

R P S  2 0 5

2023-2024

# Parent/Student

PRE-K  
TO 12

# HANDBOOK



# TABLE OF CONTENTS

<b>Chapter 1: Introductory Information &amp; General Notices</b>	<b>4</b>
General School Information	4
Visitors	5
Equal Educational Opportunities and Sex Equity	6
Animals on School Property	6
School Volunteers	7
Invitations and Gifts	7
Treats and Snacks	7
Emergency School Closings	7
Video and Audio Monitoring Systems	7
Accommodating Individuals with Disabilities	8
Students with Food Allergies	8
Care of Students with Diabetes	9
Suicide and Depression Awareness and Prevention	9
Accommodating Breastfeeding Students	9
Parent Organizations and Booster Clubs	10
Student Appearance	10
Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations	10
Faith's Law Notification	13
Prevention of Anaphylaxis	14
<b>Chapter 2: Attendance, Promotion &amp; Graduation</b>	<b>15</b>
Attendance	15
Home and Hospital Instruction	15
Early Graduation	15
High School Graduation Requirements	15
Student Absences	15
Release Time for Religious Instruction and Observance	16
Truancy	16
Grading and Promotion	16
Homework	16
Exemption from PE Requirement [HS]	17
Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement	17
<b>Chapter 3: Student Fees and Meal Costs</b>	<b>17</b>
Fines, Fees, and Charges; Waiver of Student Fees1	17
School Lunch Program	17
<b>Chapter 4: Transportation &amp; Parking</b>	<b>17</b>
Bus Transportation and Bus Conduct	17
Parking [HS]	19
Parking [K-8]	19
<b>Chapter 5: Health and Safety</b>	<b>19</b>
Immunization, Health, Eye & Dental Examination	19
Student Medication	20
Guidance & Counseling [HS]	20
Safety Drill Procedures and Conduct	20
Communicable Disease	20
Head Lice	21

<b>Chapter 6: Discipline and Conduct</b>	<b>21</b>
General Building Conduct	21
Student Behavior	22
Prevention of and Response to Bullying, Intimidation, and Harassment	23
Harassment and Teen Dating Violence Prohibited	27
Field Trips	28
Access to Student Social Networking Passwords & Websites	28
Student Use of Electronic Devices	28
<b>Chapter 7: Internet, Technology &amp; Publications</b>	<b>29</b>
Acceptable Use of the District's Electronic Networks	29
Guidelines for Student Distribution of Non-School Publications	32
Guidelines for School-Sponsored Publications, Productions and Websites	32
Annual Notice to Parents about Educational Technology Vendors Under the Student	
Online Personal Protection Act	33
<b>Chapter 8: Search and Seizure</b>	<b>34</b>
Search and Seizure	34
<b>Chapter 9: Extracurricular and Athletic Activities</b>	<b>34</b>
Extracurricular Athletic Activities Code of Conduct	34
Attendance at School-Sponsored Dances	34
Student Athlete Concussions and Head Injuries	36
<b>Chapter 10: Special Education</b>	<b>36</b>
Education of Children with Disabilities	36
Discipline of Students with Disabilities	36
Exemption From PE Requirement	37
Certificate of High School Completion [HS]	37
Access to Classroom for Special Education Observation or Evaluation	37
Related Service Logs	37
<b>Chapter 11: Student Records &amp; Privacy</b>	<b>37</b>
Student Privacy Protections	37
Student Records	38
Student Biometric Information	43
Military Recruiters & Institutions of Higher Learning [HS]	43
Teacher Qualifications	43
Standardized Testing	43
Homeless Child's Right to Education	44
Family Life & Sex Education Classes	44
Notice to Parents on Sex Education Instruction	44
English Learners	44
School Visitation Rights	45
Pesticide Application Notice	45
Mandated Reporter	45
Unsafe School Choice Option	45
Student Privacy	45
Sex Offender & Violent Offender Community Notification Laws	46
Parent Notices Required by the Every Student Succeeds Act	46
<b>Appendices</b>	
Board Policy 5.120: Ethics and Conduct	47
Board Policy 7.185: Teen Dating Violence Prohibited	50



# Chapter 1: Introductory Information & General Notices

## General School Information


Dear Parent/Guardian,

☐ Thank you for taking the time to review the Student Handbook for the 2023-24 school year.

This handbook outlines the policies, procedures and expectations for all children in Rockford Public Schools. We want children to behave, to be held accountable for their actions and to have no distractions as they pursue learning. We want to be partners with you as we all work together to make sure every child has an outstanding experience – one that results in a high school diploma indicating mastery of all learning material.

Each school may have additional procedures designed to improve student behavior and learning. These procedures will be given to you at registration and will serve as a supplement to this document. We encourage and appreciate your active involvement in our schools and look forward to working with you. Together, we can do what it takes for all children to have a very successful school year.

**Dr. Ehren Jarrett**  
Superintendent of Rockford Public Schools

  
This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.rps205.com](http://www.rps205.com)) or at the District Administration Building, located at:

501 S. 7th Street  
Rockford, Illinois 61104

The School Board governs the school district, and is elected by the community. Current School Board members are:

### **SUPERINTENDENT**

Dr. Ehren R. Jarrett, Ed.D.

### **BOARD OF EDUCATION**

Denise Pearson- President  
Tina McCall - Vice President  
June Stanford - Secretary  
Nicole Bennett  
Kimberly Haley  
Grant Schubert  
Paul Carpenter

# Visitors

The Rockford School District encourages visits by parents or guardians and Board of Education members to all school campuses.

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.

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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, 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 trespassing 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, e-cigarettes and/or other electronic nicotine delivery systems.
8. 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 Policy 7.270, Administering Medicines to Students, implementing Ashley's Law.
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. Violate the Rockford Public Schools Discipline Code or other District policies or regulations or a directive from an authorized security officer or District employee.
14. Engage in any risky behavior, including roller-blading, roller skating, or skateboarding.
15. 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.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

If a principal determines the conduct of a visitor warrants denial of access, the principal may request that the Superintendent notify the visitor that access to a school building and/or grounds is denied. The Superintendent, shall review the allegations of misconduct, and the Superintendent or his/her designee, may notify the visitor that his/her access is denied up to one year and state the reasons therefore. The notification shall be in writing and shall advise the visitor that he/she may request mediation before the Superintendent who may modify or rescind the notice. If the visitor objects to the decision of the Superintendent after the mediation hearing, he/she may appeal the determination within 10 days to the Board of Education.

