

WHITESIDE SCHOOL DISTRICT 115

POLICY REFERENCE MANUAL

TABLE OF CONTENTS

SECTION 6

INSTRUCTION

Philosophy and Goals

6:010 Educational Philosophy and Objectives

6:015 School Accountability

Educational Calendar and Organization

6:020 School Year Calendar and Day

6:030 Organization of Instruction

Curriculum

6:040 Curriculum Development

6:050 School Wellness

Wellness Policy

6:060 Curriculum Content

6:065 Student Social and Emotional Development

6:070 Teaching About Religions

6:080 Teaching About Controversial Issues

6:090 Kindergarten

6:100 Experiments Upon or Dissection of Animals

Special Programs

6:110 Truant's Alternative and Optional Education Programs

6:120 Education of Children with Disabilities

6:130 Program for the Gifted

6:140 Education of the Homeless

6:145 Migrant Students

6:150 Home and Hospital Instruction

6:160 English Learners

6:170 Title I Programs

6:180 Extended Instructional Programs

6:190 Extracurricular and Co-Curricular Activities

Instructional Resources

- 6:200 Instructional Arrangements
- 6:210 Instructional Materials
- 6:220 Instructional Materials Selection and Adoption
- 6:230 Library Media Programs
- 6:235 Access to Electronic Networks
- 6:240 Field Trips
- 6:250 Community Resource Persons and Volunteers
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs

Guidance and Counseling

- 6:270 Guidance and Counseling Program

Achievement

- 6:280 Grading and Promotion
- 6:290 Homework
- 6:300 Graduation Requirements
- 6:310 **OPEN**
- 6:320 **OPEN**
- 6:330 Awards and Scholarships
- 6:340 Student Testing and Assessment Program

Instruction

6:010 Educational Philosophy and Objectives

Whiteside's mission is to help all learners reach their maximum potential so that they may become tomorrow's leaders. The focus of the total educational program is manifest in the Board's continuing vigilance in the area of instructional goals and objectives that reflect this mission. The District strives to establish an educational program for the District as a whole that will meet the needs of our students as individuals. To meet his goal, the District recognizes the following common educational objectives:

- To develop in each child a sense of pride and accomplishment.
- To develop in each student a sense of self-worth and security.
- To impart in each student the background skills and concepts necessary to function effectively in a changing world.
- To develop in each student an appreciation and respect for individual differences in peoples and cultures.
- To develop in each student an understanding of the democratic process—the rights and responsibilities of the student and of the citizen.
- To develop in each student the desire to live life in accordance with the ideas and ideals inherent in a free society.
- To develop in each student a sense of self-discovery, self-awareness, and self-discipline.
- To cultivate in each student an appreciation of the arts.
- To develop in each student creative self-expression.
- To develop in each student appreciation and respect for the environment.
- To develop in each student intellectual curiosity and growth.
- To develop in each student a positive attitude toward ongoing independent education.
- To develop in each student the ability to do independent research.
- To develop in each student the ability to approach problems using the scientific method.
- To develop in each student an understanding of the past, its application to the present, and its effect on the future.
- To help each student develop personal moral standards with a view toward the responsibilities that must be assumed.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To be free of any sexual, cultural, ethnic, or religious bias.

The administrative staff is responsible for apprising the School Board of the educational program's current and future status. The Superintendent should prepare an annual report that includes:

- A review and evaluation of the present curriculum;
- A projection of curriculum and resource needs;
- An evaluation of, and plan to eliminate, any sexual, cultural, ethnic, or religious bias that may be present in the curriculum or instructional materials and methods;
- A plan for new or revised instructional program implementation; and
- A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: October 18, 2001

Instruction

6:015 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The School Board continuously monitors the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

LEGAL REF.:

105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-21.3a, and 5/27-1.

23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

AMENDED: April 19, 2018

Instruction

6:020 School Year Calendar and Day

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in The School Code to study and honor the commemorated person or occasion. The School Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The School Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The instructional day contains a minimum of 5 hours of actual classroom instruction.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8.05, 5/24-2, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2.
 23 Ill. Admin. Code §1.420(f).
 Metzl v. Leininger, 850 F. Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: October 18, 2001

Instruction

Organization of Instruction

The School District has instructional levels for grades prekindergarten through eight. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the School Board.

