as determined by the principal/designee. If a waiver is approved in accordance with the policy, the graduation requirement for physical education will be reduced accordingly. Procedures for an approved physical education waiver are listed in Section B of this policy.
- (3) Mathematics - Three units of credit of mathematics are required, one of these courses must be Algebra I, and one must include geometry content.
- (4) Social Studies - One unit of credit in U.S. History ~~and~~ along with 0.5 units of "Civics" (effective for students entering as ninth graders in the 2016-2017 school year) must be earned as part of the two units of credit required in Social Studies. Courses which meet the "Civics" requirement are identified in the course enrollment guide.
- (5) Science - Two units of credit are required in Science.
- (6) Applied Arts - The Applied Arts shall include courses in applied technology, business education (excluding Consumer Education), family and consumer sciences, designated courses in computer technology, the Beginning Photography course, and the Introduction to Broadcasting course.
- (7) Driver Education - The classroom phase of driver education is required for graduation; the behind-the-wheel phase is not required. This graduation requirement may be met by the student successfully completing a driver education program offered by a state-accredited private driver education school as evidenced by a certification of completion from the driver education school; however high school credit will not be granted for such completion.
- (8) Fine Arts - The Fine Arts shall include courses in art, drama, music designated courses in the English department, the Beginning Photography course, and the Introduction to Broadcasting course.

Section A - Course Requirements (continued)

In addition to the above-listed units of credit, students shall be required to:

1. Be enrolled in a minimum of six courses for credit during each semester they are enrolled in the district. The principal may waive the six-course requirement, on a case-by-case basis, if the needs of the student are best served by such action;
2. Be enrolled in an English course during each semester while enrolled in high school;
3. Pass a qualifying examination covering the proper use and display of the U.S. flag, American patriotism, and representative government as shown in (1) the Declaration of Independence, (2) the U.S. Constitution, (3) the Illinois State Constitution and (4) voting procedures.
4. Meet state requirement for taking the ~~Prairie State Achievement Examination (PSAE)~~ state college and career ready assessment unless a student is exempted because:
 - a) The student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the ~~PSAE~~ state college and career ready assessment as inappropriate, even with accommodations - - and the student is eligible to take, and takes ~~the Illinois Alternate Assessment (IAA)~~ an alternate assessment provided by the State instead; or
 - b) The student is enrolled in an Adult or Continuing Education program as defined in the Adult Education Act - - and the student is not dually enrolled in his/her local school district.
5. ~~Acceptable Proof That a Student Has Taken the PSAE~~

~~For grade 11 testing in the spring or for the grade 12 retake in the fall during the spring administration, a student has taken the PSAE if — for the relevant test administration —~~

- a) ~~The student's name appears on one of the following:~~
 - 1) ~~PSAE School Roster for Day 1 and/or Day 2~~
 - 2) ~~PSAE score label (on the student's transcript) for Day 1 and/or Day 2~~
 - 3) ~~ACT Assessment High School List Report for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.~~
 - 4) ~~ACT Assessment High School Report (for the individual student) for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.~~
 - 5) ~~ACT Assessment score label (on the student's transcript), or for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.~~

~~b) The student provides a copy of one of the following:~~

- ~~1) PS&A Individual Student Report~~
- ~~2) ACT Assessment Student Report for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PS&A administration.~~

Section B - Physical Education Waiver Procedures

1. Students shall be required to be enrolled in a Physical Education course during each semester they are enrolled in the district; enrollment in the required Health course shall satisfy this requirement for the semester during which the student is enrolled in the required Health course.
2. Junior and senior students who participate on an interscholastic athletic team that is either an IHSA sanctioned and/or Board of Education approved sport, or who are enrolled in a marching band course offered for credit, shall be eligible to substitute the athletic team or marching band participation for enrollment in one semester of Physical Education, during the semester in which the student is participating in the athletic team or marching band. Marching band participation will begin with the 2007-2008 school year. Eligibility for such substitutions shall be subject to the following conditions:
 - a) The student shall continue to be required to be enrolled in a minimum of six courses during the semester in which the athletic team or marching band participation is substituted for participation in Physical Education.
 - b) To substitute athletic or marching band participation for enrollment in physical education for an entire semester, the student must replace the physical education course with another course for credit.
 - c) A student may substitute athletic or marching band participation when offered for academic credit during the official season for participation in the physical education class in which they are enrolled. They will remain enrolled in the physical education class and will be expected to fully participate at all times during the semester that are outside of the official athletic or marching band season. Students electing this option will be expected to follow the established policies of the physical education department for attendance during the official athletic or marching band season.
 - d) A student who voluntarily discontinues participation on an athletic team may be required to re-enroll in a physical education class or be required to make up the enrollment in and credit for Physical Education for that semester. Students removed from a team may be re-enrolled in Physical Education as determined by the school administration.
 - e) Students who are not able to continue their participation on a athletic team because of injury shall not be required to re-enroll in Physical Education.