*Cross Reference: School Board Policy 8.30, Visitors To and Conduct On School Property*

A copy of the District's Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1671559788/rps205com/vyrzbu84wo4gzmgr0jvo/830.pdf>

## **Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, religion, ancestry, sex, sexual orientation, ethnicity, language barrier, physical and mental disability, gender identity, status as homeless or economic and social conditions, or actual or potential marital or parental status, including pregnancy, immigration status, or order of protection status.

No student shall, on the basis of 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 may file a discrimination grievance by using the Uniform Grievance Procedure. A copy of this Grievance Procedure may be found on the District's website at:

<https://resources.finalsite.net/images/v1591211419/rps205com/ckeylwbozd5mownz8n9e/2260.pdf>

*Cross Reference: School Board Policy 7.10, Equal Educational Opportunities*

A copy of the District's Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1614709654/rps205com/jpyozvv9hzop1icuj4iw/710.pdf>

## **Animals on School Property**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

State and federal laws allow a student with a disability to be accompanied by a service animal that is individually trained to perform work or tasks for the benefit of a student.

*Cross Reference: School Board Policy 6.100, Using Animals in the Educational Program; and Guidelines and Application for Using Animals in School Facilities*

A copy of the District's Policy, and the referenced Guidelines, are posted on the District website at:

<https://resources.finalsite.net/images/v1615562368/rps205com/viwy9ek3inunugrh1raf/6100.pdf> and  
<https://resources.finalsite.net/images/v1591211586/rps205com/yto657dkdcs3je619thk/6100E1.pdf>

## School Volunteers

All school volunteers must complete the “RPS 205 Volunteer Form” and be approved by the building principal prior to assisting at the school. Forms are available on the District website at:

<https://www.rps205.com/community/volunteer>

*Cross Reference: School Board Policy 8.30, Visitors To and Conduct On School Property*

A copy of the District’s Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1671559788/rps205com/vyrzbu84wo4gzmgr0jvo/830.pdf>

## Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses of students whose parents/guardians have opted out of providing this information.

## Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## Emergency School Closings

In cases of bad weather and other local emergencies, please listen to your local radio (WROK 1440 AM, WQFL 100.9 FM, WKMQ 95.3 FM, WNIU 89.5 FM, WLBK/WDEK 1360 AM, WNTA 1330 AM), LATREMENDA (Spanish Station-Chicago) or television station (WREX TV 13, WTVO TV 17, WIFR TV 23, WQRF TV 39) to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Also, please check the district’s website for this information, at [www.rps205.com](http://www.rps205.com), emergency notification system.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

## Video and Audio Monitoring Systems

A video and/or audio 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 monitor, promote and maintain a safe environment for students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

*Cross Reference: School Board Policy 7.340, Student Records*

A copy of the District’s Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1591211623/rps205com/uqucheki7ci6i7hsmiz6/7340.pdf>



## Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title IX Coordinator, or by filing a grievance under the Uniform Grievance Procedure which is posted on the District's website at:

<https://resources.finalsite.net/images/v1591211419/rps205com/ckeylwbozd5mownz8n9e/2260.pdf>

*Cross Reference: School Board Policy 8.70, Accommodating Individuals with Disabilities*

*Cross Reference: School Board Policy 2.260, Uniform Grievance Procedure*

*Cross Reference: School Board Policy 2.265, Title IX Sexual Harassment Grievance Procedure*

A copy of the District's Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1651690856/rps205com/spa4dnvirclzerdre7i6/870.pdf>

When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

## Students with Food Allergies

School attendance may increase a student's risk of exposure to allergens that could trigger a food allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

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.

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 supports 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. The District also may be able to appropriately meet a student's needs through other means.

*Cross Reference: School Board Policy 7.285, Food Allergy Management Program*

A copy of the District's Policy is posted on the District website:

<https://resources.finalsite.net/images/v1651690817/rps205com/zfsuyf5ljberzabrcb7x/7285.pdf>





## 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 building principal. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

## Suicide and Depression Awareness and Prevention

The school district maintains student and parent resources on suicide and depression awareness and prevention. 988 offers 24/7 access to trained crisis counselors who can help people experiencing mental health-related distress. That could be:

- Thoughts of suicide
- Mental health or substance use crisis, or
- Any other kind of emotional distress

Any person may call or text 988 or chat 988lifeline.org for themselves or if they are worried about a loved one who may need crisis support. 988 serves as a universal entry point so that no matter where you live in the United States, you can reach a trained crisis counselor who can help.

*Cross Reference: School Board Policy 7.290 Students; Suicide and Depression Awareness and Prevention*

A copy of the District's Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1614359662/rps205com/o3yuaqterkevrtiup9t6/7290.pdf>

## Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

## Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

*Cross Reference: School Board Policy 8.90, Parent Organizations, Booster Clubs and Community Fundraising Activities*

A copy of the District's Policy is posted on the District website at:

<https://resources.finalsite.net/images/v1615562582/rps205com/pfwavtdkmvcldkqplkhd/890.pdf>

## Student Appearance

The District's Student Code of Conduct addresses student appearance.

School Board Policy 7.160, Student Appearance is here:

<https://resources.finalsite.net/images/v1591211620/rps205com/gj6hriovsel4dpqygvb8/7160.pdf>

## 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 as 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)

*Cross Reference: School Board Policy 4.165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors is posted on the District website at:*

<https://resources.finalsite.net/images/v1649961263/rps205com/clpbx0fazcci7ndaghvc/4165.pdf>

School Board Policy 5.120, Employee Ethics; Code of Professional Conduct is posted on the District website at, and attached as an Appendix:

<https://resources.finalsite.net/images/v1671559707/rps205com/qexxy653caudtxozvorc/5120.pdf>

# Faith's Law Notification

District staff and administrators are to adhere to the Code of Ethics for Illinois Administrators, 23 Illinois Administrative Code Part 22:

TITLE 23: EDUCATION AND CULTURAL RESOURCES SUBTITLE A: EDUCATION  
CHAPTER I: STATE BOARD OF EDUCATION  
SUBCHAPTER b: PERSONNEL  
PART 22 CODE OF ETHICS FOR ILLINOIS EDUCATORS  
SECTION 22.20 CODE OF ETHICS

## Section 22.20 Code of Ethics

### a) Responsibility to Students

The Illinois educator is committed to creating, promoting and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:

- 1) Embody the Standards for the School Support Personnel Endorsements (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24.130), and Standards for Administrative Endorsements (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment;
- 2) Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socio-economic status;
- 3) Maintain a professional relationship with students at all times;
- 4) Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation and adaptation of effective instruction; and
- 5) Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

### b) Responsibility to Self

Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois educators:

- 1) Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and understanding of current trends in both content knowledge and professional practice;
- 2) Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
- 3) Represent their professional credentials and qualifications accurately; and
- 4) Demonstrate a high level of professional judgment.