Students, for instructional purposes, may be placed in groups within the school which do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student must be identified as to grade-level placement.

CROSS REF.: 7:30 (Student Assignment)

ADOPTED: October 18, 2001

Instruction

6:040 Curriculum Development

Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals.
2. Student needs as identified by research, demographics, and student achievement and other data.
3. The knowledge, skills, and abilities required for students to become life-long learners.
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements.
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available.
6. The Illinois State Learning Standards and any District learning standards.
7. Any required State or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The curriculum review program shall:

1. Ensure regular evaluations of the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues), 6:90 (Kindergarten), 6:100 (Experiments Upon or Dissection of Animals), 6:120 (Education of Children with Disabilities), 7:15 (Student and Family Privacy Rights)

ADOPTED: September 18, 2003

Instruction

6:050 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*. The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
 National School Lunch Act, 42 U.S.C. §1758.
 42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.
 105 ILCS 5/2-3.139.
 23 Ill.Admin.Code Part 305, Food Program.
 ISBE’s “School Wellness Policy” Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services)

ADOPTED: May 19, 2011



WHITESIDE SCHOOL DISTRICT #115 WELLNESS POLICY

BELIEF STATEMENT

The Board of Education of Whiteside School District #115 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

RATIONALE

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight – a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion, this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

GOALS FOR NUTRITION EDUCATION



- Students in preschool through grade 8 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors *and* aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans of other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
- To achieve positive changes in students' eating behaviors, it is recommended that a minimum of forty contact hours of nutrition education opportunities be provided to students each year. Contact hours may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.

GOALS FOR PHYSICAL ACTIVITY



- Students in preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus calories out) and is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.

- Elementary students participate in physical education/physical activity for a minimum of 145 minutes per week, and middle school students participate for 250 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- Schools shall provide a daily-supervised recess period to elementary students.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
- Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS



Parent Partnerships

- Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school/district website, information provided in school/district newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.
- The district supports activities of the Parent-Teacher Club that promote physical activity, such as monthly skating parties, family fitness nights, and family nights at the YMCA.

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines. The National Association of State Boards of Education recommends that students have adequate time to eat, relax and socialize: at least 10 minutes after sitting down for breakfast and 20 minutes after sitting down for lunch.
- All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.

- Food providers shall involve families, students and other school personnel in choosing nutritious food and beverage selections for their local schools through surveys, committees, taste-testing and similar activities designed to provide input into the decision-making process.
- Food providers shall work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals and nutrition standards for those sold individually.
- Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
- Food providers shall take every measure to ensure that student access to foods and beverages on school campuses meets federal, state and local laws and guidelines.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. Foods must be packaged in original containers and not contain peanuts or peanut products.
- To reduce competition with nutritionally balanced school meals and enhance student safety, it is recommended that, to the extent practicable, students are not permitted to leave school grounds to purchase foods or beverages.
- Partnerships between schools and businesses are encouraged and many commercial advertising relationships involve foods or beverages. To meet wellness objectives, it is recommended that commercial advertising relationships involve only foods and beverages that meet nutrition standards ([Attachment A](#)).
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
- Nutrition education shall be provided by trained and well-supported staff with adequate pre-service and in-service training. It is recommended that staff involved in nutrition education complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year. Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques and strategies designed to change students' attitudes and behavior.
- All foods and beverages made available at school shall comply with the federal, state and local food safety and sanitation regulations.
- For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment –Physical Activity

- Physical education shall be provided by trained and well-supported staff that is certified by the state to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.
- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is

recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

- Schools are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active.
- Schools are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day. Usage fees for groups consisting of district students will be waived.
- Physical activity facilities and equipment on school grounds shall be safe. The district will support PTC fundraising efforts for new playground equipment.
- Schools are encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school. The district will work in partnership with the Village of Shiloh to request funds through a Safe-Routes-to-School Grant.
- The district will participate in activities sponsored by the Get-Up-And-Go program of the St. Clair County Health Department.

