I hope that everyone enjoyed this last blast of summer. Three-day weekends are always welcome, but I know it’s difficult to enjoy them when you’ve either just started a school year or are getting ready to begin a new one. The summer is now unofficially over, and everyone’s focus should be getting back to the books.

With that in mind, I have written a letter to parents that will be posted to our website that I encourage you to provide to the families in your district or rework the content to make it your own. The letter may be downloaded at http://www.isbe.net/htmls/welcome_ltr_parents.htm or at our main homepage under the “Superintendent’s Corner.”

The letter touches on several topics, urging parents to be more involved in their children’s activities. It encourages parents to be engaged with their children on a one-on-one basis and for each to work with his or her child’s school administrators and teacher so they understand how the child’s home life may be affecting his or her performance at school. We’re all very busy trying to balance careers and home life and may need an occasional reminder about the need to slow down and spend high-quality time everyday with those who are most important to us. As you know, just showing some interest and paying attention can be the difference between success and failure in a young person’s life.

Please feel free to send the letter home with students or include it in your newsletter.

I am very pleased to announce that EXPLORE and PLAN will again be made available at no cost to your school or district. These ACT products provide valuable information about students’ academic development and allow students an opportunity to explore career and training options so they can make sound decisions about their high school coursework and post-high school choices.

Similar to last year, all Illinois public schools will be able to provide one administration of the EXPLORE and PLAN program to students in grades 8 to 10 at no cost to the district. For the first time, districts will have the flexibility to decide whether to administer EXPLORE to students in grade 8 or 9 and PLAN to students in grade 9 or 10. The reporting package for both programs has been enhanced to include Item Response Reports, Local Norms and a School Data CD. As with last year, included with the EXPLORE and PLAN programs for all public schools will be a state license for ACT Online Prep through May 31, 2010.

Please note that EXPLORE and PLAN are optional and not part of our mandated state assessment system. It is my hope that the use of these assessments will provide valuable information about students in grades 8 through 10 and will be used by teachers and administrators to prepare every student for success on the Prairie State Achievement Examination administered in grade 11.

Districts interested in participating in this voluntary program may begin placing their orders Wednesday, September 3, 2008.
orders must be placed no later than March 27, 2009. Order forms can be accessed at http://www.isbe.net/assessment/htmls/protocol.htm. Testing must be completed and answer documents returned to ACT by May 1, 2009. This year, ACT will bill ISBE directly for the costs of the EXPLORE and PLAN assessments. Costs of additional services (including testing at additional grade levels) or reports not covered by the standard assessment fees will be the responsibility of the school district.

I wish for a great school year for you, your students and staff!

Chris

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**Upcoming Dates & Deadlines**

- ISAT AYP Appeals – September 26
- Differentiated Accountability Proposal comments – September 30
- Head Start reimbursement deadline to submit revised claims – September 30
- Annual Superintendents’ Conference online registration – October 1
- LEA Determinations district improvement plans – October 1
- Annual Financial Reports – October 15
- Thomas Lay Burroughs award nominations – October 17
- Annual Superintendents’ Conference – October 23 – 24
- FY09 School Budget Form – October 31
- School District Budgets – October 31

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**Legal**

**2008 Annual Notice of FERPA and PPRA**

Please find below the link to the annual notice to state educational agencies of their responsibilities under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Also included are links to the letter and enclosures addressed to local superintendents.

We hope that you will find this information helpful in protecting parents’ and students’ privacy rights under FERPA and PPRA.


**Abused & Neglected Child Reporting Act**

HB 4252 became P.A.95-0908 on Tuesday, August 26, and is effective immediately. P.A. 95-0908 amends the Abused and Neglected Child Reporting Act and impacts the kind of information school district superintendents can share with other school district superintendents regarding current and former employees seeking employment with another school district.

