

APPENDIX B

School Board Policy Manual Revisions:

First Reading: November 28, 2005
Second Reading: December 19, 2005

Operational Services

Transportation

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Students who are ineligible for transportation under District or State of Illinois guidelines, and who reside one (1) mile or more from their school of attendance may receive transportation service provided:

- A. There is space available on existing routes established for the transportation of eligible students to District 41 schools receiving busing services.
- B. The cost of said transportation is assumed by parent(s) or guardian(s) of the student(s) for which application is made. Fee to be based on annual Net Average Cost Per Pupil and paid in accordance with District procedures.
- C. Application for space available consideration is submitted within specified time periods and is otherwise consistent with District procedural guidelines and established criteria.
- D. Ridership by those students whose application for space available transportation is approved will be governed by District procedural guidelines.

Students who move into the District within the school year and who reside one (1) mile or more from the school to which they are assigned, may apply for space available transportation providing bus capacities, as defined by procedural guidelines, have not been reached.

Students who move into the district within the school year and who reside a distance of one and one-half (1.5) miles or more from the school to which they are assigned, or within designated hazardous walking areas, shall be given priority consideration for space upon established routes.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.
23 Ill. Admin. Code §§1.510a and 226.935.

CROSS REF.: 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children)

ADMIN. PROC.: 6:140-AP (Administrative Procedure - Education of Homeless Children)

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Operational Services

Administrative Procedure - School Bus Post-Accident Checklist

I. Driver Post-Accident Procedures

- A. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.
- B. When notifying the District or transportation office, give the following information:
 1. seriousness of the accident
 2. location and time of incident
 3. bus number and route number
 4. school
 5. number of students on board
 6. extent of any injuries
 7. weather/road conditions
 8. any other pertinent information
- C. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Evacuate the bus according to the bus safety procedures. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or transportation office.
- D. Set out reflectors, flares, flags, etc. only when the safety of all children is secure.
- E. *Never*:
 1. attempt to direct traffic
 2. move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard
 3. discuss liability or fault, or sign anything until someone from the District or transportation office arrives
 4. move an injured person unless the person's life is in jeopardy
- F. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio the District or transportation office with the information. The office will notify the proper authorities.
- G. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

II. Information Gathering. While at the accident scene the driver and/or transportation supervisor shall:

- A. Obtain the name and age of every passenger on the bus.
- B. Obtain the name and address of all witnesses.
- C. Regarding other vehicles involved in the accident, obtain the:
 1. other drivers' names
 2. other drivers' license numbers
 3. other drivers' addresses and phone numbers
 4. make, model, year, and license plate numbers of other involved vehicles
 5. other drivers' insurance carrier information
 6. name, address, and phone numbers of passengers in other involved vehicles

III. District or Transportation Office Responsibilities

- A. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
- B. Send a transportation supervisor to the accident scene to assist the bus driver.
- C. Arrange for the parents of children on the bus to be contacted.
- D. Arrange alternate transportation for the children.
- E. Contact the District's insurance carrier as soon as possible and follow its instructions.
- F. Help the bus driver complete accident report forms, including insurance forms.
- G. Obtain any accident reports completed by third parties, including police reports.

IV. Post-Accident Alcohol and Drug Testing

- A. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
- B. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
 1. the accident involved the loss of human life;
 2. the driver receives a citation for a moving traffic violation arising from the accident; or
 3. a law enforcement officer directs that such a test be given.
- C. If a required alcohol test is *not* administered:
 1. within 2 hours, the bus company must prepare and maintain a file or record stating why the test was not properly administered.
 2. within 8 hours, the bus company shall cease attempts to administer an alcohol test and shall prepare the same record.

- D. If a required controlled substance test is *not* administered within 32 hours, the bus carrier shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
- E. No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until undergoing a post-accident alcohol test.
- V. Vehicle Inspection. Following an accident, each damaged bus component must be inspected before the bus is returned to service.

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Operational Services

Transportation: Space Available Ridership

The following guidelines and procedures will be pursued in the implementation of Board policy regarding space available ridership.

