



**2023-2024**  
**Student-Parent Handbook**

**NORRIDGE SCHOOL DISTRICT 80**

This handbook is intended as a convenience for District 80 families and staff by summarizing selected information about procedures, services, and programs.

# Table of Contents

<b>Introduction</b> .....	3	Guidance and Counseling .....	23
<b>District 80 Office</b> .....	4	Safety Drill Procedures and Conduct .....	23
<b>School Vision and Mission</b> .....	5	Communicable Diseases .....	23
<b>Board of Education</b> .....	6	Head Lice .....	24
<b>Chapter 1: District Information</b>		<b>Chapter 6: Discipline &amp; Conduct</b>	
Freedom of Information Act (FOIA) .....	7	General Building Conduct .....	24
Residency.....	7	Rights/Responsibilities of Students .....	24
School Hours .....	7	Rights/Responsibilities of Parents .....	25
Daytime Emergencies .....	7	Rights/Responsibilities of District 80 .....	25
Change of Address or Phone Information...	7	Posters and Bulletin Boards .....	26
Care of School Property .....	8	School Dress Code/Student Appearance .....	26
Lost and Found .....	8	Student Discipline .....	26
Personal Property .....	8	Student Use of Electronic Devices .....	29
Unauthorized Materials/Nuisance Items .....	8	Disciplinary Measures .....	30
Playground/Field Use.....	8	Weapons .....	31
Recess .....	8	Re-Engagement of Students .....	31
Bicycles/Skateboards/Rollerblades .....	9	Required Notices .....	31
Telephone Use .....	9	Delegation of Authority .....	31
Visitors .....	9	Suspension .....	33
Equal Opportunity and Sex Equity .....	10	Expulsion .....	33
Animals on School Property .....	10	Prevention of Bullying and Harassment.....	34
School Volunteers .....	11	Cafeteria Rules .....	35
Invitations and Gifts .....	11	Field Trips .....	35
Emergency School Closings.....	11	<b>Chapter 7: Internet, Technology &amp; Publications</b>	
Video and Audio Monitoring System .....	11	Student/Parent Agreement .....	35
Photographs .....	11	Annual Notice to Parents about Educational Technology.....	40
Accommodating Individuals w/ Disabilities	11	<b>Chapter 8: Search &amp; Seizure</b>	
<b>Chapter 2: Attendance, Promotion &amp; Graduation</b>		Search and Seizure .....	41
Attendance .....	12	<b>Chapter 9: Athletics &amp; Extracurricular Activities</b>	
Custody Agreements .....	12	Athletic Code of Conduct .....	42
Early Dismissal .....	12	Assemblies .....	42
Student Absences .....	12	Attendance at School-Sponsored Dances	42
Pre-Arranged Absences and Vacations ....	13	Student Athlete Injuries .....	43
Release Time for Religious Reasons .....	13	<b>Chapter 10: Special Education</b>	
Make-Up Work .....	13	Education of Children with Disabilities .....	43
Truancy .....	13	Discipline of Students with Disabilities .....	43
Tardiness .....	14	Exemption From Physical Education .....	44
Grading & Promotion .....	14	Request to Access Classroom .....	44
Grade Placement .....	14	<b>Chapter 11: Students Records &amp; Privacy</b>	
Grades and Grade Reporting .....	15	Student Privacy Protections.....	45
Honor Cords .....	15	Student Records.....	46
Graduation .....	15	Student Biometric Information .....	47
Homework .....	15	<b>Chapter 12: Parental Right Notification</b>	
Home and Hospital Instruction .....	15	Teacher Qualifications.....	47
<b>Chapter 3: Student Fees &amp; Meal Costs</b>		Standardized Testing.....	47
Fines, Fees and Charges .....	16	Homeless Child's Right to Education.....	48
Textbook/Supplies Fees .....	16	Sex Education Instruction (Giles).....	48
Free & Reduced-Cost Lunch .....	17	Title I Parent Involvement.....	48
Lunch/Milk .....	17	English Learners.....	49
<b>Chapter 4: Transportation &amp; Parking</b>		School Visitation Rights.....	50
Bus Transportation .....	17	School Home Communications.....	50
Before and After School Supervision .....	18	Parent/Guardian Questions & Concerns ..	51
Before and After School Daycare .....	18	PTA.....	51
<b>Chapter 5: Health and Safety</b>		Pesticide Applications Notice.....	51
Pandemic Preparedness.....	18	Mandated Reporters.....	51
Immunizations and Examinations.....	19	Sex Offender Notification Law.....	52
Health Services .....	20		
Insurance .....	21		
Student Accidents/Injuries .....	21		
Cleanliness of School Environment.....	22		
Student Medication .....	22		



## **To All Students and Parents:**

The Board of Education, administration, faculty, and support staff are extremely proud of our school district. We believe that a strong, comprehensive academic program greatly assists students in meeting the challenges of the future and the demands of the 21st Century. We also believe that responsible, loyal citizenship and a well-defined work ethic by students will contribute significantly to their success. To that end, this District 80 Handbook is offered for direction and guidance. We ask for parent/guardian support in its application.

We know that research on student achievement indicates that student success in school is greatly enhanced by active, supportive parent involvement. We encourage parents/guardians to become involved in matters related to their child's growth and development. We look forward to working with you.

**Mrs. Michele Guzik**  
Superintendent  
District 80

**Mr. Peter Masters**  
Director of Special Education  
District 80

**Dr. Sean Rabiola**  
John V. Leigh School  
Principal

**Mr. Bob Biedke**  
James Giles School  
Principal

**Mrs. Allison Carnehl**  
John V. Leigh School  
Asst. Principal

**Mrs. Christine Ahrens**  
James Giles School  
Asst. Principal

# District 80 Office

## Norridge School District 80

**Mrs. Michele Guzik**  
**Superintendent of Schools**  
8151 W. Lawrence Avenue  
Norridge, Illinois 60706  
(708) 583-2068  
Website: [www.norridge80.net](http://www.norridge80.net)



### **John V. Leigh School**

**Grades: Preschool-4**

**Dr. Sean Rabiola,  
Principal**

8151 W. Lawrence Avenue  
Norridge, Illinois 60706  
Phone: (708) 456-8848  
Fax: (708) 583-2053  
[srabiola@norridge80.net](mailto:srabiola@norridge80.net)

### **James Giles School**

**Grades: 5-8**

**Mr. Bob Biedke,  
Principal**

4251 N. Oriole Avenue  
Norridge, IL 60706  
Phone: (708) 453-4847  
Fax: (708) 456-0798  
[bbiedke@norridge80.net](mailto:bbiedke@norridge80.net)

### **Mr. Peter Masters**

Director of Special Education  
8151 W. Lawrence Ave  
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Phone: (708) 456-8848  
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[pmasters@norridge80.net](mailto:pmasters@norridge80.net)

Staff Email: First initial of first name followed by full last name @norridge80.net



## School Mission, Vision and Collective Commitments

***Mission:*** *Inspiring Educational Excellence in a Nurturing Environment*

***Vision:*** *Students are the focus of all we do at Norridge School District 80. The student centered classroom will promote an independent, collaborative, and motivated learning environment. Our administrators, teachers, and staff will set high standards in a safe, nurturing, and positive school environment. Our graduates will be prepared to take on their future with confidence.*

***Collective Commitments:***

### ***Social/Emotional***

We will model kindness, understanding, integrity, and respect for our students through our own actions. We will strive to instill these qualities in our students and guide them towards responsible choices.