### **c) Responsibility to Colleagues and the Profession**

The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois educators:

- 1) Collaborate with colleagues in their respective schools and districts to meet local and State educational standards;
- 2) Work together to create a respectful, professional and supportive school climate that allows all educators to maintain their individual professional integrity;
- 3) Seek out and engage in activities that contribute to the ongoing development of the profession;
- 4) Promote participation in educational decision-making processes;
- 5) Encourage promising candidates to enter the education profession; and
- 6) Support the preparation, induction, mentoring and professional development of educators.

### **d) Responsibility to Parents, Families and Communities**

The Illinois educator will collaborate, build trust and respect confidentiality with parents, families and communities to create effective instruction and learning environments for each student. Illinois educators:

- 1) Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
- 2) Encourage and advocate for fair and equal educational opportunities for each student;
- 3) Develop and maintain professional relationships with parents, families and communities;
- 4) Promote collaboration and support student learning through regular and meaningful communication with parents, families and communities; and
- 5) Cooperate with community agencies that provide resources and services to enhance the learning environment.

### **e) Responsibility to the Illinois State Board of Education**

Illinois educators are committed to compliance with the School Code [105 ILCS 5] and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:

- 1) Provide accurate communication to the Illinois State Board of Education concerning all educator licensure matters;
- 2) Maintain appropriate educator licensure for employment; and
- 3) Comply with State and federal laws and regulations.

(Source: Amended at 38 Ill. Reg. 6224, effective February 27, 2014)

## **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.

*Cross Reference: School Board Policy 7.285, Food Allergy Management Program is posted on the District website at <https://resources.finalsite.net/images/v1651690817/rps205com/zfsuyf5ljberzabrcb7x/7285.pdf>*

# Chapter 2: Attendance, Promotion & Graduation

## Attendance

Student attendance is addressed in Board Policy 7.70, Attendance and Truancy which is posted on the District's website at: <https://resources.finalsite.net/images/v1671559765/rps205com/yhassemhdtnp7hp0umri/770.pdf>.

## Tardiness

Tardiness is a Minor Infraction which will result in a Code of Conduct Intervention. Please refer to the Rockford Public School's Code of Conduct for tardy corrective strategies, social interventions and consequences. The Student Code of Conduct is posted on the District's website at: [https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct\\_Eng.pdf](https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct_Eng.pdf)

## Home and Hospital Instruction

Home and Hospital Instruction is addressed within School Board Policy 6:150, Home and Hospital Instruction.

The Policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1591211586/rps205com/vmbbdkckaxzdswn6ffyg/6150.pdf>

## Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 6 semesters of high school and meet all graduation requirements.

*Cross Reference: School Board Policy 6.300, Graduation Requirements. The Policy is posted on the District's website at:*

<https://resources.finalsite.net/images/v1674053940/rps205com/mv4ineuylvdkufqifrkr/6300.pdf>

## High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for completing all State graduation requirements and the requirements provided in Board Policy 6.300, Graduation Requirements. The graduation requirements provided in Board Policy 6.300 Graduation Requirements may not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

*Policy 6.300, Graduation Requirements is posted on the District website at:*

<https://resources.finalsite.net/images/v1674053940/rps205com/mv4ineuylvdkufqifrkr/6300.pdf>

## Student Absences

(See Attendance section)

Student attendance is addressed in Board Policy 7.70, Attendance and Truancy which is posted on the District's website at: <https://resources.finalsite.net/images/v1671559765/rps205com/yhassemhdtnp7hp0umri/770.pdf>.



## Release Time for Religious Instruction and Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District at least five (5) days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the district's requirement for a written excuse when the student returns to school.

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## 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 more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Student attendance is addressed in Board Policy 7.70, Attendance and Truancy which is posted on the District's website at: <https://resources.finalsite.net/images/v1671559765/rps205com/yhassemhdtnp7hp0umri/770.pdf>.

## Grading and Promotion

School report cards are issued to Elementary students on a tri-annual basis. Report cards are issued to Secondary students on a quarterly basis. For questions regarding grades, please contact the classroom teacher(s).

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 any other social reason not related to academic performance. Additional information on Grading and Promotion is provided in Board Policy 6.280 which is posted on the District's website at:

<https://resources.finalsite.net/images/v1591211588/rps205com/vaxqfflui1wrj54pljtw/6280.pdf>

## 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 teacher, ability and grade level.



## **Exemption from PE Requirement [HS]**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.

Additional detail related to PE exemption is present in School Board Policy 7.260, Exemption from Physical Education.

The policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1591211621/rps205com/apxct8ykq44wjrtxcnry/7260.pdf>

## **Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement**

Receiving high school credit for successfully completing courses or experiences when said courses are not offered in or sponsored by the District is addressed within School Board Policy 6:310, High School Credit for Non-District

Experiences; Course Substitutions; Re-Entering Students. The Policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1648043749/rps205com/sajwzg6dvvybn1cx3kz20/6310.pdf>

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

## **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, The Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

The District application for a school fee waiver is available on the District's website at:

<https://www.rps205.com/parents/pay-fees>.

School Board Policy 4:140, Waiver of Student Fees, provides additional detail and is posted on the District's website at:

<https://resources.finalsite.net/images/v1672786360/rps205com/f1zz8twyxyhyksk2qnfs/4140.pdf>

## **School Lunch Program**

The District participates in a federally funded alternative meal program that allows all students to receive breakfast and lunch at no cost to students. Parents do not need to complete a meal form at registration or send money with their children to cover the cost of school meals.

# **Chapter 4: Transportation & Parking**

## **Bus Transportation and Bus Conduct**

The Board has established a policy that describes provision of transportation of students which is available at the District Administration Office and is posted on the District's website at:

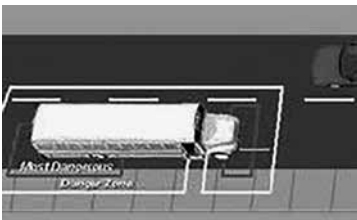
<https://resources.finalsite.net/images/v1591211526/rps205com/qa4dpm3i3ftfzhi6zgfu/4110.pdf>

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board 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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Transportation Department at: 815-966-3706. Students are expected to follow all school rules when riding the school bus. Bus Conduct guidelines are further explained in the Student Code of Conduct which is available for review at the District Administration Building and is posted online at: [https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct\\_Eng.pdf](https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct_Eng.pdf)

## Parking [HS]

Students may park their vehicles in the designated student parking lots. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated Staff Parking are for school staff, personnel, and others designated by administration. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## Parking [K-8]

The school has designated locations available for school visitor parking. Those dropping off and picking up children may do so in the lanes designated for this purpose. Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

# Chapter 5: Health and Safety

## Immunization, Health, Eye & Dental Examination

All students are required to present appropriate proof of health examinations, immunizations and screenings as required by law, unless a specific exemption is applicable.