Section B - Physical Education Waiver Procedures (continued)

- f) A student on a winter season athletic team, i.e., a team with schedule that spans first and second semester who elects to substitute athletic participation for enrollment in Physical Education, must do so during the first semester.
- g) A student participating in athletic teams in two separate seasons (fall, winter, spring) may elect to substitute athletic participation for enrollment in Physical Education during each semester, provided that the two separate seasons are a combination of a fall or winter sport and a spring sport.
- h) If a student requests the substitution of participation in a athletic team for enrollment in Physical Education at registration time, indicating an intention to be a part of an athletic team later in the year, and that student subsequently does not go out for the team or does not fill the other conditions listed above, the student shall be required to make up the enrollment in and credit for Physical Education for that semester.
- i) Credit toward graduation will not be given for the semester during which athletic team or marching band participation is substituted for physical education.

Section C

A unit of credit has traditionally been an arbitrary a measure of learning expected for a class meeting daily for the entire school year. However, under our the District's present programs, it is possible for students to complete successfully this learning in less than one full year. Thus, units of credit become measures of successful learning accomplished rather than arbitrarily assigned time in class. With performance being the significant factor in determining progress, it is possible for some students to complete the graduation requirements in less than four years.

Section D - Early Graduation

- I. Upon application, the Board of Education authorizes early graduation for students who meet the following criteria:
 - a) Have satisfied all requirements for graduation as contained in Section A of this policy.
 - b) Have demonstrated that an alternative to continuing their high school education would be more productive to them and in the respective student's best interests.
 - c) Have parental/legal guardian permission for early graduation, for students under 18 years of age as of the date of graduation.

Section D - Early Graduation (continued)

2. A faculty committee chaired by the assistant principal for student services or designee shall be appointed by the principal in each school. The committee shall process all petitions for early graduation and shall recommend to the principal as to whether or not the petitioner fulfills the aforementioned criteria. Requests for early graduation shall be granted only if approved by the ~~committee~~, the principal, and the superintendent.
3. As part of the application procedure, students and their parents shall be required to certify that the student will remain in attendance at the Glenbrook High Schools through the regularly-scheduled final examination period of the student's last semester. Exceptions to this requirement must be approved by the assistant principal for student services.

Section E - Social Promotion

Students shall not be promoted to the next higher grade level or approved for graduation based upon age or any other social reasons not related to the academic performance of the students.

Reference: Section 105 ILCS 5/10-20.9a of the School Code.

Approved: December 4, 1972

Revised: May 1, 1978; March 5, 1979; March 24, 1980; February 10, 1986; March 10, 1986; June 23, 1986; May 29, 2001, October 9, 2001; December 13, 2004; July 10, 2006; February 8, 2010; October 7, 2013, _____

Glenbrook High School District #225

BOARD POLICY: **STUDENT RECORDS**

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Glenbrook High School District No. 225 shall comply with the requirements of the Family Educational Rights and Privacy Act, Illinois School Student Records Act, Mental Health and Developmental Disabilities Confidentiality Act, Local Records Act, Individuals with Disabilities Education Act, USA Patriot Act of 2001, and related rules and regulations, with respect to the confidentiality, maintenance, release, and destruction of school student records and challenges to the content of such records. The Superintendent is directed to promulgate student records procedures consistent with this Policy and State and federal law.