We will provide a welcoming and safe environment for all students, parents, staff, and community members. Our school will recognize and celebrate the cultural diversity of our student body and community.

### ***Instructional***

We will provide a challenging, rigorous, and differentiated curriculum, which fosters independence, is focused on academic growth, and is based on standards, best practice, and current research.

We will be responsible for the success and well being of every student. Therefore, we will collaborate and support each other in developing instructional strategies ensuring effective interventions and designing methods of assessment while advancing the mission and vision of the school.

### ***Assessment***

We will monitor student learning and growth through continuous assessment, which allows students multiple ways of demonstrating mastery, is meaningful, and is data driven. We will use assessment information not only to monitor student growth but also to guide our instruction and to inform parents.



## **NORRIDGE SCHOOL DISTRICT 80**

The Board of Education is elected by the community and governs the School District.  
Current Board of Education members are:

### **Board of Education**

Mr. Frank Tribuzio, President  
Mr. Renzo Berardi, Vice President  
Mrs. Maria Lala, Secretary  
Mrs Lauren Erbach-Barnfield  
Mrs. Molly Dec  
Mrs. Amanda McPhillips  
Mrs. Theophannie Theodore

The NSD 80 Board of Education is responsible for establishing the policies of the NSD 80 and for guiding the administration that directs the operation of the schools. The NSD 80 Board meets at 7:00 p.m. on the third Tuesday of each month, except December, when the meeting is held on the second Tuesday of the month.

View the agenda, minutes, and meeting details at:

<https://meetings.boardbook.org/Public/Organization/1242>

Contact the Board of Education at [boe@norridge80.net](mailto:boe@norridge80.net)

## Chapter 1: District Information

### Freedom of Information Act

Requests made under the Illinois Freedom of Information Act for anyone desiring to inspect and/or copy a District public record should be directed to the District's FOIA officers. Instructions can be found at <https://www.norridge80.net/freedom-of-information-act>

### Residency

Only students who live with their custodial parent(s)/legal guardian(s) within the boundaries of the School District may attend its schools. Parents/guardians will be asked to sign an affidavit or electronically verify that they reside legally within the School District Boundaries. Further information may be required and an investigation may be conducted by the School District to determine the residency of any student, before or after enrollment.

### Daytime Emergencies

In the event the schools must close during the school day due to an emergency power outage, loss of water, weather related emergencies, etc., a text/email alert will go out. Also, attempts will be made to notify the parents/guardians of all preschool through fifth grade children. Unless otherwise notified by parents/guardians, it will be assumed by school officials that sixth through eighth grade students will be expected to report home or to another child care provider under such emergency situations.

### **IT IS VERY IMPORTANT THAT PARENTS/GUARDIANS INFORM SCHOOL OFFICIALS OF HOW THEY MAY BE CONTACTED IN THE EVENT OF AN EMERGENCY.**

It is equally important that children have a neighbor or friend they can contact in the event an emergency arises and their parents/ guardians are not at home. Parents/guardians should make certain that children:

For Grades 6th through 8th:

1. Have access to a key to enter their home;
2. Can report to the home of a relative, neighbor, or friend if they cannot go home;
3. Know where and how to contact their parents/guardians during the day.

The **Evacuation Drill** is used in case of fire or other occurrences that make it necessary to leave the school building. If a school building must be evacuated and students may not return to the building, they will be taken to these designated shelter or assembly areas:

Giles School will go to Ridgewood High School

Leigh School will go to Central Baptist Village

### Change of Address or Phone Information

Parents/guardians must report any change of address or phone number to the school office so

that they may be contacted by school officials. Parents/guardians may also provide the school office with their cell phones and email addresses, so that school officials may contact parents/guardians in emergency situations.

## **Care of School Property**

The schools and their property belong to the community. Students should take pride in keeping the schools and their equipment in good condition.

Students are expected to maintain proper care of all textbooks, library books, supplies, equipment, furniture, etc., provided by the school. Parents/guardians of students who deface, damage, destroy, or lose school property will be expected to pay for lost or damaged property.

## **Lost and Found**

Lost and Found areas are located in each school. The labeling of all personal items brought to school assists in identifying lost items. Students and parents/guardians are encouraged to occasionally look through the Lost and Found for missing personal items. Eyeglasses, jewelry, watches, and other expensive items are retained and may be claimed in the school offices.

At the close of each school term and during various breaks, unclaimed, unmarked items are usually donated to area non-profit agencies.

## **Personal Property**

Students are urged to leave money and valuable items at home. If it becomes necessary to bring money or valuable items to school, students are strongly encouraged to bring them to the office for safekeeping. The school is not responsible for lost or damaged items.

## **Unauthorized Materials/Nuisance Items**

All unlawful and unsafe items (tobacco products, alcohol, drugs, weapons, etc.) are prohibited in the schools.

Materials that are distracting to school programs are not permitted at school, including but not limited to: radios, music players, electronic games, laser pointers, squirt guns, and toys. School officials may confiscate such items from students with notification to parents/guardians. The schools are not responsible for the students' personal items that are either lost or stolen.

## **Playground/Field Use**

The school playgrounds/fields are available to students during school hours. Physical education classes use the grounds during the school day under the direction of the physical education teacher. Students are expected to leave the school grounds immediately at the end of the school day and are not permitted to play on the playgrounds/fields at that time.

Playground/field rules will be discussed with students during the first week of the school year. Students using the playgrounds/fields must comply with those rules.

## **Recess**

The building principal or designee will determine if recess will be held inside or outside. Since students will be going outside at lunchtime, parents/guardians should make sure students are



dressed appropriately.

If a child has been ill, parents/guardians may request that their child remain inside for one day during recess. If parents/guardians wish for their child to remain inside for a longer period of time, a doctor's statement must be provided to school officials. Students not participating in recess will have a structured play time inside.

Students who are unable to maintain proper conduct during recess may be denied the privilege.

## **Bicycles/Skateboards/Rollerblades**

**Students are not permitted to bring skateboards or rollerblades to school.** Students may ride bicycles to school, but they do so at their own risk. To increase the safety of all students, students using such items should cross streets with the crossing guards when present.

For safety reasons, bicycles may not be used on the playground. Once on the school grounds, bikes must be walked to the bike racks provided. Any bicycle ridden to school by a student must be locked to a bike rack during the school day. The district is not responsible for lost or stolen bikes.

The School District is not responsible for student safety traveling to and from school by bikes. However, students who fail to practice good judgment and safety may be denied the privilege of bringing bicycles to school.