Additional detail is provided in School Board Policy 7.100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students.

The Policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1601656256/rps205com/s9jpxkcbzg7ek7sqbqqg/7100.pdf>

## 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. Additional detail is provided in School Board Policy 7.270, Administering Medicines to

Students which is posted on the District website at:

<https://resources.finalsite.net/images/v1591211621/rps205com/zhwtga1osbls9x1sxdar/7270.pdf>

## Guidance & Counseling [HS]

The District provides a guidance and counseling program for students. The school's counselors are available to those students who require assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## Safety Drill Procedures and Conduct

During every academic year, each school building that houses children shall conduct safety drills in accordance with the School Safety Drill Act. Additional details regarding safety drills are provided within School Board Policy 4.170, Safety.

The Policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1671559653/rps205com/irbtjkgcamvvbadvdhiw/4170.pdf>

## Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to 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 or guardian.
3. The school will provide written instructions to the parent and 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 or 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.

Additional details regarding communicable diseases are provided within School Board Policy 7.280, Communicable and Chronic Infectious Disease.

The Policy is posted on the District's website at:

<https://resources.finalsite.net/images/v1651690804/rps205com/te2xbgco8wmtarzn86lt/7280.pdf>

## Head Lice

Head Lice - Head lice are tiny insects that gather mostly behind the ears, back of the neck and only live on the human head. The presence of lice can occur in all levels of income, age, sex, or race. Lice cannot fly or jump, they are passed along following prolonged, direct head-to-head contact. Head lice do not cause illness nor do they transmit communicable diseases.

Researchers advise treating only the person affected with live lice, using a medicated shampoo, closely following the package directions. Children under the age of 2 years or pregnant women should consult with their doctors for treatment recommendations. Treatment is followed by thorough combing of the affected person's hair daily for 7 -10 days to remove nits (eggs). Students may attend school during this nit removal process, so long as there are no live lice present on the affected student.

# Chapter 6: Discipline and Conduct

## General Building Conduct

The Student Code of Conduct sets forth the discipline policy of the Rockford School District and is designed to clarify the rights and responsibilities of students, parents, teachers, bus drivers and other school personnel in the Rockford Public Schools. Students, staff, parents and others are encouraged to study and discuss the contents of this code. Understanding rights and responsibilities is one way to better ensure that these rights and responsibilities are respected and provide fairness.

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, and certified personnel stand in loco parentis, that is, in the supervision of students in the absence of parent/guardian.

The teaching of self-discipline (responsibility for a person's own actions) is a goal of the Rockford Public School District's Student Code of Conduct. It is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures.

Should corrective measures be necessary, the following will be considered:

- Student's age
- Ability-functioning level
- Seriousness of the offense
- Frequency of inappropriate behavior
- Circumstances and intent — including family
- Circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any handicapping condition
- Relationship of the behavior to alcohol or drug influence

With very young children, application of discipline consequences should focus more on care for the child and holding caregivers responsible than consequences to the child.

Student safety is the primary concern of the Rockford School District's Transportation Department. Laws and regulations have been established to ensure the safety of students, and drivers on school vehicles. Misbehavior on school vehicles poses a threat to the safety of everyone on the roadway.

When it has been determined by a principal or assistant principal that a student is in violation of the provisions of the Student Code of Conduct, the principal or assistant principal shall impose appropriate disciplinary measures. It is the intention of the board of education that this code can be viewed as cumulative, so that repeat or persistent violations result in increased interventions and progressive discipline. A discipline record will be maintained on each student. This record will include Student Code of Conduct violations, interventions designed to assist the student in correcting behavior, and consequences assigned for inappropriate behavior. Whenever a child is found in violation of major behaviors indicated in the code, the principal or assistant principal will determine appropriate consequences for the offense based on the Student Code of Conduct. If a child continues to violate the Student Code of Conduct, appropriate consequences will continue to be dispensed as well as Positive Behavior Intervention Strategies utilized for the child based on the Response to Intervention (RtI) 3 – Tiered Systems of Support model. A parent or administrator may request, at any time, to review behavioral records and request consideration for an alternative program.

For more information, refer to your copy of the Rockford School District Student Code of Conduct, which will also discuss suspension and expulsion procedures, with due process requirements, behavior interventions guidelines, policies and procedures, and alternative learning opportunities.

The Student Code of Conduct is presented to each family at registration and is posted on each school's information page on the District website at: [https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct\\_Eng.pdf](https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct_Eng.pdf)

## Student Behavior

The Student Code of Conduct sets forth the behavioral expectations and discipline policy of the Rockford Public Schools District 205 and is designed to clarify the rights and responsibilities of students, parents, teachers, bus drivers, and other school personnel in the District. Students, staff, parents, and others are encouraged to read and discuss the contents of the Student Code of Conduct which is posted on the District's website at:

[https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct\\_Eng.pdf](https://resources.finalsite.net/images/v1657719531/rps205com/qgnrgg3epy8ntpsc2j5p/CodeOfConduct_Eng.pdf)

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

Isolated time out is prohibited unless it is authorized in writing by the Executive Director of Special Education, and the use of isolated time out is identified in an Individualized Education Plan (IEP) as an appropriate method to deescalate a specific student. Use of physical restraint is authorized when necessary to preserve the safety of students, staff or others and where use of restraint is not known to be medically contraindicated.

### Corporal Punishment

Corporal punishment (including slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm) may not be used. 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.

*Cross References: School Board Policy 7.191, Use of Isolated Time Out and Physical Restraint posted on the District website at:*

<https://resources.finalsite.net/images/v1591211621/rps205com/ya5mzbwqxb0favfwwext/7191.pdf> and <https://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AHKT4A734A97#>

# 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 District goals.

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, 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

## Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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 that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

**Cyber-bullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer or signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying 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. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person of the posting of material on an 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.

**Restorative measures** means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

**School personnel** means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b)1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, a Complaint Manager, Building Principal, Assistant Building Principal, Dean of Students 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit a formal disciplinary action solely on the basis of an anonymous report.