- A. Applications for space available ridership consideration must be submitted to the building principal on an annual basis and must be received on or before the date established for submission of all requests.
- B. Transportation on a space available basis will be provided only on routes established to transport eligible students to schools currently receiving transportation services.
- C. Criteria to be employed in the evaluation of applications shall be applied in the following priority order:
 - 1. Student safety (i.e. Availability of crossing guards, traffic volume, location of residence within areas representing the greatest hazard to walking students).
 - 2. Age of student.
 - 3. Distance of residence from attendance center.
 - 4. Timeliness of application submission.
- D. The number of spaces available to non-eligible riders shall be the difference between the number of assigned eligible riders plus three (3) spaces reserved for students with temporary medical problems, and the legal capacity.
- E. Fees for transportation shall be paid upon notification of approval of application and before service is initiated. Fees will be calculated annually and will be based upon the net average cost of transportation per student. Fees may be paid for the school year or per semester.
- F. Bus privileges may be suspended by the building principal or his/her designee for student misconduct. Fee reimbursement will not occur in the event ridership is interrupted or terminated for disciplinary reasons.
- G. In the event new students, who are eligible for district supported transportation services, move into District 41 and there is insufficient space on the route designed to serve the area of their residence, space will be made available by discontinuance of ridership of least eligible riders. Criteria employed to evaluate applications will be applied to determine riders for which transportation service will be withdrawn. In the event students are removed from a bus for this reason, the parent(s) or guardian(s) will be reimbursed on a pro rata basis.
- H. Should the decision be made to alter routes after the start of the school year, students riding on a space available basis will be required to reapply. In the event reallocation of rider space results in the termination of ridership privileges, the parent(s) or guardian(s) will be reimbursed on a pro rata basis.
- I. Authority for evaluating applications and assigning rider space rests with the building principal or his designee.

Operational Services

Safety

Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

A law enforcement drill is optional.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

Convicted Child Sex Offender and Notification Laws

State law prohibits a 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 is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) 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 (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President 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.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender and Child Murderer Community Notification Law. The

Superintendent or designee shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: School Safety Drill Act, P.A. 94-600.
105 ILCS 5/10-20.28, 5/10-21.3a, and 5/10-21.9.
210 ILCS 74.
625 ILCS 5/12-813.1.
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Indoor Physical Fitness Facilities), 5:30-AP2 (Investigations)

Operational Services

Administrative Procedure - Comprehensive Safety and Crisis Program

- A. Safety Team
- B. Personal Injury Prevention
- C. Site Based Safety Plan
- D. School Safety Drill Program
- E. Bomb Threat Plan
- F. Fire Emergency Procedures
- G. Natural Disasters (Tornadoes, Thunderstorms, Severe Winds, Earthquakes)
- H. Weapons and Explosives on Campus
- I. Emergency Aid
- J. Managing a Crisis After the Earliest Stages Are Over
- K. Managing Communications About a Crisis

A. Safety Team

The Superintendent appoints:

1. An administrator to be the District's Safety Program Coordinator, and
2. Representatives of all support and professional staff to be on the Superintendent's Safety Team.

The Safety Program Coordinator manages the District's safety and crisis efforts. The Safety Team: (1) advises and assists the Superintendent on safety and crisis issues, (2) monitors the District's safety control measures, (3) reviews and updates safety efforts based on accident or inspection reports, reports of unsafe conditions or practices, and complaints and suggestions, and (4) prepares the staff for a crisis through communication and training.

The Safety Program Coordinator chairs the Safety Team meetings. The meetings are held as determined by the Safety Program Coordinator. The following matters are suggested agenda items:

- Previous action items
- Review of accidents since previous meeting
- Prevention recommendations
- Recommendations from anonymous employees
- Staff member suggestions
- Recommended safety program revisions
- Recommendations from accident investigation reports
- Safety training recommendations
- Committee members input

B. Personal Injury Prevention

The Safety Program Coordinator and Safety Team shall supervise an on-going program for identifying and evaluating unreasonable risks, that includes monitoring whether:

1. Students are appropriately supervised.
2. Facilities and equipment that would pose an unreasonable risk to students (such as laboratory and climbing equipment) are kept locked.
3. Staff members are trained to recognize dangerous conditions.
4. Proper student behavior is maintained.
5. Substitute instructors are competent to teach an activity.