## **Telephone Use**

The office telephone is a business phone and may be used by students **ONLY in cases of emergency** with the permission of office staff. Student's cell phones should be off and away during the day. Students may be allowed to use cell phones during the school day as designated and authorized by school personnel, or in the case of emergencies. Any unauthorized cell phone usage by students will result in confiscation of the cell phone by school personnel. Parents may be notified to secure their child's cell phone in the school office.

## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Upon arrival at the school office, visitors must provide their driver's license for scanning in order to receive a visitor's badge. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Appointments must be made with teachers in order to set up a conference. If possible, conferences are held outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor

who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy, and other protected group status.

No student shall, based on sex sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Assistant Superintendent, Mrs. Michele Guzik at [mguzik@norridge80.net](mailto:mguzik@norridge80.net).

## **Animals on School Property**

In order to assure the health and safety of students and staff members, animals are not allowed

on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students.

## **School Volunteers**

All school volunteers who independently work with students must complete a **Criminal Background** check and be approved by the school principal prior to assisting at the school. Parent volunteers are used in some classrooms at the individual teacher's discretion. Teachers who desire parent volunteers will notify parents/guardians. For school-wide volunteer opportunities, please contact the building principal.

## **Invitations and Gifts**

Students may not bring party invitations or gifts to school for distribution to classmates. The school office is unable to release addresses and phone numbers of students.

## **Emergency School Closings**

The district email and text messaging system will be utilized. School closings for any reason will be announced by 7:00 A.M. For students' safety, parents/guardians should make certain their child knows where to go in case of an early dismissal.

If school is dismissed early for an emergency, all after-school functions will be cancelled.

## **Video and Audio Monitoring System**

A video monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), a video or audio recording is not considered a student record unless it is directly related to the student and maintained by the District or party acting on behalf of the District. If misconduct is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## **Photographs**

Students of District 80 are professionally photographed each year in the fall for school records, yearbooks, and for purchase by the student's family if they wish. Professional photographs are taken again in the spring for purchase by families.

At times, students may be photographed for the local paper, district websites, and/or social media accounts for newsworthy events, which happen at our schools. Parents/guardians who do not want their child's photograph disclosed to third parties must send written notice to the building principal.

## **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities as required by law and in accordance with their IEP or 504 plan. Individuals with disabilities should notify the superintendent or building principal if they require special accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## Chapter 2: Attendance, Promotion & Graduation

### Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, or have a religious reason requiring absence.

### Custody Agreements

In order to protect students and to avoid any misunderstandings, it is imperative that school officials be kept informed of any change in child custody agreements. **A certified court order, signed and dated by the court, must be provided to school officials to be kept on file. Unless such a document is provided, school officials will assume both parents have (equal) legal custody of their child(ren).**

### Early Dismissal

All requests for a student to leave the school building while school is in session must be approved through the Principal's office. Leaving school or class without permission is truancy.

Students who become ill at school during the day should notify their teacher and then report to the school nurse or office. If it is necessary to send the student home, the school nurse or office will attempt to contact the parent/guardian for permission to release the child. **THE SCHOOLS DO NOT HAVE THE FACILITIES TO CARE FOR ILL STUDENTS FOR AN EXTENDED PERIOD OF TIME.** Parents are expected to pick up students promptly when they are ill. Students sent home due to a fever may not return to school until their temperature has been in the normal range for 24 hours without the use of fever-reducing medicine, such as Motrin or Tylenol.

When picking up a student during the day, parents/guardians must come to the school office and "sign out" their child. School officials will not release students early unless an authorized adult has signed them out in the office. Students will not generally be dismissed early for appointments that can be made during after school hours, such as hair appointments.

### Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), mental or behavioral health related reasons, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or another reason approved by the principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. All other absences are considered unexcused. The principal must approve pre-arranged excused absences.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian must call the school before 8:20 a.m. for Giles and 8:10 a.m. for Leigh to explain the reason for the absence. If a call has not been made to the school by 9:20 a.m. for Giles and 9:10 a.m. for Leigh on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

The telephone numbers for reporting absences are:

James Giles School 708-453-4847

John V. Leigh School 708-456-8848

## Pre-Arranged Absences and Vacations

If it becomes necessary for a student to miss school due to a family vacation, or other pre-arranged absence, the parent/guardian must notify the school two weeks prior to the absence.

When travel for reasons other than emergencies causes absences, these absences are considered unexcused by the Illinois School Code. Valid reasons for absences are limited to: illness, religious practice, death in the student's family, or other family emergency. If the child is going to miss school due to a planned absence, the family is asked to notify the school principal. In these cases, the family assumes responsibility for any class work that may be assigned during the absence.

This form is requested for planned absences between **three** and **nine** school days. For planned absences of more than 10 school days, the family will be responsible for completing new student registration when the student returns to school.

Parents contemplating a planned absence during the regular school year must understand that:

- These absences are unexcused and will be recorded as unexcused on the child's attendance record.

- Many forms of class work cannot be completed outside of the classroom, and teachers are not required to create new make-up assignments for this work.
- Absences are likely to impact the child's learning and may have a negative effect on grades and test scores.

Form may be obtained from the school office, or may be submitted electronically at;  
<https://forms.gle/saYvUU9K2moq8Y5s8>

## Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## Make-Up Work

If an absence was excused or if a student is suspended from school, the student will be permitted to make up any missed work, including homework and tests. The student will be given the same number of days that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who were unexcused from school will not be allowed to make up missed work.

Parents/students can email teachers for missed work and check Google Classroom.

## Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## Tardiness

Students who arrive at school after classes have begun must report directly to the school office to sign in and provide an explanation for the tardiness.

Students must be in their seats and ready for class when the tardy bell rings. Students who enter class after the tardy bell rings will be considered tardy and may receive disciplinary action.

Students may receive detention (before, during or after school) for tardiness. Generally, a detention will be assigned after a third tardy during a grading period, but may be assigned after any time a student is tardy.

## **Grading & Promotion**

School progress reports are issued to students at the end of each trimester. For questions regarding progress, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or other social reasons not related to academic performance.

## **Grade Placement**

Kindergarten students must be five years of age on or before September 1 of the current school year. First grade students must be six years of age on or before September 1 of the current school year. In general, students transferring into the District from other public or private schools will be placed in the grade recommended by the previous school.

Transfer students, especially those enrolling from a homeschool setting, may be required to take a grade placement test to assist in proper placement. The principal will make placement decisions.

Any student may be retained or promoted at the end of the school year at the discretion of the principal. In the case of retention, the school may conference with the student's parents/guardians.

## **Grades and Grade Reporting**

Grades are an evaluation, made by the teacher, of what students have learned. Grade reports become a part of a student's permanent record.

Report cards are issued after the conclusion of the first two trimesters. Report cards for the third trimester are issued on the last day of school.

## **Honor Cords (8th Grade Only)**

Students in eighth grade are recognized for superior scholarship through honor cords. The list is published at the conclusion of the third trimester grading period.

## **Graduation**

A graduation ceremony is held for eighth grade students who successfully meet the District's graduation requirements, including satisfactory class work in all subjects.

Only students with academic achievement and appropriate personal conduct earn the privilege of participating in the graduation ceremony. The school principal shall make such determination.