The District's designated Nondiscrimination Coordinator is Matthew Zediker, Chief Human Resources Officer, who maintains an office at 501 7th Street, Rockford, IL 61104 and who can be reached via telephone at 815-489-0542 or email at [zedikem@rps205.com](mailto:zedikem@rps205.com). The District's Complaint Managers are Ehren Jarrett, Superintendent, who maintains an office at 501 7th Street, Rockford, IL 61104 and who may be reached via telephone at 815-966-3102 or email at [ehren.jarrett@rps205.com](mailto:ehren.jarrett@rps205.com) and Matthew Zediker, Chief Human Resources Officer who maintains an office at 501 7th Street, Rockford, IL 61104 and who can be reached via telephone at 815-489-0542 or email at [zedikem@rps205.com](mailto:zedikem@rps205.com).

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.



5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired) and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2.240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
- a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2.260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 2.265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.c. 6.60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6.65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6.235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7.20, Harassment of Students Prohibited. This policy prohibits any person from harassing or intimidating or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
  - g. 7.185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7.190, Student Discipline. This policy adopts a Student Code of Conduct which prohibits students from engaging in hazing, bullying or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

- i. 7.310, Publications. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Board Policy 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment are available for review at the District Administration Office or posted on the District's website at:

<https://resources.finalsite.net/images/v1591211624/rps205com/wfputtfssbyjvcpd4yjjw/720.pdf>;

<https://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AHKT4A734A97#>

<https://resources.finalsite.net/images/v1640009727/rps205com/fsglw2cy7jkvev3ivefg/7180.pdf>;

<https://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AHKT4A734A97#>

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

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **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.

## **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

The District's designated Nondiscrimination Coordinator is Matthew Zediker, Chief Human Resources Officer, who maintains an office at 501 7th Street, Rockford, IL 61104 and who can be reached via telephone at 815-489-0542 or email at [zedikem@rps205.com](mailto:zedikem@rps205.com). The District's Complaint Managers are

Ehren Jarrett, Superintendent, who maintains an office at 501 7th Street, Rockford, IL 61104 and who may be reached via telephone at 815-966-3102 or email at [ehren.jarrett@rps205.com](mailto:ehren.jarrett@rps205.com) and Matthew Zediker, Chief Human Resources Officer who maintains an office at 501 7th Street, Rockford, IL 61104 and who can be reached via telephone at 815-489-0542 or email at [zedikem@rps205.com](mailto:zedikem@rps205.com).

### *Cross References:*

School Board Policy 7.180, Preventing Bullying, Intimidation, and Harassment posted on District website:

<https://resources.finalsite.net/images/v1640009727/rps205com/fsglw2cy7jkvev3ivefg/7180.pdf>

School Board Policy 7.185, Teen Dating Violence Prohibited posted on District website:

<https://resources.finalsite.net/images/v1591211621/rps205com/l3gbf8eqdarmiybx4qco/7185.pdf>

## **Field Trips**

Student trips are permitted which enhance or supplement educational programs or which fulfill obligations to the interscholastic activity program. No student trip shall significantly interfere with the educational routine of students who must remain in school.

Student trips are governed by Board Policy Field Trips 6.240 which is available for viewing at the District Administration and is posted on the District's website at:

<https://resources.finalsite.net/images/v1651690593/rps205com/dsgbo7ceghjzsspidqck/6240.pdf>

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

A school administrator may not require a student to provide a password or other related account information in order to gain access to the student's account or profile on a RPS social networking website. The school 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 make a factual determination.

## **Student Use of Electronic Devices**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The term electronic networks/resources includes all of the District's technology items, including, but not limited to: 1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure; 2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location; 3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices. Board Policy 6.235 governs access to electronic networks and is available for viewing at the District's Administration building and is posted on the District website at:

<https://resources.finalsite.net/images/v1660744197/rps205com/kp9a2gkgp793ghtfjnm1/6235.pdf>

Electronic devices are not to be used in school; therefore the school and staff are not responsible for lost or stolen electronic devices such as cell phones, iPods, MP3 players, cameras, etc. Devices will be confiscated and parent/guardian will be required to pick the item(s) up from the school office.

**ELECTRONIC SIGNALING DEVICES** – Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

#### Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. Unless being used for educational purposes or when needed during an emergency, they must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.
2. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate the Student Code of Conduct.

They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate. Electronic devices may be used during the school day if:

1. Use of the device is provided in the student's IEP;
2. Permission is received from the student's teacher or building administrator.

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

## Chapter 7: Internet, Technology & Publications

### Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

**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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair* use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable* uses as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable* uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access

## **Guidelines for Student Distribution of Non-School Publications**

Guidelines for non-school sponsored publications accessed or distributed on District property are contained in Board Policy 7.315 which is posted at:

<https://resources.finalsite.net/images/v1649961350/rps205com/ex1afzfscihigneawt8r/7315.pdf>

## **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the district's educational mission. All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. Restrictions on Publications; Elementary and Middle School are described in Board Policy 7.310 which is posted on the District's website at:

<https://resources.finalsite.net/images/v1649960686/rps205com/oy00dsxxnamzpoal6xvr/7310.pdf>

Restrictions on Publications; High Schools are described in Board Policy 7.315 which is posted on the District's website at:

<https://resources.finalsite.net/images/v1649961350/rps205com/ex1afzfscihigneawt8r/7315.pdf>



# Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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 the Illinois Student Online Personal Protection Act (SOPPA), you have the right to review your child's covered information. Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application. Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Under SOPPA, you have a right to:

## **1. Request to inspect and review your child's covered information, whether it is maintained by the District, the Illinois State Board of Education (ISBE), or an operator.**

- a. The District will provide you with the opportunity to inspect and review your child's covered information within the timeframe prescribed by State rules.
- b. If the covered information requested includes data on other students, your access will be limited to the covered information relevant to your child.
- c. If the covered information you request includes your child's school student records, the District will permit you to inspect and review any school student records of your child in accordance with the District's procedures for student records requests.

## **2. Request a copy of your child's covered information, in electronic or paper form.**

- a. The District will provide the copy to you within 45 days of your request.
- b. If you request an electronic copy, the District will provide you the copy in an electronic format at no cost, unless the District does not maintain the information in electronic format and reproducing it in an electronic format would be unduly burdensome to the District.
- c. If you request a paper copy, after the first 50 pages, the District will charge you \$0.15 per page. However, you will not be denied a copy if you have an inability to pay.
- d. You are limited to two requests per child per school year.
- e. If the covered information you request includes your child's school student records, the District will provide a copy of your child's school student records to you in accordance with the District's procedures for student records requests.