LEGAL

REFERENCES: 20 U.S.C. §§ 1232g (Family Educational Rights and Privacy Act)
 50 ILCS 205/1 et seq. (Local Records Act)
 105 ILCS 10/1 et seq. (Illinois School Student Records Act)
 740 ILCS 110 et seq. (Mental Health and Developmental Disabilities
 Confidentiality Act)
 USA Patriot Act of 2001

Approved: July 25, 1977
Revised: January 14, 2002
Revised: August 11, 2003
Reviewed: September 24, 2012

A. Confidentiality

1. The school student records of all students shall be maintained confidentially in accordance with the requirements of the Illinois School Student Records Act, the Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Improvement Act of 2004, the Local Records Act, USA Patriot Act of 2001, and their respective implementing regulations. The following procedures are currently in compliance with the above named state and federal laws. In the event of a conflict between this policy and any statute, rule, or regulation cited herein, the statute, rule, or regulation shall govern.
2. For purposes of these procedures, school student record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school regardless of how or where the information is stored.

The following are not school student records and are not subject to disclosure:

- a. Writings or other recorded information maintained by an employee of District 225 or other person whether or not at the direction of the District for his/her exclusive use, provided that all such writings and other recorded information are destroyed not later than the student's graduation or permanent withdrawal from the school, and provided further that no such records or recorded information may be released or disclosed to any person except a staff member designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of federal and State law.
 - b. School student records do not include video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and

Electronic recordings made on school buses, as defined in Section 14-3 of the Criminal Code of 1961 [720 ILCS 5/14-3].
 - c. Information maintained by law enforcement professionals working in the school.
 - d. Any information, either written or oral, received pursuant to Section 22-20 of the School Code (105 ILCS 5/22-20) and Sections 1-7 and 5-905 of the Juvenile Court Act of 1987 [705 ILCS 405/1-7 and 5-905].
3. The assistant principal for student services shall serve as the Official Records Custodian and will take all reasonable measures to comply with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, the Local Records Act, and their respective implementing regulations.

4. As Official Records Custodian, the assistant principal for student services shall assume responsibility for the following:
 - a. Separate permanent and temporary records of a student;
 - b. Respond to any request for inspection and review of school student records, including a request for a copy of school student records, within 15 school days;
 - c. Respond to any request for an explanation or interpretation of a school student record;
 - d. Respond to any request to amend or destroy a school student record;
 - e. Respond to any request to disclose or release personally identifiable information and/or school student records;
 - f. Keep a record of parties obtaining access to school student records including the name of the party, the date access took place, and the purpose of the authorized use.
 - g. Maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information;
 - h. Provide upon request from the parent(s)/guardian(s), a list of the types and locations of school student records collected, maintained, or used by the District; and
 - i. Take all reasonable measures to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages of maintenance of school student records;
 - j. The Official Records Custodian shall review the terms of any court order requiring the disclosure of student records issued pursuant to the USA Patriot Act of 2001, P.L. 107-56, and determine whether such order permits or prohibits notice to the parent(s)/guardian(s) as otherwise required in Section C.2.e below, and determine whether such order permits or prohibits the Official Records Custodian from following the record keeping requirements of Section A.4.f. above;
 - k. Ensure that student record information is not disclosed pursuant to a subpoena, but only pursuant to a court order signed by a judge;
 - l. Review student temporary records at least every four years, or upon a student's change in attendance center, whichever occurs first, to verify entries and to eliminate or correct out-of-date, inaccurate or irrelevant information;
 - m. Upon written request from the official records custodian of another school in which the student has enrolled or intends to enroll, and with prior written notice to the parent(s)/guardian(s), transfer a copy of records of students transferring to another school district and retain the original records;

- n. When notified by the Department of Children and Family Services (DCFS), purge DCFS' final finding report from a student's record and return the report to DCFS. If the Official Records Custodian has transferred a copy of the DCFS report to another school as part of a transfer of the student's records, the Official Records Custodian shall forward a copy of the DCFS request to the receiving school district.
5. The Assistant Principal for Student Services may delegate any of these duties to an appropriate staff member. Each school principal or designee shall take all action necessary to assure that each person collecting or using personally identifiable information receives training or instruction regarding the policies and procedures governing confidentiality of personally identifiable information.
 6. All rights and privileges accorded to a person under these procedures and the Student Records policy shall become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military services, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
 7. District 225 will notify the parent(s)/guardian(s) of their rights under federal and State law.
 - a. The school will annually notify the parent(s)/guardian(s) of their rights with respect to school student records, including the following:
 - (1) The types and location of information contained in the permanent and temporary school student records;
 - (2) The right and procedures for inspecting and copying permanent and temporary school student records and the cost of copying such records;
 - (3) The right to control access to and release of school student records and the right to request a copy of information released;
 - (4) The rights and procedures for challenging and/or amending the contents of school student records that may be inaccurate, misleading or improper;
 - (5) The persons, agencies or organizations having access to the school student records without parental consent;
 - (6) The right to copy any school student record or information contained therein which is proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
 - (7) The categories of information the school has designated as "directory information" and the right of the parent(s)/guardian(s) to prohibit the release of such information;