All the graduates wear graduation gowns. A graduation fee is charged for the cost of gowns, diplomas, and other program expenses. Information regarding graduation procedures and other activities will be given to students prior to the date of graduation.

## **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's ability, class subject, grade level and teacher.

Upon request, teachers may be available both before and after school to discuss homework and other class assignments with students. A student's failure to complete homework assignments in a timely manner may result in a consequence. Ultimately, a student's failure to complete assignments may result in the student not being promoted to the next grade at the end of the school year.

Homework assignment length, amount and type may be different for each individual student. The time it takes an individual to finish the work will also vary. Therefore, homework is difficult to predict. If your student becomes frustrated with any particular homework assignment, and he/she is unable to finish it with minimal assistance, please stop the homework, and contact the teacher. Teachers want to know that the assignment was beyond your student's capability. Each grade level will specify homework expectations.

## **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact the superintendent's office.

## **Chapter 3: Student Fees & Meal Costs**

### **Fines, Fees and Charges**

The school establishes fees and charges to fund certain school activities. Some parents/guardians may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may apply for a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

A parent/guardian may submit applications for fee waivers when the student has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines,



- with the same limits based on household size, that are used for the the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Temporary Assistance for Needy Families (TANF).
  3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal may also consider one or more of the following factors:

- Very significant loss of income due to an illness or injury in the family;
- Unusual expenses caused by fire, flood, storm damage, etc.;
- Emergency situations; or
- When one or more of the parents/guardians are unemployed or involved in a work stoppage.

The building principal will notify the parent/guardian as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

## Textbook/Supplies Fees

Textbooks, supplies and materials are furnished to students at great expense to the community. An annual fee is established by the Board of Education to help offset the costs of supplies and materials. However, the annual fee does not cover the actual costs of educating students. Special fees are also charged for technology, etc.

Parents/guardians are expected to pay student fees in a timely manner. Parents/guardians who are unable to pay fees should contact the building principal at the initial time of the fee assessment to set up a payment plan. **All fees must be paid prior to participating in some school activities, including graduation.**

Pupils transferring to another school may have fees refunded according to the following schedule: 1st trimester 50%; 2nd trimester 25% ;3rd trimester 0%

## Free & Reduced-Cost Lunch

District 80 provides free lunch for children whose family income levels fall below those established by the federal government. Such levels are established annually and information and application forms are distributed at each school.

In the operation of these government programs, no individual will be discriminated against on the basis of race, color, national origin, age, sex, disability, sexual orientation, or other protected group status. The information parents provide is treated as confidential and used only to determine program eligibility.

## Lunch/Milk

Children have the opportunity and are encouraged to purchase a hot lunch and/or milk from

Gourmet Gorilla. L

Because of the closed campus policy, children who go home for lunch **must have a parent/guardian sign them out in the main office.** There will be no crossing guards during the lunch break. Children may bring a brown bag lunch from home; however, **fast food or commercially prepared sandwich deliveries are NOT permitted.**

Students who fail to maintain appropriate behavior during the lunch hour may lose the privilege of eating lunch at school for an indefinite period of time. If the privilege is revoked, parents/guardians may be responsible for supervising their child during the lunch hour.

## Chapter 4: Transportation & Parking

### Bus Transportation

The District provides bus transportation to and from school for all students involved in extracurricular activities. While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver handles bus discipline problems. In the case of a written disciplinary referral, student misconduct on the bus will be investigated and addressed by the building principal. Parents/guardians will be informed of inappropriate student behavior on a bus. Parents/guardians are encouraged to discuss bus safety and appropriate behavior with their child(ren) before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe/must comply with the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Display behavior that will not distract the bus driver from operating the bus safely. Crowding, pushing, scuffling, and other commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, including bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage to the bus by students.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. The Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video cameras may be active on buses to record student conduct and may be used to investigate misconduct or accidents on the bus.

## **Before and After School Supervision**

There is no adult supervision at the schools prior to 10 minutes before the start of the school day. Parents/guardians are responsible for ensuring that their child arrives at school no more than 10 minutes before classes begin.

Adult supervision for all students ceases at both schools 10 minutes after the end of the school day. Students should also leave the school premises immediately at the end of the day, unless they have a teacher conference or are involved in a school-sponsored activity.

## **Before and After School Day Care**

The School District does not provide day care services. The Norridge Park District operates a before school and after school child care program that is independent of the school district. However, this program is operated at Leigh School.

# **Chapter 5: Health and Safety**

## **Pandemic Preparedness**

In the event of a disease outbreak, epidemic or pandemic, emergency school closings may be necessary at the direction of state/local health officials or the Illinois State Board of Education (ISBE). During extended school closures, the District will implement a remote learning program consistent with ISBE guidance. The remote learning program may include video and/or audio recording of lessons that might include your child. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

Students and parents/guardians will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements. Parents and guardians will be required to perform daily health assessments such as temperature checks and health screenings for their child(ren) before school and report this information to school staff members. School personnel may perform temperature checks and health screenings for students at school as necessary in the sole discretion of school personnel. If a student has a fever higher than 100.4 degrees Fahrenheit (or different criteria as determined by the Centers for Disease Control and Prevention or the Illinois Department of Public Health) or exhibits any other sign of illness while at school, the student must be picked up from school immediately and will be excluded from school for a period of time determined in consultation

with ISBE and the Illinois Department of Public Health. Visitors will not be allowed to enter school buildings except in exigent circumstances. In no case will a visitor be allowed to enter a school building when exhibiting signs of illness, as determined in the sole discretion of school personnel.

Students and adults present at school must wear the required personal protective equipment (“PPE”), including on school buses. If a student refuses to wear the required PPE or otherwise engages in conduct that compromises the safety of others, his/her parents will be notified and discipline may result, up to and including expulsion from school.

## **Immunization, Health, Eye and Dental Examinations**

Parents/guardians must present appropriate documentation that the student has received a health examination within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

Failure to comply with the above information by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are provided to the school, subject to certain exceptions. If a medical reason prevents a student from receiving a required immunization by October 15, the student must provide an immunization schedule and a statement of the medical reasons causing the delay to the school by October 15. An appropriate medical professional must sign the schedule and statement of medical reasons. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof of an eye examination performed within one year prior to entry of Kindergarten or the school before October 15 of the current school year. If such proof is not provided by October 15, the school may hold the student’s report card until the student presents proof:

- (1) of a completed eye examination, or
- (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering Kindergarten, second, and sixth grades must present proof of a dental examination by a licensed dentist before May 15 of the current school year. If such proof is not provided by May 15, the school may hold the child's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds, if the student's parent/guardian presents a signed statement explaining the objection to the building principal;
2. Health examination or immunizations on medical grounds, if the student's physician provides written verification;
3. Eye examination, if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination, if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **Health Services**

The School District employs certified school nurses or registered nurses. The nurses' duties include the administration of first aid, medication, care of children who become ill, readmission of children who have been absent due to illness and conferring with children, parents/guardians, and teachers regarding health problems or concerns.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal and/or nurse.