**3. Request corrections to factual inaccuracies contained in your child's covered information. Upon receipt of a request, the District will take the following steps:**

- a. The District will review your request and determine if the factual inaccuracy exists.
- b. If the District determines that a factual inaccuracy exists, and the District maintains or possesses the covered information, it will correct the inaccuracy and confirm the correction with you within 90 calendar days after receiving your request.
- c. If the District determines that a factual inaccuracy exists and an operator or ISBE maintains the information, the District will notify the operator or ISBE of the factual inaccuracy and the correction to be made. The operator or ISBE is required to confirm the correction with the District within 90 calendar days after it receives the District's notice. The District will then confirm the correction with you within 10 business days after it receives the confirmation of the correction from the operator or ISBE.
- d. If the covered information you are requesting be corrected includes your child's school student records, the District will follow its procedures for amendment of student records with respect to those school student records.

To make a request to inspect and review, copy, and/or correct your child's covered information, please contact the Building Principal and specify the nature of your request. You will need to submit your request in writing, utilizing any form the District requires.

*Cross Reference: School Board Policy 7.345, Use of Educational Technologies; Student Data Privacy and Security posted on District website:*

<https://resources.finalsite.net/images/v1610647625/rps205com/k5ziasut00sg1grbg0m6/7345UseofEducationalTechnologiesStudentDataPrivacyandSecurity.pdf>

## Chapter 8: Search and 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, as well as of individuals and their personal effects. "School authorities" includes school liaison police officers.

Any person entering a District property may be subject to random or daily search which could include walk-through metal detectors, hand-held metal detectors, or other technology used to detect weapons. School authorities may authorize the random use of technology on individuals and their personal effects when they enter District property in order to screen for weapons. If metal or a suspected weapon is detected, the individual will be asked to remove the item causing the alarm and then retested. If metal or a suspected weapon is again detected, the individual or his/her/their personal effects will be searched. Students who fail to cooperate with school personnel performing their duties may be subject to discipline. Individuals who fail to cooperate will be asked to leave District property.

Board Policy 7.140 Search and Seizure is posted on the District's website at:

<https://resources.finalsite.net/images/v1651690691/rps205com/dbpgsiezksjiuenbuvdk/7140.pdf>

Board Policy 7.150 Law Enforcement Agency Contact and Intervention is posted on the District's website at:

<https://resources.finalsite.net/images/v1591211620/rps205com/ry5bpzq9vpled1ul8yro/7150.pdf>

# Chapter 9: Extracurricular and Athletic Activities

## Extracurricular Athletic Activities Code of Conduct

Student body desires concerning co-curricular activities are important. Selection of members or participants is at the discretion of the sponsors or coaches, provided that the selection criteria conform to the districts' policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. Building principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities. Non-school sponsored student groups are governed by Board Policy 7.330 Student Use of Buildings- Equal Access, the district's policy on student use of school buildings.

### Co-curricular Eligibility

Co-curricular activities include all athletic and non-academic activities sponsored by the board of education in elementary, middle schools and high schools. Student participation in these activities is encouraged provided students first meet certain academic requirements as set forth in Board Policy 7.300, Co-Curricular Activities/Athletics. In addition, students must meet the criteria set forth in Board Policy 7.240 Conduct Code for Participants in Extracurricular Activities.

Participants in extracurricular activities must conduct themselves as good citizens and exemplars of their school at all times, including after school and on days when school is not in session, and whether on or off school property. Hazing and bullying activities are strictly prohibited. Failure to abide by school rules may result in removal from the activity. Additionally, the Student Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Each student and his or her parent/guardian must read and sign an Agreement to Participate each year before being allowed to participate in interscholastic athletics or intramural athletics.

*Cross-References: School Board Policy 7:240, Conduct Code for Participants in Extracurricular Activities posted on District website:*

<https://resources.finalsite.net/images/v1651690670/rps205com/jvkwdbljabpg5f8xn31m/7240.pdf>

*School Board Policy 7:300, Co-Curricular Activities/Athletics posted on District website:*

<https://resources.finalsite.net/images/v1629918563/rps205com/ioziv27bdhxxslbhwyck/7300.pdf>

## Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the Student Code of Conduct are in effect during school-sponsored dances. Students who violate the Student Code of Conduct will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline.

*Cross-Reference:*

*School Board Policy 7:300, Co-Curricular Activities/Athletics posted on District website:*

<https://resources.finalsite.net/images/v1629918563/rps205com/ioziv27bdhxxslbhwyck/7300.pdf>

## Student Athlete Concussions and Head Injuries

Board Policy 7.265 governs Student Athlete Concussions and Head Injuries. Each student and his or her parent/guardian must read and sign an Agreement to Participate before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed Agreement should be returned to the Coach.

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.

*Cross-Reference:*

*School Board Policy 7.265, Concussion Management Policy posted on District website at:*

<https://resources.finalsite.net/images/v1591211621/rps205com/zazo4cz7wltr0dnphoton/7265.pdf>

# 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.

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.

*Cross Reference: School Board Policy 6.120, Education of Children with Disabilities posted on District website at:*

<https://resources.finalsite.net/images/v1658431881/rps205com/n8nxd537gg4lyxlihx4h/6120.pdf>

## Discipline of Students with Disabilities

Consistent with the District's Student Code of Conduct, behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board has established and maintains a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

*Cross Reference: PRESS 7.190, Student Discipline posted on District website at:*

<https://resources.finalsite.net/images/v1591211621/rps205com/myndufxgcwzw8wybkna/7190.pdf>

## Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses pursuant to School Board Policy 6.310, Credit for Alternative Courses and Programs, and Course Substitutions or Board Policy 7.260, Exemption from Physical Activity.