Food or Physical Activity as a Reward or Punishment

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as punishment.
- School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY



- Food providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).
- All foods and beverages sold individually (apart from the reimbursable school meal) on school campuses during the school day shall meet nutrition standards (Attachment A). This includes:
 - a la carte offerings in the food service program;
 - food and beverage choices in vending machines, snack bars, school stores; and
 - foods and beverages sold as part of school-sponsored fundraising activities.
- Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

GUIDELINES FOR SCHOOL MEALS



- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program and all applicable state and local laws and regulations.
- The district superintendent shall be charged with the operational responsibility for ensuring that each school meets the local wellness policy requirements.
- The district superintendent shall appoint a district wellness committee that includes parents, students, representative of the school food authority, the school board, school administrators, teacher representatives and the public to oversee development, implementation and evaluation of the wellness policy.
- The terms of district wellness committee members shall be staggered for continuity.
- The appointed district wellness committee shall be responsible for:
 - creating and maintaining bylaws for operation;
 - assessment of the current school environment;
 - development of a wellness policy;
 - presenting the wellness policy to the school board for approval;
 - measuring the implementation of the wellness policy; and
 - recommending revision of the policy, as necessary.
- The principal of each campus shall be responsible for implementation of the local wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.
- The school-based evaluation team shall evaluate policy implementation and identify areas for improvement. The evaluation team shall report their findings to the campus principal and develop with him/her a plan of action for improvement, as needed.
- The wellness committee shall hear reports from each campus group annually.
- Before the end of each school year the wellness committee shall recommend to the district superintendent any revisions to the policy it deems necessary.
- The wellness committee shall report to the superintendent and school board annually on the progress of the wellness committee and the status of compliance by the campuses.

Wellness Plan - Attachment A

<p>Food or Beverage</p>	<p><i>HealthierUS School Challenge Nutrition Standards*</i></p> <p>These criteria focus on decreasing fat and added sugar, increasing nutrient density, and moderating portion size.</p>
<p>Fruits and Non-fried Vegetables</p>	<p>Fruits and vegetables may be fresh, frozen, canned or dried, and they must be found in the Food Buying Guide for Child Nutrition Programs.</p> <p>http://schoolmeals.nal.usda.gov/FBG/2003FBG/%20Section%202.pdf</p> <p>Examples of products that <i>cannot</i> be sold/served as a fruit or vegetable include:</p> <ul style="list-style-type: none"> • Snack-type foods made from vegetables or fruits, such as potato chips, and banana chips; • Pickle relish, jam, jelly; and • Tomato catsup and chili sauce
<p>Approved Beverages</p>	<ul style="list-style-type: none"> • Flavored or plain reduced fat (2%), low-fat (1%), skim/nonfat fluid milk meeting State and local standards for pasteurized fluid milk and/or USDA approved alternative dairy beverages⁴; • 100% full-strength fruit and vegetable juices; and • Water (non-flavored, non-sweetened, <i>and</i> non-carbonated)
<p>Any Other Individual Food Sales/Service</p>	<ul style="list-style-type: none"> • Calories from total fat must be at or below 35%** , <i>excluding nuts, seeds, and nut butters</i>. This is determined by dividing the calories from total fat by the total calories and multiplying by 100. If calories from fat are not available, multiply the grams of fat by 9 to equal calories from fat. • Calories from saturated fat must be at or below 10%. This is determined by dividing the calories from saturated fat by the total calories and multiplying by 100. If calories from saturated fat are not available, multiply grams of saturated fat by 9 to equal calories from saturated fat. • Total sugar must be at or below 35% by weight. This is determined by dividing the grams of total sugar by the gram weight of the product and multiplying by 100. This includes both naturally occurring and added sugars. This limit does not include fruits and vegetables or flavored milk as defined above. • Portion size for a la carte sales in the school cafeteria are not to exceed the serving size of the food served in the National School Lunch Program/School Breakfast Program; for vending sales the item package or container is not to exceed 200 calories.

⁴ There are no USDA approved alternative dairy beverages at this time. Public Law 108-265 (Child Nutrition Program Reauthorization) authorizes the Secretary of Agriculture to establish nutritionally equivalent non-dairy beverages by July 1, 2005. Please check with the Illinois State Board of Education for clarification.

*The above *Nutrition Standards* are criteria for sales/service of a la carte and/or vended items from the United States Department of Agriculture's *HealthierUS School Challenge*. Please be aware that these criteria are only meant to apply to individually sold foods and that foods sold as part of a reimbursable school meal may not necessarily meet these criteria although menus meet the nutrition standards set by the U.S. Department of Agriculture for school meals. Local policy makers may wish to modify the standards but should be aware that this may make schools ineligible to meet the criteria for the *HealthierUS School Challenge*.