### **Seizure School Smart Act**

Under the Seizure School Smart Act, a student's seizure action plan shall serve as the basis of the student's Section 504 Plan and must be signed by the student's parent/guardian if the student seeks assistance with epilepsy-related care in the school setting. Under State law, it is the responsibility of the student's parent/guardian to share the health care provider's instructions or the student's epilepsy management during the school day, including a copy of any prescriptions. In accordance with the student's seizure action plan, the student will be

allowed to possess on his or her person, at all times, the supplies, equipment, and medication necessary to treat epilepsy.

For further information, please contact the building principal and/or nurse.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

**If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or nurse.**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **Insurance**

The School District, in cooperation with a reputable insurance company, provides a **mandatory** student accident insurance policy to cover injuries that occur while participating in various school programs, including sports, recess and any other school-sponsored and/or supervised activity.

The School District does not provide insurance for the personal property of students, such as band instruments, tools, machines, clothing, or anything a student possesses which is not school-owned. **Students are encouraged to leave valuable items at home.** The School District is not responsible for items brought to school by students.

## **Student Accidents/Injuries**

Any accident or injury that occurs on the way to or at school should be reported immediately to a teacher, the school office, or school nurse. The school will attempt to report serious accidents and injuries to parents/guardians as soon as practicable.

**It is important that parents/guardians ensure that their child(ren) know how to contact them during the day. It is important that students know of a neighbor or friend that they may contact in the event an emergency or illness arises and parents/guardians are not at home.**

When immediate medical attention is necessary and parents/guardians are unavailable, children may be taken by paramedics to the hospital for treatment. Parents/guardians may give written instructions to school officials regarding any special treatment required for their children in emergency situations.

## Cleanliness of School Environment

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. To do so, custodians and maintenance employees work diligently to keep the schools ready for students.

The school district applies commonly used over-the-counter herbicides for lawn and garden maintenance. The application of licensed pesticides within the schools is performed by a licensed pesticide service. Parents/guardians may request information about the products used and application procedures from the Superintendent.

The schools are considered environmentally safe. All toxic materials, including friable asbestos-containing materials have been removed or encapsulated. Parents/guardians may contact the building principal or superintendent to review the District's federally mandated asbestos management plan or to discuss environmental issues or concerns.

## Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### Self-Administration of Medication <sup>1</sup>

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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<sup>1</sup>

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

## Guidance and Counseling

The school provides a counseling program for students. The school's social workers are available to those students who require additional assistance.

A variety of school specialists assist students with special educational and developmental needs. Speech therapists, psychologists, social workers, special education teachers, reading teachers, bilingual teachers, and nurses offer consultation and direct services to children.

Suicide and Depression Awareness and Prevention:

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the school office.

## Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Board of Education. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. All other drills will not be preceded by a warning to students.

## Communicable Diseases

The school will comply with procedures and recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/guardians must notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.



3. The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).

## Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## Chapter 6: Discipline & Conduct

### General Building Conduct

Students shall not arrive at school before 8:10 a.m. at Giles and 8:00 a.m. at Leigh. Classes begin at 8:20 a.m. at Giles and 8:10 a.m. at Leigh and students are dismissed at 3:15 p.m. at Giles and 3:05 p.m. at Leigh most days. The students will be released early every Wednesday at the following times: 2:35 p.m. at Giles and 2:25 p.m. at Leigh. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not wear hats or bandanas in the school building. Any hat brought to school should be removed before entering and hoodies should be kept down.
- Students shall not run, talk loudly or yell in the hallways.
- Students shall not push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Students shall not chew gum in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Electronic music playing devices should be turned off and put away unless otherwise given permission from the classroom teacher or the building principal.

### Rights/Responsibilities of Students

As a student it is my responsibility to:

- Be prepared to learn
  - Attend School
  - Complete all my assignments on time and see that my teacher gets missing work.
  - Do my own schoolwork
- Be on time for all classes with materials
- Help make school a safe place
- Help make the school a good place to learn
  - Respect and listen to the building principal, teachers, substitute teachers, secretaries, aides, volunteer helpers, custodians, and bus drivers.

- Respect and listen to my classmates
- Speak kindly to and about others

As a result of accepting my responsibility as a student, I have a right to:

- Learn.
- Work without being disturbed.
- Feel safe in the classroom, lunchroom, hallways, and on the school grounds.
- Be respected by others.
- Have my property be respected and reasonably safe.
- Expect that I will not receive verbal or physical abuse from other students.
- Due process.

## **Rights/Responsibilities of Parents**

As a parent it is my responsibility to:

- Remember that my child will learn by example.
- Support the school and its expectations for the behavior of my child.
- Communicate my concerns to my child's teacher or the principal.
- Recognize and appreciate the efforts of my child's teacher in working with the unique needs of all children.
- Teach my child a respect for laws, authority, and the rights of others.
- Teach my child to respect both private and public property.
- Make sure that my child arrives at school every day on time and has a way home from school.
- Provide conditions at home designed to help my child study and complete homework.
- Follow the school calendar, and ensure that my child does not miss school unnecessarily.
- On school days, be sure that my child is prepared for school and healthy enough to attend school.
- Discuss the content of this Handbook with my child.

As a result of accepting my responsibility as a parent, I have a right to:

- Expect that my child will be provided an opportunity to learn in an environment conducive to learning.
- Expect that my child will be provided a safe environment in which to learn.
- Expect that my child's teachers and others in the school environment will treat my child with respect.
- Expect that discipline policies will be administered fairly and consistently.
- Expect that the teachers or the principal will promptly communicate both academic and disciplinary concerns to me.

## **Rights/Responsibilities of District 80**

The Board of Education of the School District will have the responsibility to:

- Provide an atmosphere for education that is safe and clean.
- Provide qualified, effective teachers and other professionals.
- Provide an up-to-date course of study to prepare students for high school.
- Establish discipline policies.
- Keep parents informed of District issues and changes in school policy regarding discipline.

- Follow Board policies in regard to the suspension and expulsion of students causing disruption of the learning process for other students.
- Follow all other legal requirements of applicable State and federal law.

As a result of accepting its responsibility as the Board of Education, the Board has a right to:

- Expect reasonable cooperation from staff, parents, and students.
- Expect that parents, staff, and students will communicate with the Board of Education through the regularly established channels of communication.
- Expect Board policies will be followed.
- Expel students as set forth in Board policy.

## Posters and Bulletin Boards

To ensure neatness and proper care of school property, no posters or bulletins may be placed in the schools unless they are school/student-related and approved by the administration. These items should be mounted with approved material and only in authorized areas. It is understood that all signs will be taken down after a reasonable length of time.