6. Teachers and coaches evaluate each student's capacity to do a specific activity without exposing the student to an unreasonable risk of injury.
7. Activities are appropriately demonstrated. Instructions are appropriate and clear and safety rules are emphasized. Proper teaching progressions are followed. Teachers and coaches reasonably match student competitors.
8. Students are warned of the specific dangers of incorrectly performing an activity and the warning is documented.
9. Appropriate behavior toward strangers is explained.
10. Facilities and equipment are properly maintained, well lit, and periodically inspected. Aisles, walkways, and stairs are kept clear and free of obstacles. Floors are kept dry. Unused or outdated equipment is removed. Repairs, routine maintenance, and inspections are documented.
11. Staff members are encouraged to report equipment or facilities that are inappropriate, in need of repair, or defective. As an example, equipment that fits improperly or fails to properly protect students is inappropriate.
12. Notices from staff members that equipment or facilities are inappropriate, in need of repair, or defective are properly investigated.
13. Warning signs or labels are properly displayed and safety rules are posted.
14. Protective eye devices are provided and worn by all students, teachers, and visitors when participating in or observing any activity that may be hazardous to unprotected eyes (105 ILCS 115/1, 23 Ill.Admin.Code §1.420(s)).

C. Site Based Safety Plan

Under the direction of the Safety Program Coordinator, each Building Principal or designee shall annually gather the following documents for a site based safety plan. If a document cannot be found or needs revision in order to comply with the District's Comprehensive Safety Plan, the Building Principal or designee shall confer with the Safety Program Coordinator to create or revise the document. The Principal or designee shall make the plan available in the building's main office.

Each plan shall include the following:

1. Building evacuation plans. The Principal or designee shall: (1) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (2) post signs containing main and alternative evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (3) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (4) keep all staff informed of the evacuation plans.
2. Safety drills. The Principal shall schedule and execute evacuation drills as per the School Safety Drill Act (P.A. 94-600), Board policy 4:170, *Safety*, and this procedure.
3. Building information packet. This packet will include facts on the number and names of staff and students, as well as a building map. The Principal or designee shall give a copy of the map to local law enforcement, the fire department, and emergency medical services.
4. Tornado response plan, including a map showing tornado wall locations (105 ILCS 5/10-20.23).
5. A map giving the location of first aid kits, AEDs, and fire extinguishers.
6. The safety equipment's maintenance schedule and persons responsible for performing.
7. An emergency early dismissal plan.
8. A map or plan describing the areas to be used in the event of a crisis for triage, emergency helicopter landing, media center, non-victim students, and parents.
9. A plan for receiving tips, e.g., a hot line for students to call with anonymous tips.

10. A plan for student supervision.
11. A safety patrol plan (105 ILCS 5/10-22.28).
12. Bicycle use rules.
13. Roadway and parking rules.
14. Procedures on student illness and injuries (23 Ill.Admin.Code §530).
15. A plan for giving students instructions on safe school bus riding practices, including the operation and use of the emergency door and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 5/10-20.14).
16. Safety-related administrative procedures and forms, including: 4:110-AP, *School Bus Post-Accident Checklist*; 4:160-AP, *Hazardous and Infectious Materials*; 4:170-AP1, *Comprehensive Safety and Crisis Program*; 4:170-AP2 *Child Sex Offender and Murderer Community Notification Law*; 4:170-AP3, *School Bus Safety Rules*; 4:170-AP6, *Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility*; 4:170-E1, 4:170-E7, *Annual School Safety Review*; *Accident Form*; 5:30-AP2 *Investigations*, 5:40-AP, *Communicable and Chronic Infectious Disease*; 6:250-AP, *Securing and Screening Volunteers*; 6:250-E, *Volunteer Information Form and Waiver of Liability*; 7:280-AP, *Communicable and Infectious Disease*; and 7:290-AP, *Adolescent Suicide and Crisis Intervention*.

D. School Safety Drill Program

The School Safety Drill Act (P.A. 94-600) and any implementing State administrative rules contain the requirements for the District's safety drills and shall supersede this procedure in the event of a conflict.

During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

A law enforcement drill is optional.

All drills must be conducted at each school building that houses school children. The Building Principal shall keep the Superintendent or designee informed as to the status of the drills. Each of these drills is described below:

School evacuation drills - These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary, depending on the circumstances, in the event of fire, presence of suspicious items, incidents involving hazardous materials, and bomb threats.