**The *Dietary Guidelines for Americans 2005* recommend a total fat intake of 20 to 35% for school-age children.

Instruction

6:060 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In grades kindergarten through 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
5. In all grades, character values must be stressed including: (a) honesty, (b) kindness, (c) justice, (d) discipline, (e) respect for others, and (f) moral courage.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught, including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, (e) age-appropriate sexual abuse and assault awareness and prevention in all grades, and (f) in grades 6-8, the dangers associated with drug and alcohol consumption during pregnancy. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A Career Awareness and Exploration Program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the constitutions of the US and Illinois, (c) the role of the US in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including the African Americans, Asian Americans, Polish, Lithuanians, Germans, Hungarians,

12. Irish, Bohemians, Russians, Albanians, Italians, Czechs, Slovaks, French, Scots, and Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression) in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In 7th grade U.S. history or a combination of U.S. history and American government courses, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933 to 1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes a unit of instruction on Black history, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 105 ILCS 5/27-3, 5/27-5, 5/27-6, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-24.2, 435/0.01 et seq., and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
20 ILCS 2605/2605-480.
5 ILCS 465/3 and 465/3a.

CROSS REF.: 6:40 (Curriculum Development), 7:260 (Exemption from Physical Activity)

ADMIN. PROC.: 6:60-AP (Comprehensive Health Education Program)

AMENDED: December 18, 2014

Instruction

6:065 Student Social and Emotional Development

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards to be contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness and academic success, and promote positive behavior;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach pro-social skills;
4. Partner with families and the community agencies to promote students' social and emotional development; and
5. Prevent or minimize the significance of mental health problems in students.

LEGAL REF: Children's Mental Health Act of 2003, 405 ILCS 49/1 et seq.

CROSS REF: 6:270 Guidance and Counseling Program, 7:100 Health Examinations, Immunizations, and Exclusion of Students, 7:250 Student Support Services.

ADOPTED: February 17, 2005

Instruction

6:070 Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.: School District of Abington Twp v. Schempp, 374 U.S. 203 (1963).
 Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573, 109 S.Ct. 3086, 106
 L.Ed.2d 472 (1989).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED: October 18, 2001

Instruction

6:080 Teaching About Controversial Issues

Discussion of controversial issues should be age-appropriate, serve an educational purpose, be consistent with the curriculum, and present a balanced view.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: October 18, 2001

Instruction

6:090 Kindergarten

A full-day kindergarten shall be established and maintained with an instructional program which fulfills Whiteside School District 115's curriculum goals and objectives and the requirements of the State Board of Education. Whiteside School District 115 shall also establish a half-day program as an alternative option for students.

LEGAL REF.: 105 ILCS 5/10-20.19a and 5/10-22.18.
23 Ill. Admin. Code § 1.420.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: October 18, 2001

Instruction

6:100 Experiments Upon or Dissection of Animals

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety of an animal are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/1 et seq.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: October 18, 2001

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative Learning Opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/13B-1, et seq., 5/26-2a, 5/26-13, and 5/26-14.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: September 18, 2003

Instruction

6:120 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.
Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a.
23 Ill. Admin. Code § 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: September 18, 2003

6:130 Program for the Gifted

To the extent possible within the resources available, all gifted and talented students shall have an opportunity to participate in appropriate educational programs.

The term "gifted and talented students" means students whose mental development is accelerated beyond the average or who have demonstrated a specific aptitude or talent to the extent they need and can benefit from specially planned educational services. "Gifted and talented students" include students with exceptional ability in academic subjects, high-level thought processes, divergent thinking, creativity, and the arts.

The Board authorizes the Superintendent to provide a gifted program which includes:

1. A system for the early identification of gifted and talented students;
2. An identification system based upon multiple techniques which ensures all students equal access to gifted and talented programs, regardless of social, economic, linguistic and ethnic background;
3. Educational programs which include access at all grade levels and which encompass all of the fundamental areas of learning;
4. Educational programs which provide for continuity among grade levels with programs consistent with the District's long-range goals;
5. Qualified instructional and administrative personnel with appropriate knowledge, training and experience to implement the program;
6. Staff development programs addressing the need for all teachers to be knowledgeable about the characteristics and learning needs of gifted and talented students;
7. Procedures to foster cooperative relationships among classroom teachers, parents, and the teachers assigned to the gifted program;
8. Procedures to foster parental involvement in all aspects of the program;
9. Procedures to continually evaluate the placement and progress of students in the gifted program with periodic progress reports issued to parents.
10. An annual report on the status of the District's gifted program shall be submitted to the School Board by the Superintendent.
11. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented.