If an employee of a school district has made a report or caused a report to be made to the Department of Children and Family Services (DCFS) involving the conduct of a current or former employee of the school district and a request is made by another school district for the provision of information concerning the job performance or qualifications of the current or former employee because he or she is an applicant for employment, the superintendent of the school district to which the request
is being made must disclose to the requesting school district the fact that an employee of the school district has made a report involving the conduct of the applicant or caused a report to be made to DCFS.

Only the fact that an employee of the school district has made a report involving the conduct of the applicant or caused a report to be made to DCFS may be disclosed and only in cases where the school employee and the general superintendent have not been informed by DCFS that the allegations were unfounded.

Further, employees who have been the subject of a DCFS indicated report must be informed by their superintendent that the above information will be shared with potential future employers upon request. School personnel who disclose this information are protected from liability, except in cases of willful or wanton misconduct.

Registration Guidance: Residency, Immigrant Pupils, Homeless Pupils and School Fees & Waivers

As we prepare to register pupils for a new school year, we want to identify four areas that traditionally have generated confusion: residency, immigrant pupils, homeless pupils and school fees and waivers.

Below are brief introductions to the four topics. To access the complete document, click here: Residency, Immigrant Pupils, Homeless Pupils and School Fees & Waivers.

I. Residency (for non-special education pupils)

School districts are concerned about registering or enrolling pupils that cannot produce documented proof of residency in the school district. ISBE encourages districts to “enroll first, ask questions later.”

II. Immigrant Pupils

Please review your district’s enrollment policy to ensure it is consistent with applicable laws, including the guidance outlined here.

III. Homeless Pupils

ISBE considers the school enrollment, attendance and success of homeless children and youth throughout Illinois to be a high priority.

IV. School Fees and Fee Waivers

During registration and throughout the school year, school districts must be aware of families who believe they are unable to afford school fees.

No Child Left Behind

Differentiated Accountability Flexibility

Illinois has been approved to participate in the U.S. Department of Education’s Differentiated Accountability pilot. Illinois is one of six states that received additional flexibility under the NCLB Act.

ISBE is phasing in portions of the Differentiated Accountability proposal in the 2008-09 school year. The proposal is posted at:

Two of the pieces that will be implemented this year include:

1) Optional reversal of the order of Public School Choice (PSC) and Supplemental Educational Services (SES) for schools newly identified for improvement:

   Schools that are entering their second consecutive year of not making AYP will be able to implement SES during the first year of School Improvement instead of PSC. Reversing the order of sanctions may provide a more effective intervention strategy for the first year of improvement by offering eligible students SES while planning for choice implementation in year two.

   For instructions on how to apply for the pilot, go to:

2) Waiver of some of the PSC notification requirements under NCLB:

   In some instances, where there is limited space (or no space) available for students eligible to participate in public school choice, a district may choose to target notification letters to a segment of the eligible student population. For details on the required information needed to apply for the waiver, please see:
http://www.isbe.net/nclb/htmls/differentiated_flexibility_waiver.htm.

ISBE will be collecting comments on the proposal until Tuesday, September 30. Please contact Melina
Wright, NCLB Liaison, at 217-782-0354 or by e-mail at mewright@isbe.net with comments on the proposal, questions or for additional information. She will forward your inquiry to the appropriate staff person.

**AYP Appeals Process**

The No Child Left Behind (NCLB) law and the State Accountability statute and rules allow schools and districts to appeal their AYP status if the district has questions regarding the accuracy of the determination. ISBE has developed materials regarding how a school or district appeals its designation. Each appeal will be reviewed on a case-by-case basis by ISBE staff and by the Appeals Advisory Committee.

ISAT data was re-released on Tuesday, August 26, via IWAS. Appeals related to ISAT will be due Friday, September 26.

PSAE data will be re-released within the next few days for schools and districts that requested data corrections. From that date, schools and districts will have 30 days to appeal AYP status based on PSAE results.


Please direct any questions or concerns to Melina Wright, NCLB Liaison, at 217-782-7362; fax: 217-782-5333; or e-mail at: mewright@isbe.net.