The appropriate local fire department or district participates in one school evacuation drill, unless waived as provided below. A date is selected according to the following timeline:

- No later than September 1 of each year, each local fire department or fire district must contact the Building Principal in order to make arrangements.
- No later than September 14, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department or district in a school evacuation drill.
- No later than September 15 of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official 4 dates within the month of October, during at least 2 different weeks of October, on which to hold the drill. The fire official may choose any of the 4 available dates, and if he or she does so, the drill occurs on that date.

- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the 4 offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department or district. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation suspicious items or bomb threats.

Bus evacuation drill - This drill prepares students and school personnel for situations that occur when conditions outside of a bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, presence of suspicious items, and incidents involving hazardous materials.

This drill shall be accounted for in the curriculum in all public schools and in all other educational institutions in this State that are supported or maintained, in whole or in part, by public funds and that provide instruction in any of the grades kindergarten through 12. This curriculum shall also include instruction in safe bus riding practices for all students. Schools may conduct additional bus evacuation drills.

Severe weather and shelter-in-place drill - This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place incidents shall be based on the needs and environment of particular communities, including severe weather (such as, tornadoes, shear winds, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.

Law enforcement drill - This drill prepares students and school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building. Law enforcement drills may involve situations that call for the reverse-evacuation or the lock-down of a school building. Incidents requiring a lock-down may include shooting incidents, bomb threats, suspicious persons, and incidents involving hazardous materials. After a drill in which the local law enforcement participated, the Building Principal should request certification from the local law enforcement that the law enforcement drill was conducted.

Annual Review. The School Board or its designee will annually review each school building's emergency and crisis response plans, protocols, and procedures, as well as each building's compliance with the school safety drill program.

E. Bomb Threat Plan

Any bomb threat is treated as a danger to all persons in a school building. Staff members shall follow these procedures when a bomb threat is made:

1. The secretary or any person taking the telephone call will attempt to gain as much information as possible from the caller, i.e., the bomb's location, type, when it will explode, and the caller's name, sex, age, and voice tone.
2. The main office will immediately call 911.

3. The main office will immediately advise the Building Principal or designee of the situation. The Building Principal or designee shall announce a “**Code Yellow**” over the public address system to notify the staff a bomb threat was received. All two-way radios should be immediately shut off.
4. The Building Principal will sound the fire alarm and evacuate the building(s).
5. Staff members should note any “**strange**” boxes or packages. **Do not touch anything suspicious.** Report any such item to law enforcement after you have left the building.
6. The Building Principal or designee shall notify the Superintendent’s office; the Superintendent’s office shall notify the Safety Program Coordinator.
7. The Building Principal shall check to ensure everyone has left the building(s).
8. Staff members shall account for everyone by making a roll call check. Names of missing students or staff members will be relayed to the Building Principal.
9. Staff members shall escort the students to a predetermined waiting area that is a safe distance from the school and wait for further instructions.
10. The Building Principal shall assist the police, fire, and public safety officials as needed.
11. After a bomb search is completed, the Building Principal, Safety Program Coordinator, Superintendent, and local law enforcement will determine if the building should be re-entered.
12. If the school cannot be re-entered, the students will be moved to the closest available facility that can safely house them.
13. When a bomb threat is made before lunch, the Building Principal or designee shall coordinate with the food service department to arrange for an alternative lunch plan.
14. If the decision is made to move students to an alternate school, the Building Principal or designee shall so notify the transportation department. Buses will be used if the school is beyond walking distance or if there is inclement weather.
15. The transportation department will make arrangements to have the evacuated students picked up at the regular release time, at the alternate site, by the normal route school buses.
16. When a bomb threat is made during inclement weather, the Building Principal or designee shall notify the transportation department to supply buses for temporary shelters. This should not delay the school’s evacuation.
17. No one shall re-enter the building unless the “**All Clear**” is sounded by the Building Principal. No electronic devices shall be used to recall students into the building.

F. Fire Emergency Procedures

The following emergency actions shall be taken by the appropriate staff member:

1. Pull the fire alarm immediately if you have any reason to suspect a fire may be in the building. If possible, notify the main office, giving as many details as possible.
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation.
4. The Building Principal will sound the fire alarm and evacuate the building(s).
5. The Building Principal or designee shall notify the Superintendent’s office; the Superintendent’s office shall notify the Safety Program Coordinator.
6. Fire extinguishers should be used only after notifying the Fire Department and only if feasible. Fire extinguishers are intended for small fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.