LEGAL REF.: 105 ILCS 5/2-3.61, 5/2-3.62, and 5/14A-1 et seq.

ADOPTED: September 18, 2003

Instruction

6:140 Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.
105 ILCS 45/1-1 et seq.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health Examinations, Immunizations, and Exclusion of Students)

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

ADOPTED: October 18, 2001

Instruction

6:150 Home and Hospital Instruction

A student absent from school for more than 2 consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

LEGAL REF.: Rules and Regulations to Govern the Administration and Operation of Special
 Education, 23 Ill. Admin. Code § 226.355.
 105 ILCS 5/10-22.6a.

ADOPTED: October 18, 2001

Instruction

6:160 English Learners

The Superintendent or designee shall develop and maintain a program for students having limited English language proficiency that will:

1. Appropriately identify students with limited English proficiency.
2. Comply with State law regarding Transitional Bilingual Educational program (TBE) and Transitional Program of Instruction (TPI).
3. Comply with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students.
4. Determine the appropriate instructional environment for limited English proficient students.
5. Annually assess the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment.
6. Notify parents/guardians of, and provide information about: (1) the instructional program, reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's IEP, if applicable, and (7) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly appraised of their child's progress.

Limited English Proficiency Parent Involvement

Parents/guardians of limited English proficient students will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's Limited English Proficiency program.

LEGAL REF.: Title VI, Civil Rights Act of 1964, 42 U.S.C. §2000d, as implemented by 34 C.F.R. Part 100.
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974, 20 U.S.C. §1703(f).
Bilingual Education Act, 20 U.S.C. §§7401 et seq.
§1112 and §3302 of No Child Left Behind Act of 2001.
105 ILCS 5/14C-1 et seq.
Lau v. Nichols, 414 U.S. 563 (1974).
Plyler v. Doe, 457 U.S. 202 (1982).
Castaneda v. Pickard, 648 F.2d 989 (5th Cir 1981).

ADOPTED: September 18, 2003

Instruction

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Certification), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (Limited English Proficient Students), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health Examinations, Immunizations, and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: September 18, 2003

Instruction

6:180 Extended Instructional Programs

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Pre-schools for children between the ages of 2 and 6 years.
2. Before-and after-school programs for students in grades K-5.
3. Child Care and Training Center for pre-school children and for students whose parents work.
4. Model day care program in cooperation with the State Board of Education.
5. Tutorial program.
6. Adult education program.
7. Pre-apprenticeship programs.
8. Outdoor education program.
9. Summer school, whether for credit or not.
10. Independent study, whether for credit or not.
11. Chemically dependent prevention program for students who are, or whose parents/guardians are, chemically dependent.
12. Activities to address intergroup conflict.

LEGAL REF.: 105 ILCS 5/10-22.18a, 5/10-22.18b, 5/10-22.18c, 5/10-22.20, 5/10-22.20b,
 5/10-22.20c, 5/10-22.22a, 5/10-22.29, 5/10-22.33A, 5/10-22.33B, 5/10-23.2,
 5/27-22.1, 5/27-23.6, and 110/3.
 23 Ill. Admin. Code §1.450(b).

ADOPTED: September 18, 2003

Instruction

6:190 Extracurricular and Co-Curricular Activities

Participation in non-academic programs is considered a privilege. Non-academic programs include all athletic activities, cheerleading, chess team, chorus, drama club, scholar bowl, spelling bee, and student council. The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Academic & Behavioral Criteria for Participation

Eligibility to participate in extracurricular activities will be checked every two weeks. If the student has two or more grades of "F", the student will be placed on probation. Students will have a two-week period to bring up grades. If after two weeks the student's grades are still below these standards, or if a student's grades would cause them to be placed on probation a second time during a season, the student will become ineligible for the remainder of that season. Any student who has been suspended two times in a school year will not be eligible to participate in extracurricular activities.