**School Business Services**

**School Budgets & AFRs Due**

All school district budgets must be submitted to the Illinois State Board of Education (ISBE) by Friday, October 31. All district budgets are to be adopted within or before the first quarter of each fiscal year and joint agreement budgets are to be adopted before Monday, September 1, annually.

All budgets are required to be entered and adopted on the applicable form provided by ISBE at the following link: [http://www.isbe.net/sfms/budget/2009/budget.htm](http://www.isbe.net/sfms/budget/2009/budget.htm). The School District Budget Form 50-36 is submitted electronically to ISBE within 30 days of adoption and no later than Friday, October 31.

The filing deadline for the Annual Financial Report (AFR) is October 15th of each year. Statue requires that the AFR and attachments are to be filed on or before October 15 annually with the appropriate Regional Superintendent. In extenuating circumstances, the Regional Superintendent may grant up to 60 days extension per Section 3-7 of the School Code. If an extension has not been granted, the AFR must be electronically submitted to ISBE on or before November 15th. In addition, a hard copy of the cover page through page 8 must be mailed to ISBE with the appropriate signatures affixed by November 15th. The AFR and related material for school districts/joint agreements may be obtained from the following website: [http://www.isbe.net/sfms/afr/afr.htm](http://www.isbe.net/sfms/afr/afr.htm).

If you have questions or need assistance, please contact School Business Services at 217-785-8779.

**Grants & Programs**

**IIRC 2008 E-Plans**

Illinois Interactive Report Card (IIRC) E-plans for 2008, including the 2009 Technology Integration Plan (TIP) template, are being updated and will be available on Tuesday, September 16. The District Improvement Plans, School Improvement Plans and Tech Plans now share common web language, editing features and programming elements and all will be launched for 2008 on September 16. Please be advised that School Improvement Plans (SIP), District Improvement Plans (DIP) and District Title I Plans submitted in prior templates will be available only in PDF format as of September 16. Anything that you wish to edit or paste and use in 2008 SIP/DIP and Title I Plan templates should be saved in .doc form (i.e. MS Word®) at the local level for later use.

**NOTE:** District Title I Plans were due February 1, 2008. Most districts have completed the required submission of the District Title I Plans. However, Delinquent District Title I Plans will have funds frozen as of Wednesday, October 1. Please make sure that your district has submitted the District Title I Plan by Tuesday, September 9, if you wish to use the old template. ISBE staff will review plans submitted prior to the September 9th deadline and will make recommendations to Division Administrator of Grants and Programs for those districts that have not submitted a District Title I Plan by the extended deadline. This does not relate to submission of District Improvement, School Improvement or Technology Improvement Plans.
Safe and Drug-Free Schools & Communities Act Program

The Illinois Safe and Drug-Free Schools and Communities Act Program is pleased to announce the 2009 Safe and Drug-Free Schools and Communities website at: http://www.safeschoolsil.net/index.asp

The website allows Illinois school districts to obtain all the information needed in one centralized website to ensure that all program components are appropriately addressed. In addition, the local educational agencies and prevention partners can register online for the Safe School Activities at: http://www.safeschoolsil.net/activities.aspx.

If you have questions, please contact Dr. Albert J. Holmes at 312-814-3618 or aholmes@isbe.net.

2008-2009 Safe School Workshops

The State Board of Education invites you to register and attend workshops designed to help make our students and schools safe. For topics, dates and registration information go to: www.safeschoolsil.net. For questions, contact Dr. Albert J. Holmes at 312-814-3618 or aholmes@isbe.net.

IATD Fall Director’s Conference

The Illinois Association of Title I Directors (IATD) will hold its Annual Fall Director’s Conference on Monday, September 22, and Tuesday, September 23, at the Crowne Plaza in Springfield.