## School Dress Code/Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, hoods and sunglasses may not be worn in the school building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing private body parts and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times .
- If there is any dispute about appropriate dress and appearance, the building principal will make the final decision.
- Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## Student Discipline

### Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
  - d. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - i. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - j.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using a cellular telephone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.
22. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual

depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property, or
5. During periods of remote learning

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to,



the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and the student will receive the device back at the end of the day in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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 disciplinary 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.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notify parent(s)/guardian(s)
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost , stolen, or damaged property.
6. In school suspension. The building principal or designee shall ensure that the student is properly supervised.
7. After school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Community service with local public or nonprofit agencies that enhances community efforts to meet human , educational, environmental, or public safety needs. The district will not provide transportation. The school administration shall use this option only as an alternative to another disciplinary measure, given the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Out of school suspension from school and all school activities in accordance with board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program. If the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **Weapons**

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a responsible relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. (1) a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. (2) a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including a bat, pipe, bottle, lock, stick, pencil, pen, or "look-alikes" of any firearm as defined in paragraph 1 above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the board on a case by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school sponsored, provided the item is not equipped, or intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-engagement of Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## Required Notices

School staff members **are required** to immediately notify the office of the building principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the building principal or designee will immediately notify the local law enforcement agency, State Police, and any student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The superintendent or building principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

## Suspension

The following are suspension procedures:

1. Before the student is suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## **Expulsion**

The following are expulsion procedures:

1. Before a student is expelled, the student and parent(s)/guardian(s) shall be provided written notice by registered or certified mail requesting that the parent(s)/guardian(s) appear at a hearing to determine if the student should be expelled and providing the time and place of such hearing. The hearing will proceed, at the time and place designated in the notice, unless the parent(s)/guardian(s) indicate they do not want a hearing or fail to appear at the hearing. The hearing will be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testify and otherwise present reasons why the student should not be expelled. After presentations of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such actions as it finds appropriate.

## **Prevention of and Response to Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. All school staff members are available for help with a bully or to make a report about bullying.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on the electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any

staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**District 80 Nondiscrimination Coordinator:**

Mrs. Michele Guzik  
8151 W. Lawrence Ave.  
Norridge, IL 60707  
mguzik@norridge80.net

## **Cafeteria Rules**

- Students shall walk to lunch and shall be orderly and quiet on the way to lunch.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom supervisor and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- No food shall leave the cafeteria.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## **Field Trips**

Field trips are a privilege; however, students may bear a cost for the field trip(s). Students must abide by all school and District policies during, to and from transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline. All students who wish to attend a field trip must receive written permission from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate written permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school staff.

## **Chapter 7: Internet, Technology & Publications**

## Student/Parent Agreement

### STUDENT/PARENT AGREEMENT AND PERMISSION FOR ACCESS TO NORRIDGE SD80 GENERAL TECHNOLOGY RESOURCES

Norridge School District 80 is deeply committed to technology as a vital tool for its students, teachers, and parents. The District has determined that as a tool, technology will be integrated into our district curriculum in a way that enhances the learning of our students. As a tool, responsibilities fall on both the District and the student to ensure that the tools are effective, safe and appropriate to support our overall goal of teaching and building responsible, well balanced, contributors to our environment. As a user of technology, I understand that it is my responsibility to honor the Responsible Use Policy and uphold these Mahomet-Seymour Core Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

#### Core Values

We value communication; therefore, I will: use language that is pertinent and appropriate when submitting academic work, participating in online forums, and working collaboratively. I will use thoughtful and appropriate language for social postings. I will be mindful of how my words are interpreted by others.

We value privacy; therefore, I will: be aware of the privacy settings on any website to which I subscribe. I understand that anything I do online that may be interpreted as dangerous to myself or others or inappropriate for learning or the intended curriculum, may not be considered private and may be monitored. I understand that anything I do online or electronically is not private and can be monitored. I will not share personal information about myself, family, friends, or faculty.

We value honesty and safety; therefore, I will: not engage in behavior that puts myself or others at risk. I will represent myself honestly. I will seek help if I feel unsafe, bullied, or witness unkind behavior. I will communicate only with people I know. I will follow safety guidelines posted by sites to which I subscribe. The District will provide a mechanism for reporting any bullying or behavior that a student(s) may perceive as harmful to themselves or others.

We value learning; therefore, I will: apply existing knowledge to generate new ideas, products or processes. I will evaluate the validity of information presented online. I will ask questions and seek help when using school technology. I will have a positive attitude and be willing to explore different or new technologies. The district and its staff will provide as part of its curriculum, instruction and examples on how to appropriately evaluate online resources and information and integrate that into a student's work and learning

We value respect for self and others; therefore, I will: not upload or post personal information,



private communications, or photos of other people without permission. I will respond thoughtfully to the opinions, ideas, and values of others. I will not send or share mean or inappropriate electronic communications.

We value respect for school and personal property; therefore I will take proper care of all equipment. I will report misuse and/or inappropriate content to my teachers or adults.

## Responsibilities and Restrictions

This Agreement and Permission does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. Students will be subject to loss of privileges, disciplinary action, and/or appropriate legal action for any violation of this Agreement and Permission or Board Policy 6:235, or for any inappropriate use of technology. In addition, in using these resources, students must comply with the School District's Technology Use Guidelines set forth in the Student Code of Conduct. The signatures at the end of this document are legally binding and indicate that the student and the student's parent/guardian have read this Agreement and Permission carefully and understand its significance.

1. Consent to Monitoring/No Privacy – The School District exercises exclusive control over its technology systems. Users have no expectation of privacy in using District resources. Users expressly consent to monitoring by school officials. Files stored and information accessed, downloaded, or transferred on District-owned technology are not private. Computers and accounts are subject to inspection at any time, without notice.

2. Unacceptable Use - The user is responsible for the user's actions and activities involving technology resources. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration reserves the right to impose consequences for any inappropriate use of the Internet, network, and/or technology. In addition, the Administration may periodically revise the concepts of acceptable and unacceptable use, at any time, without prior notice. When appropriate, this Agreement may be amended to reflect such revisions then disseminated to students and parents/guardians for updated signatures. Examples of unacceptable uses:

- a. Using the network for any illegal activity, including violation of copyright law, or transmitting any material in violation of any U.S. or State regulation;
- b. Attempting to circumvent systems designed to restrict access, control content, or log activity;
- c. Connecting personally owned technologies such as laptops, wireless access points, routers, or printers to the District network;
- d. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- e. Bullying and/or use of inappropriate language;
- f. Promoting or encouraging the use of illegal or controlled substances;
- g. Unauthorized access to resources or entities;

- h. Malicious data modification or deletion;
- i. Using another user's account or password;
- j. Posting material authored or created by another without his/her consent;
- k. Publishing or otherwise disseminating the user's or another person's identity, personal information, account, or password;
- l. Using e-mail for any personal communication unrelated to District business, unless such personal communication is approved in advance;
- m. Use of any personal non-school supplied email or social media account for communication with school staff members;
- n. Unauthorized access or downloading of software, files, e-mail, or other data;
- o. Downloading, use of, and/or dissemination of malware;
- p. Using resources for private financial or commercial gain or private or commercial advertising;
- q. Unauthorized use of the network for entertainment or social media;
- r. Intentional damage to hardware;
- s. Unauthorized disassembly and/or attempt to repair hardware by disassembly;
- t. Negligent care of hardware that results in damage;
- u. Using the network for unauthorized political activity;
- v. Using resources while access privileges are suspended or revoked;

3. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Agreement and Permission

5. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, online shopping, app store purchases, in app purchases, subscription music, subscription movies, subscription gaming, etc;

6. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

7. Using School Resources at Home - Home Internet setup and use is the responsibility of the student both in cost and configuration. Students must keep District resources secure and damage-free.