LEGAL REF.: 105 ILCS 5/10-20.30, and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants In Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: September 18, 2003

Instruction

6:200 Instructional Arrangements

Grouping for Instruction

Grouping within a school or within a classroom is the responsibility of each Building Principal, with input provided by the respective staff. The aim of grouping is to place each student in an appropriate and comfortable learning situation.

Class Size

The Superintendent shall work closely with Building Principals in establishing a reasonable teacher-student ratio in each building.

Team Teaching

Teachers may team teach upon approval of the Superintendent or designee.

Individualized Instruction

Provision for individual differences shall be given high priority in planning the instructional program, in choosing teaching methods and materials, and in evaluating results.

ADOPTED: October 18, 2001

Instruction

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of teaching tools, textbooks, workbooks, audio-visual materials, and equipment selected to meet the students' needs. Textbooks and instructional materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

A list of textbooks and instructional materials used in the District shall be revised annually by building administrators under the Superintendent's direction and shall be made available to the Board and professional staff as a reference. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to limit the use of supplemental material to only that which will enhance, or otherwise illustrate, the subjects being taught. All supplemental material must be age-appropriate.

No R-rated movie shall be shown to students unless prior approval is received from the Building Principal, and no NC-17 movie shall be shown under any circumstances.

LEGAL REF.: General Education Provisions Act, 20 U.S.C. § 1232g.
 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1.

CROSS REF.: 6:220 (Instructional Materials Selection and Adoption), 7:10 (Equal Educational Opportunities)

ADOPTED: September 18, 2003

Instruction

6:220 Instructional Materials Selection and Adoption

Textbooks and instructional materials, both print and non-print, are selected based upon their quality and educational value, and must contribute to a general sense of the worth of all individuals regardless of sex, race, religion, nationality, ethnic origin, disability, or any other differences which may exist.

The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-1 et seq.

CROSS REF.: 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities), 8:110 (Public Complaints)

ADOPTED: September 18, 2003

Instruction

6:230 Library Media Program

The Library Resource Center shall serve as a multi-media center which shall provide resources to students and professional staff.

The Library Resource Center program will focus on enlarging and enriching the on-going classroom instructional program. Continuous upgrading of materials and programs will be the responsibility of the Building Principal with assistance from the center teacher and other teachers of each building.

Each building's collection of materials will be of a comprehensive nature, support the curriculum and provide for varied individual needs, interests, abilities, and maturity levels.

Materials should be selected on the basis of encouraging the growth of knowledge and developing literary, cultural and aesthetic appreciation and ethical standards.

There should be opportunities for free selection of materials based on the student's interest, as well as guided selection of materials appropriate to specific, planned learning experiences.

CROSS REF.: 6:220 (Instructional Materials Selection and Adoption)

ADOPTED: October 18, 2001

Instruction

6:235 Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.
20 U.S.C § 6801 et seq.
47 U.S.C. § 254(h) and (l).
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADMIN PROC.: 6:235-AP (Administrative Procedure - Acceptable Use of Electronic Networks),
6:235-E2 (Exhibit - Authorization for Electronic Network Access)

ADOPTED: October 18, 2001

Whiteside School District 115 Bring Your Own Device
Staff User Agreement

Purpose:

Many staff members' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, faculty and staff are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put faculty and staff at the center and empower them to take control of their own learning, Whiteside School District #115 will allow staff members to use personal technology devices. Staff wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types:

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes, but is not limited to laptops, netbooks, tablets/slates, iPad, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.

Guidelines:

1. Any staff member who wishes to use a personally owned electronic device within Whiteside School must read and sign this agreement, and submit to the district office.
2. Staff member takes full responsibility for his or her device. The school is not responsible for the security of the device.
3. The staff member is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a staff member's personal device if there is reason to believe that they have violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a staff member's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. Staff members may not use the devices to record, transmit or post photos or video of a person or persons on campus on any social media. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of administration..
7. During school hours the Staff should only use their device to access classroom related activities.
8. The staff will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.
9. NO jail broken or rooted devices are to be used on the schools network.

Whiteside School BYOD FAQs – Staff

What if my device is stolen or damaged? What recourse can I take?

Staff may bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

Is it required that I use the School wireless? Can I use my own 3G or 4G service?

Staff members with a personally owned device need to use the guest wireless network.