This conference focuses on the nuts and bolts of No Child Left Behind (NCLB) grants and programs - from the basics of the law to the nuances of successful programming. Keynote speakers include Kim Bearden from the Ron Clark Academy and Guy Doud, former Teacher of the Year.

Breakout sessions will provide an opportunity for participants to learn the most recent rules, regulations and opportunities of the various programs and components of NCLB. This conference is recommended for superintendents, Title I directors, NCLB grant managers, building administrators, and other district staff that work with the various requirements of the law.

The program schedule and registration information can be found at the IATD website at: www.iatd.net.

Special Education

District Improvement Plan Activities Due

This is a reminder that district improvement plan activities relevant to LEA Determinations must be submitted to ISBE by Wednesday, October 1. Identified district superintendents received a letter from Special Education Services dated May 22, 2008, specifying the determination and the necessary action.

On June 6, 2008, a teleconference was held to explain LEA Determinations. The audio and materials from the teleconference are available at: http://www.isbe.net/spec-ed/html/lea_determinations.htm.

This webpage also has improvement plan checklists that identify the required sections of the improvement plan for each indicator. Some of the indicators have example activities.

For technical assistance questions regarding your LEA Determinations, please contact the ISBE consultant mentioned in your letter at 217-782-5589 or at the e-mail given.

2008 Statewide Transition Conference Registration Available

The 2008 Statewide Transition Conference will be held at the Peoria Civic Center from Monday, October 27, through Wednesday, October 29. The conference is dedicated to encouraging the development and implementation of challenging, yet achievable, person-centered goals for young people living with disabilities.

The conference will be structured to include interactive workshops that address the topics of post secondary education/training, health care, community, and employment for youth with disabilities.

Conference information and online registration can be accessed at: http://www.cccmeetings.com/transition.pdf.

School District Assistance for Youth Focus Day: On Tuesday, October 28, the conference will have a special youth focus. The Illinois State Board of Education has a limited amount of funding available to support school districts who would like to schedule a field trip to attend the youth focus conference day. A special per student fee of $50 will cover registration including meals, a
School districts and/or special education cooperatives should contact Sue Walter by e-mail at smwalter@charter.net or swalter@isbe.net. You can also call 618-651-9028 for more information about registering students and accessing ISBE funding to support student attendance.

Curriculum & Instruction

2009 Technology Integration Plan Delay

The Illinois Interactive Report Card (IIRC) E-plans for 2008, including the 2009 Technology Integration Plan (TIP) template, are being updated and will be available on Tuesday, September 16. The date originally announced was September 2, but a delay was necessary in order to complete refinements to the IIRC site including web language, dashboard modifications and password updates. We apologize for the delay.

For additional information regarding changes to the Tech Plan, see the related article under Grants & Programs announcements in this Weekly Message.

IDNR Offers Educational Opportunities

ENTICE Workshops

The Illinois Department of Natural Resources’ (IDNR) Division of Education is offering a variety of ENTICE (Environment and Nature Training Institute for Conservation Education) workshops for the 2008-2009 school year.

ENTICE workshops provide background information on various environmental topics and offer educational activities to supplement curriculum. Educators receive Continuing Professional Development Units (CPDUs) for attending. IDNR also offers some online workshops.

For a list of ENTICE workshops and registration information visit: https://www.enticeworkshops.com.

Urban Fishing Programs

If you teach in any of the following counties (Adams, Brown, Cass, Champaign, Christian, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Hancock, Iroquois, Livingston, Logan, Macon, Mason, McLean, Menard, Morgan, Moultrie, Piatt, Pike, Sangamon, Schuyler, Scott, Shelby or Vermilion), IDNR will help establish an educational fishing program at your school.

Several school fishing programs are available. One is a physical education-based program for middle and high schools. Students are taught the basics of fishing at school and then fish during PE classes for the last two to three weeks of school. Other programs are for younger students and include field fishing trips and after-school trips.