*Cross References: School Board Policy 6.310, Credit for Alternative Courses and Programs, and Course Substitutions posted on District website at:*

<https://resources.finalsite.net/images/v1648043749/rps205com/sajwzg6dvybn1cx3kz20/6310.pdf>

*School Board Policy 7.260, Exemption from Physical Activity posted on District website at:*

<https://resources.finalsite.net/images/v1591211621/rps205com/apxct8ykq44wjrtxcnry/7260.pdf>

## Certificate of High School Completion [HS]

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

*Cross Reference: School Board Policy 6.300, Graduation Requirements posted on the District website at:*

<https://resources.finalsite.net/images/v1674053940/rps205com/mv4ineuylvdkufqifrkr/6300.pdf>

## Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

*Cross Reference: School Board Policy 6.120, Education of Children with Disabilities posted on the District website at:*

<https://resources.finalsite.net/images/v1658431881/rps205com/n8nxd537gg4lylihx4h/6120.pdf>

## Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

*Cross Reference: School Board Policy, Student Records posted on the District website at:*

<https://resources.finalsite.net/images/v1591211623/rps205com/uqucheki7ci6i7hsmiz6/7340.pdf>

# Chapter 11: Student Records & Privacy

## Student Privacy Protections

Information regarding surveys, surveys created by a third party, and surveys requesting personal information can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGENM8589128>

<https://resources.finalsite.net/images/v1591211625/rps205com/qypajavpv161tyfwmuor/715.pdf>

## Instructional Material

Information regarding instructional materials can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGENM8589128>

<https://resources.finalsite.net/images/v1591211625/rps205com/qypajavpv161tyfwmuor/715.pdf>

## Selling or Marketing Students' Personal Information Is Prohibited

Information regarding the prohibition of selling or marketing student's personal information can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGENM8589128>

<https://resources.finalsite.net/images/v1591211625/rps205com/qypajavpv161tyfwmuor/715.pdf>

*Cross-References: School Board policy 7.15, Student and Family Privacy Rights Administrative Regulations 7.15RE, Notification to Parents of Family Privacy Rights*

## Student Records

The Rockford Board of Education has established a policy ensuring the privacy of student educational records, as required by federal and State laws. This notice contains a description of your and your child's rights concerning school student records.

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified 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 as provided in State or federal law as summarized below:

1. Records that are kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parent(s)/guardian(s) certain rights, including the right to inspect, copy and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement School Board policy 7.340 and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parent(s)/guardian(s) of their rights regarding school student records.

The District maintains two types of school records for each student: permanent record and temporary record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parents/guardians.
2. Evidence required under the Missing Children Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including: grades graduation date, and grade level achieved; the unique student identifier assigned and used by the Ill. State Board of Education Student Information System (SIS); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.159; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy; and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.169.
4. Attendance record.
5. Health record defined by the Ill. State Board of Education (ISBE) as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released;
  - b. The name and signature of the official records custodian releasing such information;
  - c. The name and capacity of the requesting person and the purpose for the request;
  - d. The date of release; and
  - e. A copy of any consent to a release.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

If not maintained in the temporary record, the permanent record may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act (325 ILCS 5/8.6) shall be placed in the student record.

6. Health-related information, defined by the ISBE as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the ISBE as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical courses as a substitute for a high school or graduation requirement.
10. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education



The Family Educational Rights and Privacy Act (FERPA) and the Ill. School Student Records Act (ISSRA) 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 after the date the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student. 105 ILCS 5/10-22.3c and 10/5a; 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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 ISSRA authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligations with the District. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding its students, limited to:

Name

Address

Grade level

Birth date and place

Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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. Dept. of Education concerning alleged failures by the District to comply with the requirements of FERPA.

*The name and address of the Office that administers FERPA is:*

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

*Cross-References: School Board Policy 7.340, Student Records Administrative Regulations 7.340R, School Student Records*

## **Student Biometric Information**

Information regarding the student biometric information can be found in Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGKQQU6925B7>

<https://resources.finalsite.net/images/v1591211623/rps205com/uqucheki7ci6i7hsmiz6/7340.pdf>

*Cross-Reference: School Board Policy 7.340, Student Records*

## **Military Recruiters & Institutions of Higher Learning [HS]**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

*Cross-References: School Board Policy 7.340E(2), Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information Administrative Regulations 7.340R, Student Records*

## **Teacher Qualifications**

The District will provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

*Cross-References: School Board Policy 5.190, Teacher Qualifications*

*Administrative Regulations 5.190RE(1), Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

## **Standardized Testing**

Information regarding student testing and assessment programs can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGDVX472B1EB>

<https://resources.finalsite.net/images/v1674499514/rps205com/ctdgcqkdykeodd70flq/6340.pdf>

*Cross-Reference: School Board Policy 6.340, Student Testing and Assessment Programs*

## Homeless Child's Right to Education

The Families In Transition Department (FIT) serves students whether they have been homeless for a short period of time or have been without housing for a long period. All FIT students receive confidential services. The FIT department protects the rights of homeless students and helps to remove all of the barriers that would prevent a student from immediately enrolling in, attending, and fully participating in school. For more information, contact the Families In Transition Department at 815-966-3163.

Information regarding education of homeless children can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGDM6955BF2D>

<https://resources.finalsite.net/images/v1615562402/rps205com/vsyjl99pmpkrkwn1g/6140.pdf>

*Cross-References: School Board policy 6.140, Education of Homeless Children*

*Administrative Regulations 6.140R, Education of Homeless Children*

## Family Life & Sex Education Classes

In all schools, health education must be stressed, including age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

## Notice to Parents on Sex Education Instruction

School districts are required to include in their student handbook information regarding notice to parents/guardians of students enrolled in family life and sex education classes. The relevant information can be found on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGCTR7768546>

<https://resources.finalsite.net/images/v1591211590/rps205com/cv2uk8imvvvsos3o4io1/660E1.pdf>

*Cross-References: School Board Policy 6.60, Curriculum Content*

## Class Attendance Waiver

Information regarding class attendance waiver requests from parents/guardians of students enrolled in family life and sex education classes can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGCTR7768546>

<https://resources.finalsite.net/images/v1591211590/rps205com/cv2uk8imvvvsos3o4io1/660E1.pdf>

*Cross-References: Administrative Regulations 6.60R, Comprehensive Health Education Program School Board policy 6.60E(1), Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

## English Learners

Information regarding english learners can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AHKT4A734A97>

<https://resources.finalsite.net/images/v1591211586/rps205com/of3o9fqrj2fmwngs1r4i/6160.pdf>

*Cross Reference: School Board policy 6.160, English Learners*

## School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

*Cross-Reference: School Board Policy 8.95E(1), Letter Notifying Parents/Guardians of School Visitation Rights  
School Board Policy 8.95E(2), Verification of School Visitation Administrative Regulations 8.95R, Parental Involvement*

## Pesticide Application Notice

Information regarding hazardous materials and the environmental quality of buildings and grounds including pesticide application notice requirements can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AFWQG7692319>

<https://resources.finalsite.net/images/v1649960803/rps205com/xkoocd15zr4gun2c8jzm/4160.pdf>

If you desire additional info regarding pesticide use or the District's asbestos management plan, please contact the District's Environmental Health Coordinator, at 815-966-3010.

