November 2020 6:310-E

# Instruction

## Exhibit - Class Substitution Request

*Students in grades 9-12 may satisfy one or more high school courses or graduation requirements by successfully completing related vocational or technical education courses, or a registered apprenticeship program. Students participating in a registered apprenticeship program must be at least 16 years old.*

*This request for class substitution must be completed by the student’s parent/guardian (or by the student who is at least 18 years of age) and submitted to the Building Principal for approval. Such requests will be kept in the student’s temporary school record in accordance with 23 Ill.Admin.Code §1.445 (as applicable) and Section 4 of the Ill. School Student Records Act (105 ILCS 10/4).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  |  |
| Student Name *(please print)* | | |  | Grade |
| Parent/Guardian Name *(please print)* |  | Telephone |  | Student Birthdate |

|  |  |
| --- | --- |
| **Class Requesting to Substitute** | **Vocational/Technical Course/Registered Apprenticeship Program Substitute** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Student Signature |  | Date |
| Parent/Guardian Signature *(For students under age 18)* |  | Date |

**Request for class substitution:**  **Approved**

**Denied**

|  |  |  |
| --- | --- | --- |
| Building Principal |  | Date |

November 2020 7:140-E

# Students

## Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

*On District letterhead*

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parents/Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. Examples of *social networking websites* *and platforms* include Facebook, Instagram, Twitter, TikTok, and Snapchat.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Building Principal