For more information or to register for a program, contact Herb Dreier, Coordinator, Central Illinois Urban Fishing Program, 217-935-6860 ext. 238, or herb.dreier@illinois.gov.

In addition, IDNR offers statewide Urban Fishing Programs where coordinators come to schools and conduct programs aimed at getting students interested in fishing and the outdoors. The program involves taking students fishing during May and September if a nearby lake is accessible.

Contact the Urban Fishing Program in your area to find a fishing program appropriate for any grade level:
Chicago: Brenda McKinney 847/294-4137
Chicago Suburbs: IDNR Staff 847/294-4137
Northwest Illinois: IDNR Staff 815/625-2968
Central Illinois: Herb Dreier 217/782-6424
Southern Illinois: Mark Yehling 618/462-1181

Wild Illinois History

IDNR is offering a “virtual” trip for late-elementary school teachers, students and parents to journey back to the Illinois Territory in the early 18th century.

In the program, Wild Illinois History, students in grades 3-5 can learn about early French exploration, how wildlife helped Native Americans and early settlers survive and how wildlife is part of our lives today. Teachers are offered storytelling slide shows, interactive activities, lesson plans, photos and posters that correlate with the Illinois Learning Standards.

To learn more visit http://www.wildillinois.org/, or contact Bob Bluett, Wildlife Diversity Coordinator, 217/782-7580 or bob.bluett@illinois.gov.

Professional Development

Administrators’ Academy Workshop
School Leaders Risk Management Association (SLRMA) is pleased to offer the following workshop for administrators on Wednesday, October 22, at the Crowne Plaza in Springfield. The registration deadline is Friday, October 10.

Course Title: Insurance and Risk Management for School Administrators.

Course Description: This course will provide an introduction to insurance and loss prevention for administrators working in pre-K through grade 12 educational programs. The course will address school code, state statutes, state agency requirements related to insurance, workers compensation and property/liability insurance coverage alternatives. Participants will also be taught how to procure insurance and implement school safety committees and programs.

Presenters include: James F. Cerone, James F. Cerone Ltd.; Stephen Mathis, Illinois Workers’ Compensation Commission; and Thomas A. Lauber, Hinz Claim Management, Inc.

Times: 7:30-8 a.m. registration and continental breakfast; 8-11:35 a.m. morning session; 11:35 a.m. - 12:30 lunch; 12:30 – 3 p.m. afternoon session; and 3 p.m. evaluations and credit forms.

Fee: $179 (includes continental breakfast, lunch and handouts). Completion of a full day earns Administrators’ Credit for 2008.

Click here to Register Online
Click here to Print Registration Form

Upon completion of the registration form, an invoice will be mailed to you. If you have registration questions, contact Francisca Garcia at 312/930-6163.

John A. Logan College Holds Educator Training Conferences

Two educator conferences are scheduled at the John A. Logan College conference center.

Southern Illinois Cyber Crime Awareness – Computers Friend or Foe? is Wednesday, October 15, from 8:30 a.m. to 4 p.m. Registration begins Monday, September 1. The conference is free and offers participants seven Continuing Professional Development Units (CPDUs).

Sessions include: ID theft, cyber bullying, parental controls, social networking sites and awareness, and online exploitation of children – current and local trends.

6th Annual Southern Illinois Meth & Other Drugs – Community Solutions: One Team, One Fight is Tuesday, April 21, and Wednesday, April 22, 2009, from 8:30 a.m. to 3:30 p.m. Registration begins Monday, February 23. The conference is free and offers participants 14 CPDUs. Sessions include: latest trends in drug abuse, prevention and educational strategies, affects of drugs on children and adolescents, family education, where to go for help, and the Illinois Meth Project.

For more information on these conferences, contact Lisa Nagle or Michelle Hamilton, JALC, 618-985-2828, ext. 8510 or by e-mail at cbi@jalc.edu.