7. When the fire alarm is heard:
 - a. Teachers and supervisors shall be sure that all windows and doors are closed and lights are turned off in their rooms. They should pick-up their class register and grade book and then lead students out of the building according to the evacuation route.
 - b. Teachers and supervisors shall immediately check the class register to be sure all students are present. If a student is absent who was present before the evacuation, notify the Principal or fire official immediately.

G. Natural Disasters (Tornadoes, Thunderstorms, Severe Winds, Earthquakes)

A natural disaster includes severe weather situations, tornadoes, hazardous material accidents, floods, and earthquakes. The following emergency procedures should be taken:

1. The Building Principal or main office staff will alert staff - the signal is “**Tornado Tone.**”
2. Teachers shall step into the halls to immediately clear them by directing students to the appropriate location based on individual school safety plans.
3. While in the room, all teachers and students are to maintain sheltered positions.
4. Call 911 if emergency responders are needed.
5. Render first aid, if necessary.
6. The Building Principal or designee will direct designated “couriers” to each classroom notifying the teacher/staff of the situation.
7. Unless the situation requires evacuation, all doors will remain locked and personnel and students will remain stationary until the “**All Clear**” is sounded by the Building Principal.

H. Weapons and Explosives on Campus

Any report of a person armed with a weapon or explosive on campus is a “**Code Red**”, i.e., all doors are locked in offices, classrooms, and halls. The following emergency actions shall be taken by the appropriate staff member:

1. Notify the main office immediately if you have any reason to believe that a weapon or explosive is on school grounds. Give the main office as many details as possible (where, who is involved, type of weapon, and if anyone is injured or is currently being threatened or being held hostage).
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation. The Building Principal or designee shall announce a “**Code Red**” over the public address system to notify staff members to lock all doors.
4. If possible, move students safely away from the armed person. Remain calm while sending people to safety. Do not panic students by telling them that the person is armed.
5. When a “**Code Red**” is called:
 - a. Lock your classroom door, and, if it is your responsibility to do so, lock the hallway doors. Keep your students away from doors. If you hear a weapon fired, tell your students to immediately duck and cover. Remain this way until the Principal sounds the “**All Clear**” or until you are evacuated from your room by law enforcement.
 - b. If you are not in a classroom, move your students to the closest securable room and lock it down.
 - c. If you cannot get to a classroom before shots are fired, have all students duck and cover behind any available barrier or drop and cover if there is nothing to hide behind. Direct them to move to a protected area as soon as possible.

6. The Building Principal or designee shall notify the Superintendent's office; the Superintendent's office shall notify the Safety Program Coordinator.
7. School nurses and/or other staff give first aid for victims until emergency medical services takes over. If possible, identify injured students by using name tags or markers on their wrists or ankles.
8. **Note:** If any site becomes involved in a hostage situation, the primary concern is the safety of students and staff. Individuals who take hostages are frequently emotionally disturbed or in a state of panic, and the key to dealing with them is to make every attempt to avoid upsetting them any further. Communication must be handled in a non-threatening, non-joking manner. Always remember that it may take very little to cause such persons to become violent.
9. **Note:** Drive-by-shootings usually happen very quickly. The perpetrators of drive-by-shootings usually leave the scene instantly. Staff members who witness such incidents should, without putting themselves into danger, attempt to get as precise a description of the vehicle as possible.

I. Emergency Aid

The Safety Program Coordinator shall supervise an on-going program for the provision of first-aid and emergency care (see 23 Ill.Admin.Code §1.530), that includes at a minimum the following components:

1. First-aid and CPR courses are offered to staff members.
2. Staff members are told how to summon emergency medical care.
3. Adequate first-aid and emergency care equipment are readily accessible, conspicuously marked, and periodically inspected.
4. The District's *Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility*, administrative procedure 4:170-AP6, is fully implemented.
5. Each participant in an extracurricular sport must present a completed Certificate of Physical Fitness for Athletics. Parents/guardians are required to report any serious health problem their child might have experienced.
6. Written accident reports are completed by the person having supervision over the student at the time of the accident and shall be immediately sent to the Principal who will forward a copy to the Superintendent.
7. An injured student will take priority over everything else. The person having supervision over an injured student shall immediately notify the parents/guardians.