- (8) That no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act;
 - (9) The right to inspect and challenge the information contained in the student record, other than academic grades and references to expulsions and out-of-school suspensions, prior to transfer of the records to another school district, in the event of a student's transfer to another school district;
 - (10) The right to opt out of the disclosure of students' names, addresses and telephone listings to military recruiters and institutions of higher learning;
 - (11) Upon a student's graduation, transfer or permanent withdrawal from school, the destruction schedule for the student's permanent or temporary school student records and of their right to request a copy of such records prior to their destruction; and
 - (12) The right to file a complaint with the Department of Education regarding alleged failures by the educational agency or institution to comply with Family Educational Rights and Privacy Act and/or its regulations.
- b. Notice will be delivered by the means most likely to reach the parent(s)/guardian(s), including direct mail, parent-teacher conferences, delivery by the ~~child~~ student to the parent, or incorporated in a "parent-student" handbook or other informational brochure for ~~children~~ student(s) and parent(s)/guardian(s) disseminated by the school.
 - c. All notifications shall be given in a manner that is accessible to parents with disabilities. Notifications to parents of ~~children~~ students with limited English-speaking ability shall be given in English and in the ~~child's~~ student's primary language.
- B. Inspection and Review of School Student Records
1. District 225 shall permit parent(s)/guardian(s) and any other authorized persons the opportunity to inspect, review, and copy all school student records.
 2. The Official Records Custodian shall respond to and grant any written request to inspect and to copy school student records to a parent(s)/guardian(s) or authorized representative within 15 school days after the date of receipt of such written request by the Assistant Principal for Student Services.
 3. The District may charge a reasonable fee for copies of records, however, a fee shall not be charged when the Official Records Custodian determines that a parent(s)/guardian(s) is unable to bear the cost of such copying.
- C. Release of Personally Identifiable Information
1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.

2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law:
- a. To a parent(s)/guardian(s) or ~~child~~ student or person specifically designated as a representative by a parent; or
 - b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
 - c. To the official Records Custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois in which the ~~child~~ student has enrolled, or intends to enroll, upon the written request of such official or student.
 - d. To any person for the purpose of research, statistical reporting or planning, provided that no ~~child~~ student or parent(s)/guardian(s) can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and with this policy and procedures.
 - e. Pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect and copy the school student records and to challenge their contents. If the parents of a student are named in the court order, however, the parents shall be deemed to have received the required notice. The District will respond to the order no earlier than five school days after receiving it to allow the parents the opportunity to review, inspect and challenge the records.
 - f. To any person as specifically required by state or federal law.
 - g. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the ~~child~~ student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. For purposes of this Section, a juvenile authority means:
 - (1) A judge of the circuit court and members of the staff of the court designated by the judge;
 - (2) Parties to the proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), and their attorneys;
 - (3) Probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case;
 - (4) Any individual, public or private agency having custody of the ~~child~~ student pursuant to court order;

- (5) Any individual, public or private agency providing education, medical or mental health service to the ~~child~~ student when the requested information is needed to determine the appropriate service or treatment for the minor;
 - (6) Any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement;
 - (7) Law enforcement officers and prosecutors;
 - (8) Adult and juvenile prisoner review boards;
 - (9) Exclusively authorized military personnel; and
 - (10) Individuals authorized by court.
- h. Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the ~~child~~ student or other persons.
- i. Military recruiters and institutions of higher learning will be granted access to students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s) through the District's opt-out procedure.
- j. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of the student's parent(s)/guardian(s), pursuant to the USA Patriot Act of 2001.
- k. To any person, with the prior specific-dated written consent of the parent(s)/guardian(s) designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent(s)/guardian(s) shall be advised in writing that he/she/they has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated portions of the information contained therein, as provided by law and as described herein.
- l. Directory information may be released to anyone as permitted by law unless a parent requests in writing that any or all such information shall not be released on his or her ~~child~~ student. Directory information shall be limited to:
- (1) Identifying information such as student's name, address, gender, grade level, date and place of birth, and parents' names and mailing addresses;
 - (2) Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, except that:

- a. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable (see 765 ILCS 1075/30); and
 - b. No image on a school security video recording shall be designated as directory information;
- (3) Academic awards, degrees, and honors;
 - (4) Information in relation to school-sponsored activities, organizations and athletics;
 - (5) Major field of study; and
 - (6) Period of attendance in the school.

No student Social Security Number (SSN) or student identification (ID) or unique student identifier may be designated as directory information.

- m. Receipt of a subpoena shall not be treated as a court order, but shall require the Official Records Custodian to report receipt of the same to the Superintendent and parent or guardian. Student records will not be produced pursuant to a subpoena.

3. Copies of records transmitted to the School District from another school district (the "sending school district") from which the student has transferred may be transferred back to the sending school district without parental or student notice and consent.

D. Transfer of Records

District 225 shall forward, within 10 days of receipt of notice of the student's transfer to any other private or public elementary or secondary school located in this or any other state, a copy of the unofficial record of the student's grades to the school to which the ~~child~~ student is transferring. The District at the same time shall forward to the school to which the ~~child~~ student is transferring the remainder of the student's school student records and a Certification of Good Standing form. "In good standing" means that the student's medical records are up-to-date and complete and the ~~child~~ student is not currently being disciplined by a suspension or expulsion.

1. Prior written notice must be provided to the parent(s)/guardian(s) regarding the nature and substance of the information being released/transferred and shall advise the parent(s)/guardian(s) of their right to inspect, copy and challenge the records being transferred.
2. Biometric information (e.g. fingerprints, handprints, retina patterns, voice waves, etc.) collected pursuant to School District policy, if any, shall not be transferred to another school district in which the student has enrolled and shall be destroyed as provided in Section 10-20.40 of the School Code as applicable.

3. The District shall maintain the transferring student's temporary records for a period of not less than 5 years. The transferring student's temporary records will be destroyed not later than July 1 after the end of the fifth year after the student's transfer. The District shall maintain for 60 years the transferring student's permanent record.
4. Upon transfer, graduation or permanent withdrawal from the District, psychological evaluations, special education files and other information contained in the student temporary records which may be of continued assistance to the ~~child~~ student may, after 5 years, be transferred to the custody of the parent(s)/guardian(s). District 225 shall explain to the parent(s)/guardian(s) the future usefulness of these records.

E. Challenges to School Student Records

1. A parent(s)/guardian(s) may challenge the accuracy, relevance, or propriety of any entry in the student's records. If the challenge is made at the time the records are to be forwarded to another school to which the ~~child~~ student is transferring, the parent(s)/guardian(s) may not challenge academic grades or references to expulsion or out of school suspensions.
2. The request for a hearing must be submitted in writing and contain notice of the specific entry or entries being challenged and the basis of the challenge.
3. The school principal, or principal's designee, upon receiving a written request from a parent(s)/guardian(s), shall hold an informal conference with the parent(s)/guardian(s) within 15 school days from the date of receipt of the request. The school principal, or principal's designee, will amend or delete information he or she determines to be inaccurate, irrelevant or improper. If the school principal, or principal's designee, refuses to amend the information, he or she shall inform the parent(s)/guardian(s) of the refusal and advise the parent(s)/guardian(s) of his/her right to proceed with a hearing.
4. If the dispute is not resolved by the informal conference, formal procedures shall be initiated:
 - a. A hearing officer, who shall not be employed in the attendance center where the ~~child~~ student is enrolled, shall be appointed by the District.
 - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parent(s)/guardian(s) and school officials agree upon an extension of time. The hearing officer shall notify the parent(s)/guardian(s) and the school officials of the time and place of the hearing.
 - c. A verbatim record of the hearing shall be made by a ~~tape recorder~~ recording or a court reporter.
 - d. At the hearing, each party shall have the right to (1) present evidence and to call witnesses, (2) cross-examine witnesses, (3) counsel, (4) a written statement of any decision and reasons therefore; and (5) appeal an adverse decision of the hearing officer to the Regional Superintendent as provided by law.