Student Opportunities

2009 Prudential Spirit of Community Awards

The search for young people who have demonstrated outstanding community service during the past year is underway with the 2009 Prudential Spirit of Community Awards. All high school and middle level principals have been sent an information packet that contains the materials necessary to launch the program at your school.

The process begins at the school level. Students complete applications online and submit them to their principals. Each school’s top applicant receives the President’s Volunteer Service Award. State honorees win a $1,000 award and an all-expense-paid trip with a parent to Washington, D.C. The program has honored over 80,000 middle level and high school students since 1995 for exemplary volunteer activities.

For a program packet or additional information, call 877-525-8491 or visit www.prudential.com/spirit. The deadline to submit applications for state-level judging is Friday, November 7.

The awards program is sponsored by Prudential Financial and the National Association of Secondary School Principals.

47th Annual U.S. Senate Youth Program

Local school administrators are invited to assist in identifying student candidates for the 47th Annual U.S.
Senate Youth Program sponsored by the William Randolph Hearst Foundation.

Illinois public and nonpublic secondary schools were recently sent a brochure that contains a description of the program, rules, process and an application form. Please share this information with the juniors and seniors in your district’s high schools. Applications are due at the Illinois State Board of Education’s Springfield office by 5 p.m. Friday, October 3.

The first phase of the U.S. Senate Youth Program will send two students from each state to Washington, D.C. from March 7-14, 2009. Delegates will participate in Washington activities including visits to the Senate, House of Representatives, Supreme Court, Pentagon and various Smithsonian museums. Delegates will hear major policy addresses by senators, cabinet members, officials of various executive departments and others. The Hearst Foundation will pay all expenses, including transportation, hotel, and meals.

The second phase will award a Hearst Scholarship of $5,000 to the two selected students. The Hearst Foundation requires that to obtain scholarship funds, a student must, within two years after high school graduation, enroll at an accredited U.S. college or university. The student is encouraged to include courses in government or related subjects in his or her undergraduate program.

For more details, contact Carol McCue at 217-524-4832 or visit the ISBE website at: www.isbe.net/sos/htmls/hearst.htm.

Nutrition

September is National Food Safety Education Month

National Food Safety Education Month® (NFSEM) is here. Training activities, posters and a quiz have been developed in both English and Spanish for each week of the month and are available to schools.

To download promotional materials, including the NFSEM logo, press releases and a sample proclamation, visit the ServSafe website at: www.servsafe.com/nfsem/.

Communication can Prevent a Food Allergic Reaction

Preventing food allergies in the school setting takes a team approach, specifically the student’s family, the school and the student. Providing a safe educational environment is the school’s goal, especially with food-allergic students.

The School Guidelines for Managing Students with Food Allergies outlines the responsibilities of each party: the family, the school and the student. To download this important resource and share it with your school staff go to: www.foodallergy.org/school/guidelines/schoolguidelines.pdf.

USDA Proposes Rule for HACCP Food Safety Plans

On August 5, the Federal Register of the United States Department of Agriculture (USDA) Food and Nutrition Service proposed a rule regarding the Hazard Analysis and Critical Control Point (HACCP) requirement at schools.

The proposed rule would formally establish requirements for schools to follow based on the USDA’s guidance document: Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

The proposed rule allows for a 45-day comment period. Comments must be received on or before Friday, September 19, to be assured of consideration. Address your comments to the USDA using one of the following procedures:

All Kids Healthcare

Back to School Effort Underway

As the new school year begins, All Kids healthcare is asking educators to assist them in reaching out to parents to enroll their children in the healthcare program. The program provides health insurance to many insured students.

The following websites offer information about the program and how schools and districts can become involved:

www.allkids.com
www.allkids.com/backtoschool
Fax—Submit comments to the attention of Robert Eadie at 703-305-2879.
Mail—Address written comments to Robert Eadie; Chief; Policy and Program Development Branch; Child Nutrition Division; Food and Nutrition Service; U.S. Department of Agriculture; 3101 Park Center Drive, Room 640; Alexandria, Virginia 22302-1594.