Students must follow these general guidelines for keeping laptops secure and damage-free:

- a. Do not loan your laptop, case, or charger and cords.
- b. Do not leave the laptop in a vehicle.
- c. Do not leave the laptop unattended in a public place.
- d. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- e. Do not allow pets near the laptop, case, or charger.
- f. Do not place the laptop on the floor or in sitting areas such as couches or chairs.
- g. Do not leave the laptop near table or desk edges.
- h. Do not stack objects on top of the laptop.
- i. Do not leave the laptop outside or use it near water such as a pool.
- j. Do not check the laptop as luggage at the airport.
- K. Avoid having the device in any extreme temperatures.

Despite these safeguards, we understand there is always a risk that district-provided technology may be damaged, lost or stolen. As with any district issued resource, students are financially responsible for loss/theft, or damage.

As the parent/guardian, my signature indicates I have read and understand this policy and give my permission for my child to have access to and use of district-issued technology resources.

Parent/Guardian (please print):

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me and understand this policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print):

\_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Access to Student Social Networking Passwords & Websites**

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 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 disciplinary 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.

## **Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Parents or guardians interested in inspecting, reviewing, or correcting information maintained by the District should contact John Jobe, Director of Technology, at [jjobe@norridge80.net](mailto:jjobe@norridge80.net) 8151 W. Lawrence Ave., Norridge, IL 60706 to schedule an in person appointment. Mr. Jobe will assist parents/guardians with inspecting and reviewing data on a school owned device within the school. Any requested modification will be noted and submitted to school administration for approval. Parents or guardians will receive notification as to whether requested corrections were approved within 15 business days.

## Access to Non-School Sponsored Publications

### Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## Chapter 8: Search & Seizure

### Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and students' personal effects when a reasonable suspicion exists that the student has violated or is violating the law, local ordinances, or District policies or rules. "School authorities" includes school liaison police officers.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school such as, lockers, desks, and parking lots, as well as any personal effects left in these places or areas by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects including, but not limited to, purses, wallets, bags, lunch boxes, notebooks, and outer clothing when there is a reasonable suspicion that the particular student has violated or is violating either the law or the school or District's student rules and policies.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or District's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Chapter 9: Athletics & Extracurricular Activities**

### **Athletic Code of Conduct**

#### Requirements for Participation in Extracurricular Athletic Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance.

### **Assemblies**

The schools PTA and Community Based Groups sponsor assemblies throughout the year. The assemblies are provided to entertain or inform students, and/or recognize the achievements of students.

Parents/guardians are welcome to attend most school assemblies. Parents/guardians wishing to attend an assembly should contact the school office prior to attending so seating and other arrangements may be made. The Building Principal may deny access to a school assembly in accordance with Board policy and applicable law.

## Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. ***Only students who are enrolled in the school may attend school-sponsored dances.***

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon.
5. Vandalize or steal;
6. Bully, intimidate, harass or haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's and District's discipline code.

## Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## Student Athlete Uniforms

A student may modify his/her athletic uniform without prior approval of the principal or school board for the purpose of modesty in accordance with the requirements of his/her cultural values, religion, or modesty preference.



## Chapter 10: Special Education

### Education of Children with Disabilities

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

### Discipline of Students with Disabilities Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## **Request to Access Classroom**

The parent/guardian of a District student with disabilities, wishing to have qualified professionals retained by or on behalf of such parents/guardians, and independent educational evaluators will be afforded reasonable visits to District schools, facilities, buildings or programs, subject to applicable school and Board policies and procedures regarding visits.

For further information, please contact the building principal.

### **Section 504 Eligibility:**

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

### **IEP Paperwork and Records:**

No later than three school days prior to a scheduled IEP or special education eligibility meeting, the District must provide parents/guardians with copies of all written materials that will be considered at the meeting. The District will generally send this information by email unless a parent/guardian indicates another preferred method, including but not limited to postal mail or picking up materials at school. To indicate a method other than electronic mail, please contact Mr. Peter Masters, Director of Special Education at [pmasters@norridge80.net](mailto:pmasters@norridge80.net). In addition, parents/guardians have the right to review and/or copy their child's school student records prior to any special education eligibility or IEP meeting.

### **Service Logs:**

School districts must make service logs that record the delivery of related services under a student's IEP and the minutes of each type of related service available to the child's parent/guardian at any time upon request. The District must make service logs available in the following areas: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. To request a copy of your child's service log(s), please contact Mr. Peter Masters, Director of Special Education at [pmasters@norridge80.net](mailto:pmasters@norridge80.net).

### **Use of Isolated Time out, Time out, and Restraint:**

District 80 uses positive behavior interventions and supports to teach and reinforce the development of prosocial behaviors. At times, the District may need to use more restrictive

measures such as isolated time out, time out, and restraint. These interventions will only be used as a last resort and when a student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. In the event one of these restrictive interventions is necessary, the District will comply with all requirements including informing parents/guardians of the use of this intervention with their child.

### **Interpreter Services:**

Public school districts are required to take whatever action is necessary to facilitate a parent or guardian's understanding of and participation in IEP and Section 504 meetings. This includes the provision of interpreter services for parents/guardians whose native language is not English or a sign language interpreter for parents/guardians who are deaf or hard of hearing. In the absence of qualified interpreters on staff, school districts may use outside vendors including telephonic interpreters. Parents/guardians have the right to request that an interpreter provided by the District serve no other role during an IEP or Section 504 meeting, and the District must make reasonable efforts to comply with that request. To request an interpreter, or if you have questions or complaints about interpretation services please contact Mr. Peter Masters e, Director of Special Education at [pmasters@norrridge80.net](mailto:pmasters@norrridge80.net).

## **Chapter 11: Students Records & Privacy**

### **Student Privacy Protections**

#### ***Surveys***

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### ***Surveys by Third Parties***

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### ***Surveys Requesting Personal Information***

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

### **Student Biometric Information**

Before collecting biometric information from students, the school must obtain written permission from the student's parent/guardian. Biometric information means any information that is collected from students based on their unique behavioral or physiological characteristics, such as a fingerprint hand geometry, voice or facial recognition, or retinal or iris scan.

## **Chapter 12: Parental Right Notification**

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's classroom teachers and paraprofessionals, including:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher has any graduate certification or degree; and
- Whether any instructional aides or paraprofessionals provide services to their child and, if so, their qualifications.

If parents/guardians would like to receive any of this information, please contact the building Principal or designee.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades ~~K~~ thru 8 will take standardized tests at the beginning of each school year, a winter interim, and a spring interim. Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school provides is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the school year;

2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, whether computer based or pencil and paper;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## Homeless Child's Right to Education

When a child becomes homeless as defined by federal and State law, or when a homeless child changes his or her temporary living arrangements, the homeless child has the option of either:

1. Continuing to attend the school that he or she attended when permanently housed or in which he or she was last enrolled (called the "school of origin"). The child may attend the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the school year during which the housing is acquired; or
2. Attend any District school in the attendance area in which the child is actually living.

## Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection to the building Principal or designee. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in abstinence, sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any District sex education class or course.

## Title I Parent Involvement

The schools will annually hold a meeting to discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend and participate in the discussions during the meeting. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The schools and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each school year, and at least two weeks before conferences or other regularly scheduled meetings, to provide parents/guardians with sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times and to work with teachers.

Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. It is critical to the success of students that parents assist the school in meeting the goals of education set forth by the State, the federal government and the District.

In order to better assist in educating the students, the schools need the help of all parents/guardians. Parents/guardians may assist by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and by participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The schools endeavor to provide all information in the language best understood by parents/guardians. Questions about language alternatives should be directed to the Building Principal.

Parents/guardians of participating children have a right to appeal the contents of this Section of the Handbook. The District will submit any parent comments when the Title I plan is submitted to the State. Any questions or concerns should be directed to the Superintendent.

The State's resources on parental involvement can be located online at <http://illinoisparents.org/>. The State's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

## English Learners

The school offers opportunities for English Learners ("EL") to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the



District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to the District EL programs or to express input in the school's program, contact the Assistant Principal at Giles or Leigh Schools.

## School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of their work hours, to take time off from work under certain conditions in order to attend necessary school functions, such as parent-teacher conferences. Letters verifying parents'/guardians' participation in school conferences or other activities are available from the school office upon request.

## School Home Communications

There are many formal and informal channels of communication between the home and the school:

**District 80 PowerSchool Parent Portal:** Each child will be assigned a unique Access ID and Password. Parents can create their own account through Parent Portal and can link multiple student accounts to their own account. Parents can access the following information: grades for current classes, attendance for the last two weeks or the current quarter, teacher comments, and email links to teachers. If parents have any questions regarding the **PowerSchool Parent Portal**, please contact your school office.

**Weekly Tracks:** Each week, both Leigh and Giles will release weekly tracks that will highlight events that have taken place in each building and provide important information on future events. The weekly tracks will also provide a weekly calendar of events. Please make sure to provide the parent/guardian email during the registration process to receive the weekly tracks communications.

The district may use the *SwiftReach SwiftK12 Messaging* system, its Facebook page, administrative blogs, as well as its main web page to communicate a variety of activities or emergencies.

**Back to School / Supply Drop Off:** Early in the school year, parents and students are invited to visit the schools and learn about the school's standards and policies, tour the schools, and meet the faculty.

**Progress Report:** Progress reports are used to inform parents and students of the student's progress. These reports are usually issued during the middle of each grading period but may be sent at any time. Progress reports summarize student progress based on achievement, effort, assignments and behavior. Parents/guardians are encouraged to contact teachers regarding concerns about student progress.

**Parent-Teacher Conferences (Leigh) and Student-Led Conferences (Giles):** Parent-teacher conferences/Student-Led Conferences are scheduled twice during the school year. Such conferences provide parents/guardians and teachers with a time to discuss student progress and other issues to help students succeed. Additional information may be obtained by meeting with specific teachers at informal conferences. To ensure teachers are available to meet at times outside of class time, parents/guardians must make an appointment to pre-arrange a conference.

Parent Notification: Parents/guardians are expected to notify school officials of the following:

1. Report an absence, by note or telephone (preferred);
2. Request that a child be kept in at recess because of illness;
3. Request a special dismissal time;
4. Reply to a notice of unsatisfactory work;
5. Educational field trip of any distance (permission slips will be supplied); and
6. Participation in extracurricular activities.

## Parent/Guardian Questions and Concerns

At times, parents/guardians have questions about their child's academic progress, school procedures, instructional practices, and other school-related issues. Parents/guardians are expected to address such questions within the order of contacts provided below (indicated by an arrow) until the matter is resolved.

The Board of Education ("BOE") is the final level of appeal, and as such, is not the first contact. On matters concerning:

- **Individual students and classrooms:**
  - *Teacher → Principal → Superintendent → BOE*
- **Individual schools:**
  - *Principal → Superintendent → BOE*
- **Curriculum and instructional practices:**
  - *Principal → Superintendent → BOE*
- **School safety:**
  - *Principal → Superintendent → BOE*
- **Budget:**
  - *Superintendent → BOE*
- **District policy:**
  - *Superintendent → BOE*

## PTA

The Parent Teacher Association (PTA) at John V. Leigh School and James Giles School work with school officials to promote the welfare of children in the schools. The groups meet monthly, and with the approval of the school principals, work on projects to provide special programs and activities to benefit students.

## Pesticide Application Notice

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Mrs. Michele Guzik or designee at the District Office.

## Mandated Reporters

All school personnel, including teachers and Administrators, are required by law to immediately report all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.
4. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

## SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

### Sex Offender and Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website at <https://isp.illinois.gov/>.

### Student Online Personal Protection Act:

As the use of technology continues to become more prevalent, District 80 is committed to engaging in cybersecurity procedures that meet or exceed industry standards and working with technology vendors, also called operators, who do the same to protect student covered information from unauthorized use or disclosure. Starting July 1, 2021, all school districts must provide information about student covered information that is collected, maintained, or disclosed by the District, to whom this information is disclosed, and the purpose of disclosure.

In general terms, the types of student covered information, or data, that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation Information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Parents/guardians have the right to inspect and review student covered information, request a copy of a student's covered information, request corrections of factual inaccuracies to covered information, and request the deletion of covered information when doing so would not conflict with federal or State records laws. Parents/guardians should follow the procedures outlined in Section 11.20, *Student Records*, to make any requests related to covered information.

Parents/guardians are encouraged to view the District's website for additional information required to be disclosed under the Student Online Personal Protection Act (SOPPA).

### **CPR and AED Training:**

Many school district employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video at <https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>.

### **Sexual Harassment and Teen Dating Violence Prohibited:**

Sexual harassment and/or discrimination is prohibited under Title IX of the Education Amendments of 1972 and the Illinois Human Rights Act. The school district complies fully with the nondiscriminatory provisions of federal and state law pertaining but not limited to students, parents, members of the community, employees, and applicants for employment.

The District shall provide an environment free from verbal, physical, or other conduct or

communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Sexual harassment is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment when he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, or treatment; or
  - Making a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that had the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The District incorporates age-appropriate education on teen dating violence for students in grades 7 and above.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator/Title IX Coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **District 80 Nondiscrimination/Title IX Coordinator:**

Mrs. Michele Guzik, Superintendent  
8151 W. Lawrence Ave.  
Norridge, IL 60707  
mguzik@norridge80.net

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by Board policy will be subject to disciplinary action, including but not limited to suspension and/or expulsion consistent with disciplinary policy. Additionally, any person who knowingly makes a false accusation regarding sexual harassment will also be subject to disciplinary action up to and including suspension and expulsion.

## Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating

· Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

## Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs



- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)

*Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*