Emergency Phone Numbers:

Safety Coordinator	<u>Assistant Business Mgr. 630-534-7221</u>
Poison Control	<u>Illinois Poison Center, 1-800-222-1222</u>
Hospital	<u>Glen Oaks Hospital, 630-858-9700</u>
Fire, Police, Ambulance	<u>911</u>

J. Managing a Crisis After the Earliest Stages Are Over

1. The Safety Program Coordinator and Safety Team shall:
 - a. Advise the Superintendent whether or not to maintain normal schedules or dismiss early. This decision will depend on the extent of the crisis and may vary from class to class, or school to school. Formulate plans if school is to be dismissed early.
 - b. Communicate with school counselors.

- c. Help the designated spokesperson (see “Managing Communications About a Crisis,” below) prepare announcements to: (1) students and teachers, (2) telephone inquiries, (3) parents/guardians, and (4) the media.
 - d. Help the designated spokesperson (see “Managing Communications About a Crisis,” below) prepare a memo to all teachers giving the facts about the crisis and instructions on how to share the information with students, as well as suggestions for assisting students. This memo may also invite the staff to a meeting after school. Also, facilitate a way for the teachers to share their insights, concerns and other pertinent information.
 - e. Help the designated spokesperson (see “Managing Communications About a Crisis,” below) prepare a letter to parents/guardians. Include specific factual information about the event; information about how the District is handling the crisis, phone numbers for contact people; information about community resources, including phone numbers and titles of resource books. Some parents/guardians will need to be contacted by phone, particularly if their child’s reaction is severe.
 - f. Supervise pre-designated rooms for media, family, etc.
 - g. Arrange for responsible adults to ride buses in the vacant victims’ seats for the rest of the week.
2. The school counselor, school psychologist, and/or social worker shall:
- a. Stay in close contact with the Safety Team and follow its requests.
 - b. Identify high-risk students, staff, and parents likely to be most affected by the news (e.g., due to relationship with victim, personal history with similar crisis, recent confrontations with affected students, staff member spouses). Target these individuals for extra support.
 - c. Gather and inform closest friends of the victims. Provide support and information to them before the general announcement is made. If certain close friends are absent, assure that a supportive adult gives the news to them. Try to make sure that students who are closest to the victims are picked up by parents at school.
 - d. Provide individual and group counseling as needed.
 - e. Contact parents of affected students with suggestions for support and further referrals. Keep records of affected students and provide follow-up services.
 - f. Establish a self-referral procedure. Make referral forms available.
 - g. Review and distribute open-ended questions and answers to assist teachers with classroom discussion.
3. The Building Principal or designee shall:
- a. Support response efforts, be available for consultation, and defer to the Safety Program Coordinator and/or Superintendent. Overall, the Building Principal should be visible, available, and supportive.
 - b. Notify feeder schools so they can prepare siblings and other students regarding the crisis.
 - c. Provide direction for teachers.
 - d. Contact family of the deceased and inform staff and students about funeral arrangements.
4. Teachers shall:
- a. Provide available information to students and lead classroom discussions, when warranted, that focus on coping. Answer questions without providing unnecessary details. Recognize and honor the various religious beliefs that may help students to cope. Be understanding and receptive to students’ expressions of various emotions.

- b. Be careful of TV broadcasts in the classroom. Live newscasts can be traumatizing, especially if the students are still at school.
 - c. Identify students who need counseling and refer them to counseling personnel.
 - d. Provide activities to reduce trauma, such as artwork, music, and writing.
 - e. Alter the curriculum as needed.
 - f. Discuss funeral procedures when appropriate.
 - g. Know how to get assistance from other professionals should the need arise.
5. The school nurse shall, after all injured students are stabilized and being provided emergency medical services care:
- a. Monitor reactions of traumatized children.
 - b. Inform teachers and children about physical manifestations of grief.
6. Provision for on-going opportunities to deal with the crisis include:
- a. Have additional support staff and outside professionals available.
 - b. Make resources available to teachers who will be dealing with students' reactions.
 - c. Provide a list of suggested readings to teachers, parents, and students.
 - d. Amend crisis response procedures as necessary.
 - e. Write thank-you notes to anyone who provided (or is still providing) support.
 - f. Be alert on crisis anniversaries and holidays. Often students will experience an "anniversary" grief reaction the following month or year on the date of the crisis, or when similar crises occur that remind them of the original crisis. Holidays are often difficult for students who have experienced loss.
 - g. Support and explain the hospital's visitation policy.
 - h. After one week, consider raising the flag back to full mast. Remove the flowers, cards, displays, etc. and get the building back to normal.