I am bringing a device to use for instructional purposes. Will I have access to things I normally do with district equipment?

You will have access to any of the web-based software the school currently uses (databases, library search tools, etc.) Software may run differently on different devices for varying reasons.

As a Staff member am I required to add additional software (virus protection, filter, tracking device, etc.) to my device?

Virus protection for PC's is required. Device location software is not required but is always a good idea.

I have my device with me in class. How do I get on the Internet now?

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose guest from the list.

My device is not prompting me to choose a wireless network. Is there another way to connect?

In the settings menu of your device, there is usually an icon for a network, go to this icon and choose guest from the list or prompt your computer to look for wireless networks in range.

I can't get my device to connect to the network. Can I get some help from someone?

Resources may be available to help you connect to the guest network in your school; however, you will need to consult the network administrator for these resources. It is not the responsibility of network technicians or other staff to troubleshoot individual devices during the school day.

I need to save my work in my network folder. Why can't I access this resource?

You are on the guest network. It is not the same as the network you would normally access from a school computer. You will not see your network folder, so you will need to save your work in another place. Some options include a flash drive, on your own hard drive, or a management system, e.g. Google Docs.

I need to print the document I just completed, why is there no printer when I try this?

Like the network folders, printers are networked differently in the school and will not be available when you log in to the guest network. Some network solutions include saving it to a flash drive or printing it from home. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the school administrator.

My device was stolen when I brought it to school. Who should I contact about this?

Whiteside School is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact the school administrator to make him/her aware of the offense. Bringing your own devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device’s serial number to have in case of theft.

Why am I filtered on my own computer? Shouldn’t I be able to see what I want to on my own device?

Internet filtering is a requirement of all public schools. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you’re using belongs to the school and Internet access will be filtered.

Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my personal device?

Yes, staff members using a personally owned device must have both the Acceptable Use Policy and the Device User Agreement signed.

Policy History: 6:236

Adopted on: 11/12/2012

Keep top portion of page for your information.

Return to District office

Whiteside School Dist. #115 – BYOD Staff User Agreement
(One Signed Agreement per Staff member)

As a staff member I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

I understand that I will be responsible for abiding by the above policy and guidelines. I have read and understand the responsibility I have in the use of their personal device.

Staff Name _____ Staff Signature _____ Date _____

Device Type _____ Device Serial Number _____

Antivirus _____ Antivirus Expiration _____

Instruction

6:240 Field Trips

The School Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals.

Student activities involving travel shall be authorized by the Superintendent or designee. Each trip authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Guidelines for field trips are:

1. All field trips shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the School Board, provided that no student shall be excluded from any field trip because of a lack of funds. On all field trips, a bus fee to be set by the Superintendent may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip is planned.

The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

CROSS REF.: 7:270 (Administering Medicines to Students)

ADOPTED: October 18, 2001

Instruction

6:250 Community Resource Persons and Volunteers

The School Board encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "child sex offender," as defined by the Child Sex Offender and Murderer Community Notification Law, shall be used.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-22.34b.
 730 ILCS 152/101 et seq.

CROSS REF.: 4:170 (Safety), 5:280 (Duties and Qualifications), 8:95 (Parental Involvement)

ADOPTED: October 18, 2001

Instruction

Guidance and Counseling Program

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
 23 Ill. Admin. Code §§ 1.420(q) and 1.420(b).

CROSS REF.: 6:65 (Student Social and Emotional Development)
 7:250 (Student Welfare Services)

ADOPTED: October 18, 2001

Instruction

Grading and Promotion

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on State required assessments and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.
23 Ill. Admin. Code § 1.440.

CROSS REF.: 6:300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

Amended: April 19, 2018

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Amended: April 19, 2018

Instruction

Student Testing and Assessment Program

Whiteside School District 115's student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

1. Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Be uniformly applied to all students who are required to be tested.
3. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
4. Emphasize the code of ethics for test administration.

Test results shall be recorded in the student's temporary school record. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program, pursuant to Board policy 7:340, *Student Records*. Overall student assessment data on tests required by State law will be aggregated by Whiteside School District 115 and reported, along with other information, on the District's annual report card.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
 105 ILCS 5/2-3.63, 5/2-3.64, 5/10-17a, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 7:340 (Student Records)

ADOPTED: October 18, 2001