5. The written decision of the hearing officer shall, no later than 10 days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - a. To retain the challenged contents of the student record;
 - b. To remove the challenged contents of the student record; or
 - c. To change, clarify or add to the challenged contents of the student record.
6. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent, or Intermediate Service Center (“ISC”) if the Office of Regional Superintendent has been abolished, within 20 school days after such decision is transmitted. If the parent(s)/guardian(s) appeals, the parent(s)/guardian(s) shall so inform the school and within 10 school days, the District shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent/ISC. The District may initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent/ISC shall examine the documents and record to determine whether the District's proposed action in regard to the student's record is in compliance with the Illinois School Student Records Act, make findings and issue a written decision to the parent(s)/guardian(s) and the District within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent/ISC should seek advice from special education personnel:
 - a. Who were not authors of the entry; and
 - b. Whose special education skills are relevant to the subject(s) of the entry in question.
7. District 225 shall implement the decision of the Regional Superintendent/ISC.
8. If, as a result of the appeal process, it is determined that the information is inaccurate, irrelevant, or improper, District 225 shall amend the information and inform the parent(s)/guardian(s) in writing.
9. If, as a result of the appeal process, it is determined that the information is not inaccurate, irrelevant, or improper, District 225 shall inform the parent(s)/guardian(s) of his/her right to place in the student's record a statement of reasonable length setting forth his/her position on any disputed information contained in the record.
10. The District shall ensure that a statement placed in an education record as described above:
 - a. Is maintained by District 225 as part of the record of the ~~child~~ student as long as the record or contested portion is maintained by the District; and
 - b. Is disclosed by District 225 to any party to whom the records of the ~~child~~ student are disclosed.

F. Retention and Destruction of Records

1. District 225 maintains two types of school student records: permanent and temporary.
 - a. The permanent record shall include:
 - (1) Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
 - (2) Academic transcript, including grades, graduation date, grade level achieved, ~~scores on college entrance examinations~~, and the unique student identifier assigned and used by the Student Information System established pursuant to Section 1.75 of rules governing Public Schools Evaluation, Recognition and Supervision (see 23 Ill. Adm. Code 1.75);
 - (3) Attendance record;
 - (4) Health record;
 - (5) Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64(a));
 - (6) Record of release of permanent record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)];

If not maintained in the temporary record, may also consist of:

 - (7) Honors and awards received; and
 - (8) Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
 - b. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the ~~child~~ student has graduated, withdrawn, or transferred.
 - c. The temporary record may include:
 - (1) Family background information;
 - (2) Intelligence test scores, group and individual and aptitude test scores;
 - (3) Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;

- (4) Elementary and secondary achievement level test results;
 - (5) Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
 - (6) Honors and awards received;
 - (7) Teacher anecdotal records;
 - (8) Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
 - (9) Special education records;
 - (10) Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student;
 - (11) A record of release of temporary record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)];
 - (12) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Illinois School Student Records Act [105 ILCS 10/2(f)];
 - (13) The completed home language survey form (see 23 Ill. Adm. Code 228.15);
 - (14) Health-related information;
 - (15) Accident Reports
 - (16) Other disciplinary information; and
 - (17) Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.).
- d. District 225 will maintain the student's temporary record for at least 5 years after the student transfers, graduates, or permanently withdraws.
2. District 225's destruction of school student records shall be pursuant to prior notice to the parent(s)/guardian(s) and in accordance with federal and State law, including the Local Records Act.

LEGAL REF.: 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act),
20 U.S.C. §§ 1400, et seq. (Individuals with Disabilities Education Improvement Act)
34 C.F.R. §§ 300.127, 300.560-576, 300.740.
34 C.F.R. Part 99.
50 ILCS 205/1 et seq. (Local Records Act).
105 ILCS 10/1 et seq.; 740 ILCS 110/1 et seq.; 50 ILCS ' 205/1 et seq.
740 ILCS 110 et seq. (Mental Health and Developmental Disabilities
Confidentiality Act).
23 Ill. Admin. Code Part 375 (student records).
44 Ill. Admin. Code Part 4000 (local records)
20 U.S.C. 7908 (No Child Left Behind Act)

Approved: 1977

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