K. Managing Communications About a Crisis

The Safety Program Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning a crisis. Staff members having information should provide it to the Safety Program Coordinator or a Safety Team member. **The Safety Program Coordinator or designee serves as the designated spokesperson.** All District communication should come from this source to ensure accuracy and creditability.

All staff members are requested to refrain from spreading information about a crisis unless the information is from the Safety Program Coordinator or designated spokesperson.

Office staff members are not to repeat or give any information within or outside the school unless specifically instructed to do so. They are to direct inquiries to the designated spokesperson.

The designated spokesperson shall make every effort to give the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible. If the media makes reporting errors, the spokesperson should name the specific reporting agency in correcting the facts.

Everyone in the school community can positively affect a crisis situation by:

- 1. Staying calm and helping to bring the situation under control.
- 2. Avoid speculating as to the incident's cause.
- 3. Avoid allocating blame.

4. Helping school and law enforcement officials gather the facts - who, what, where, when, why, how, and what's next.
5. Being truthful.
6. Deferring all media requests to the designated spokesperson.
7. Comforting and supporting each other.

Operational Services

Exhibit - Annual School Safety Review

Pursuant to the School Safety Drill Act (P.A. 94-600), the School Board or its designee conducted the annual review of each school building's emergency and crisis response plans, protocols, and procedures and each building's compliance with the school safety drill program, the details of which follow:

_____ District _____ Superintendent

_____ District Schools

_____ Review Meeting Date _____ Review Meeting Time _____ Review Meeting Location

Indicate who was invited (having been given a minimum of 30 days' notice before the review's date) to participate and who attended:

Notified	Participants in Attendance
School Board members or Board's designee:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Building Principal from each school:

_____	_____
_____	_____
_____	_____
_____	_____

Representatives from other appropriate educational organizations or associations:

_____	_____
-------	-------

Notified

Participants in Attendance

Representatives from all local first responder organizations:

Fire department(s):

Law enforcement department(s):

Other emergency medical service(s):

Other related organizations requesting participation:

Summary of recommended changes to the existing school safety and drill plans to be implemented:

Check all that apply:

- An effective review of the emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the District and each of its school buildings has occurred.
- The School District will implement the review's recommended changes listed above.
- This Annual School Safety Review was authorized by the School Board or its designee.

Completed by _____

Date _____

Send a copy of this report to each party that participated in the annual review process and to the Regional Superintendent of Schools. If any of the participating parties have comments on this report, they may submit their comments in writing to the Regional Superintendent.

General Personnel

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with School Board policy, and making hiring recommendations to the School Board. Educational support personnel applicants are initially screened by the Building Principal or supervisor. The District shall hire the best qualified personnel consistent with budget and staffing requirements, and shall comply with School Board policy on equal employment opportunities and minority recruitment.

All applicants must complete a District application form in order to be considered for employment.

Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category other than the Superintendency.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in the Database as a sex offender. The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in §10-21.9 of The School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the School Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

- LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
105 ILCS 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and
5/24-1 et seq.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd*
in part and remanded 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:280 (Education Support Personnel - Duties and Qualifications)

General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3-day period, the individual must present a receipt for the application of the documents within 3 days of the hire and present the required documents within 90 days of the hire.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of 3 years after the date of hire or one year after individual employment is terminated, whichever is later.

Criminal Background Check

Applicant: Each applicant for employment in any position (except bus driver) must provide a written authorization for a fingerprint-based criminal history records check at the time he or she submits the application.

Applicants for Bus Driver: Applicants for a bus driver position must complete the application required by the Secretary of State for a school bus driver permit (obtained from the District) and submit it to the District along with the necessary fingerprint submission as required by the Department of State Police to conduct a fingerprint-based criminal history records check. The Superintendent or designee will conduct a pre-employment interview with prospective school bus driver candidates, distribute school bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Department of State Police. The Superintendent or designee will certify in writing to the Secretary of State that all pre-employment conditions have been successfully completed, including the successful completion of a criminal history records check as required by State law. The applicant must present the certification to the Secretary of State at the time of submitting the school bus driver permit application.