*Cross-Reference: School Board policy 4.160, Environmental Quality of Buildings and Grounds  
Administrative Regulations 4.160R, Environmental Quality of Buildings and Grounds*

## Mandated Reporter

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

*Cross Reference: School Board Policy 5.90, Abused and Neglected Child Reporting*

## Unsafe School Choice Option

Information regarding unsafe school choice options can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AFWQNA6A14BA>

<https://resources.finalsite.net/images/v1671559653/rps205com/irbtjkgcamvvbadvdhiw/4170.pdf>

*Cross-References: School Board Policy 4.170, Safety*

## Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy and parental access to information. Copies of these policies are available upon request.

*Cross-References: School Board Policy 7.15 - Student and Family Privacy Rights on District website at  
<https://resources.finalsite.net/images/v1591211625/rps205com/qypajavpv161tyfwmuor/715.pdf>*

7.340 - Student Records on District website at:

<https://resources.finalsite.net/images/v1591211623/rps205com/uqucheki7ci6i7hsmiz6/7340.pdf>

7.345 - Use of Educational Technologies; Student Data Privacy and Security on District website at:

<https://resources.finalsite.net/images/v1610647625/rps205com/k5ziasut00sg1grbg0m6/7345UseofEducationalTechnologiesStudentDataPrivacyandSecurity.pdf>

## Sex Offender & 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. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Information regarding sex offender notification laws can be found in School Board Policy on the District's website here:

<http://go.boarddocs.com/il/rps205/Board.nsf/goto?open&id=AGUSL972F8EA>

<https://resources.finalsite.net/images/v1591211526/rps205com/fmpl9kczbztcafbz787hb/4170E1.pdf>

<https://resources.finalsite.net/images/v1615562176/rps205com/eqcfwlybjse5htsfbsbxc/4175.pdf>

*Cross-References: School Board policy 4.170R(2), Criminal Offender Notification Laws School Board policy 4.175, Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*

## Parent Notices Required by the Every Student Succeeds Act

### I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure on Standardized Testing

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

### IV. Parent & Family Engagement Compact

## **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see section on Unsafe School Choice Option

## **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see section on Student Privacy

## **VII. English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see section on English Learners

## **VIII. Homeless Students**

For information on supports and services available to homeless students, see section on Homeless Child's Right to Education

For further information on any of the above matters, please contact the building principal.

## **Appendices:**

### **Board Policy 5.120 Ethics and Conduct:**

## **GENERAL PERSONNEL**

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall include this policy in the parent/student handbook and ensure it is posted on the District's website.

## **Professional and Appropriate Conduct**

Employees are required to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee/student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2.265, *Title IX Sexual Harassment Grievance Procedure*; 4.165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5.90, *Abused and Neglected Child Reporting*; and 5.100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee/student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including, but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2.260, Uniform Grievance Procedure; 2.265, Title IX Sexual Harassment Grievance Procedure; and 5.90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
  - a. Violates expectations and guidelines for employee-student boundaries.
  - b. Sexually harasses a student.
  - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). Rockford Public Schools 5.120  
Page 2 of 4
  - d. Engages in grooming as defined in 720 ILCS 5/11-25.
  - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    - i. A sexual or romantic invitation.
    - ii. Dating or soliciting a date.
    - iii. Engaging in sexualized or romantic dialog.
    - iv. Making sexually suggestive comments that are directed toward or with a student.
    - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
    - vi. A sexual, indecent, romantic, or erotic contact with the student.

## Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.



## Ethics and Gift Ban

School Board Policy 2.105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

## Prohibited Interests, Conflict of Interest, and Limitation of Authority

In accordance with Section 22-5 of the School Code, no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District Rockford Public Schools 5.120 Page 3 of 4 nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee has a financial or other interest in or a tangible benefit from the entity selected for the contract.

## Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the circumstances in which the gift was offered will be considered, including but not limited to, the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501 (c)(3) tax exempt charity.

## Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Full-time district administrators who are, or seek to engage in outside employment during their 10 month, 11 month, or 12 month assignments must submit a written request to the Superintendent Rockford Public Schools 5.120 Page 4 of 4 setting forth:

1. The name and location of the employing entity;
2. The hours of work associated with the secondary employment; and
3. The compensation provided for such outside employment.

Written permission from the Superintendent is required before the full-time administrator may engage in outside employment during their 10 month, 11 month or 12 month assignments. For purposes of this policy, outside employment includes any service for which compensation may, or will be paid including, but not limited to, consulting services.

**LEGAL REF.:** U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c) (1)

5 ILCS 420/4A-101 and 430/1 et. seq.

5 ILCS 430/et seq.

30 ILCS 708/1 et seq.

50 ILCS 135/1 et. seq.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5 and 5/22-93, 325 ILCS 5/1 et.seq.

720 ILCS 5/11-25.

23 IllAdmin.Code Part 22, Code of Ethics for Ill.Educators.

775 ILCS5/5A-102

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968) Garcetti v. Ceballos, 547

U.S. 410 (2006).

*CROSS REF: 2.105, 2.265, 4.60, 4.165, 5.90, 5.100, 5.125, 5.200, 5.290, 7.20*

**Adopted:** July 8, 1997

**Revised:** May 25, 2004

March 23, 2010

June 22, 2010

May 8, 2012

October 23, 2018

June 8, 2021

April 12, 2022

December 13, 2022

# Students

## 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 years of age or older uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; uses or threatens to use sexual violence in the dating relationship; or forces another to act against his/her will by force or threat of force.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7.20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7.180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Incorporate the prohibition against teen dating violence in the Student Code of Conduct.
3. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint manager identified in Policy 7.20, Harassment of Students Prohibited.
4. Incorporates age-appropriate instruction in grades 7 through 12 in accordance with the District's comprehensive health education program in Board policy 6.60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6.65, Student Social and Emotional Development.
5. Notifies students and parents/guardians of this policy.

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2.240, 5.100, 5.230, 6.60, 6.65, 7.20, 7.180, 7.190, 7.220, 7.230, 7.240

Adopted: January 14, 2014

Revised: October 23, 2018

# Parent/Student

# HANDBOOK

PRE-K TO 12

## RESERVATION OF RIGHTS

The District reserves the right to amend the content in this handbook at any time throughout the school year, without notice. However, parents and students will be notified of any change impacting conduct expectations prior to enforcement of the changes.

## QUESTIONS?

For questions regarding the Parent/Student Handbook please contact:

### STUDENT SERVICES

(P) 815.966.5251 | (F) 815.489.2705 | [student.services@rps205.com](mailto:student.services@rps205.com)