**Action for Healthy Kids**

A new report, "Progress or Promises: What's Working for and Against Healthy Schools," describes the progress and gaps of school wellness over the past five years. The report depicts current perspectives of school administrators, parents, educators, nutrition and health professionals, wellness advocates, federal and local government agencies, community groups, school board members and students.


**Walk Across Illinois School Fitness Program**

The Walk Across Illinois School Fitness Program offers a 22-week curriculum to help elementary school teachers incorporate lessons about Illinois history and geography with fun and interactive physical activities. Participating students complete the Walk Across Illinois by earning "miles" through PE classes and extracurricular activities.

The Illinois Department of Transportation recently funded a grant for Walk Across Illinois to provide free curriculum materials, on-site trainings, and technical support to one school in each IDOT district. To register for program training, interested schools should contact Joanna Puchalski at Joanna@biketraffic.org or at 312-427-3325. Space is limited. For more information on the program to go: www.WalkAcrossIllinois.org.

**Funding & Disbursements**

**General State Aid Changes to 22 Payments**

House Bill 4522 (P.A. 95-835) was signed into law by Governor Blagojevich on Friday, August 15. The new law amends Section 18-11 of the School Code and changes the payment cycle for General State Aid (GSA) from 24 payments a year to 22.

Beginning with fiscal year 2009, General State Aid will be divided by 22 payments and scheduled to be vouchered bi-monthly beginning August through June of each year. Payments will be released by the Office of the Comptroller on the 10th and the 20th of each month. Changes per the new law will be reflected beginning with the GSA payment that was released on Wednesday, August 20.

If you have questions regarding the General State Aid program, contact Jim Mathes at jmathes@isbe.net or 217-782-5256.

**2008-09 School Bus Safety Reminders**

With the beginning of the 2008-09 school year, the safe transportation of all students to school is a primary concern. Of particular importance is both student and motorist awareness of the potential dangers of getting on and off school buses. Most tragedies occur while students are waiting at assigned bus stops.

Most students injured or killed in bus-related crashes are 5- to 7-year-old pedestrians who are accidently hit by the school bus or by motorists illegally passing a stopped
bus. Drivers need to take special care in neighborhoods, near schools and bus stops. Always slow down near schools and be continuously cautious when students are present.

**Key points for motorists to remember:**

When a school bus is traveling on a **two-lane roadway** and is stopped to pick up or drop off students, the vehicles in all lanes of traffic must stop. Vehicles should stop at least 20 feet before reaching the school bus to allow students to cross the roadway safely.

When a school bus is traveling on a **four-lane roadway with at least two lanes of traffic traveling in the opposite direction**, only those lanes of traffic traveling in the same direction as the school bus must stop. Students shall not be required to cross four or more lanes of traffic to reach their residence.

When a school bus is traveling on a **one-way roadway** and is stopped to pick up or drop off students, all lanes of traffic must stop, regardless of the number of lanes of traffic.

Parents and school bus personnel should discuss the following tips with children:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion divert the driver’s attention and could result in a serious accident.
9. Be absolutely quiet when approaching and crossing railroad crossings.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. Avoid bringing food or drink on the bus.
12. Do not bring animals on the bus (except with special permission of the district).
13. Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits. These items should be placed under the school bus seat while in transit.
14. Do not leave books, lunches or other articles on the bus.
15. Be courteous to fellow students and the bus driver. To earn respect, you must first show respect.
16. Help look after the safety and comfort of smaller children. Keeping distractions to a minimum will help the bus driver ensure your safety.
17. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at exit points. Know and observe the rules. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for the signal from the school bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

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**Employment Opportunities**

**ISBE External Vacancy List**

An External Vacancy List for the Illinois State Board of Education is available at: [http://www.isbe.net/hr/Default.htm](http://www.isbe.net/hr/Default.htm).

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**In the News**

**Weekly news clips**