Superintendent:

1. Fingerprint-Based Criminal History Records Check - The Superintendent or designee completes the required forms in order to request a fingerprint-based criminal history records check from an appropriate police or live scan agency. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the Department of State Police on forms prescribed by the Department. The Superintendent or designee will provide the applicant with a copy of the conviction record obtained from the State Police.
2. Check of the Statewide Sex Offender Database - The Superintendent or designee performs a check of the Statewide Sex Offender Database, as authorized by the Sex Offender and Child Murderer Community Notification Law (730 ILCS 152/115), for each applicant. The Superintendent or designee notifies an applicant if the applicant is identified in the Database as a sex offender.

State Police and FBI: The Department of State Police and FBI furnish records of convictions (until expunged), pursuant to a fingerprint-based criminal history records check, to the School Board President.

Board President: The Board President keeps a conviction record confidential and shares it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision.

Regional Superintendent: Whenever an applicant is seeking employment in more than one District as either a substitute or part-time teacher or educational support personnel employee, the Superintendent or designee may require the applicant to authorize the Regional Superintendent to conduct the check. The Regional Superintendent also performs a check of the Statewide Sex Offender Database, as authorized by the Sex Offender and Child Murderer Community Notification Law (730 ILCS 152/115).

Contractors: The above requirements for fingerprint-based criminal history records check apply to every employee or agent of any contractor if the employee or agent has direct, daily contact with students. The contractor must provide the District with the name and address of each employee who will perform work on school property and obtain a fingerprint-based criminal history records check for all such employees. No person may work on school grounds who has been convicted of committing or attempting to commit any one or more of the offenses cited in 1 and 2 below.

The School District will not knowingly employ a person who:

1. Has been convicted of committing or attempting to commit any one or more of the following offenses:
 - a. Attempted first-degree murder or first-degree murder or any Class X felony.
 - b. Those defined in Sections 11-6, 11-9, 11-14, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-21, 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 1961.
 - c. Those defined in the Cannabis Control Act, 720 ILCS 550/1 et seq., except 720 ILCS 550/4(a), 550/4(b), and 550/5(a).
 - d. Those defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 et seq.
 - e. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
2. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES New Hire Reporting Form for each newly hired employee with the Illinois Department of Employment Security.

Community Relations

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. 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;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee’s directive.

Convicted Child Sex Offender

State law prohibits a 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 is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) 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 (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent’s designee. If permission is granted, the Superintendent or Board President 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 may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Building Principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

LEGAL REF.: Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities), 8:40 (Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events)

Community Relations

Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders

Date

Dear Parent/Guardian:

Student's Name *(Please print)*

School

The purpose of this letter is to help the school and District comply with the State law placing restrictions on child sex offenders' access to school property (720 ILCS 5/11-9.3). State law prohibits a 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: (1) is a parent/guardian of a student and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) 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 (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or (2) has permission to be present from the Superintendent or the School Board. A child sex offender present on school property must remain under the direct supervision of a school official.

Instructions for Child Sex Offenders

A child sex offender must complete a *School Visit Request* in order to lawfully visit school property. This form must be completed for each visit to school property.

Sincerely,

School Administrator

Community Relations

Exhibit - Child Sex Offender's Request for Permission to Visit School Property

If you are child sex offender, you must complete this form in order to lawfully visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the Building Principal's office where you are seeking permission to visit.

Name <i>(Please print)</i>	Address
Signature	Today's Date
School (Visit Location)	Date of Visit

Complete the following if you are a parent/guardian of a student attending this school.

I request permission to visit the school for the following reason(s):

- To attend a conference with school personnel to discuss the academic or social progress of my child.
- To participate in my child's review conference in which evaluation and placement decisions may be made with respect to my child regarding special education services.
- To attend a conference to discuss other student issues concerning my child such as retention and promotion.
- Other *(Please be specific)*: _____

Complete the following if you are **not** a parent/guardian of a student who attends the school you are requesting to visit.

- I request permission to visit the school for the following reason(s) *(Please be specific)*: _____

The following is to be completed by District personnel only:

0 Permission Granted 0 Permission Denied

Date	Signature <i>(Superintendent, Designee, or Board President)</i>
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Visit Supervision *(To be completed by the person supervising the child sex offender)*

Supervisor's Name *(Please print)* _____

Visitor's Time In _____ Visitor's Time Out _____

Date	Supervisor's Signature
------	------------------------

8:30-E2

Page 2 of 2

Reviewed: November 28, 2005
Adopted: December 19, 2005