KEENEYVILLE SCHOOL DISTRICT 20

Parent/Student Handbook

2023-2024 School Year

TABLE OF CONTENTS

WELCOME TO KEENEYVILLE DISTRICT 20 **5**
INTRODUCTION **5**
PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT & PLEDGE **6**
DISTRICT DIRECTORY **7**
DISTRICT CALENDAR **8**
SCHOOL HOURS **9**
ACCELERATED PLACEMENT PROGRAM **9**
ANIMALS IN SCHOOL **10**
Animals In The Educational Program 10
Pet Therapy 10
ASBESTOS **10**
ASSEMBLIES AND SCHOOL-RELATED ACTIVITIES **11**
ATTENDANCE POLICIES **11**
Tardiness 11
Absences 11
Procedures for Reporting Student Absence 11
Types of Absences 12
Attendance Letters 13
Returning to School 14
Attendance at Extracurricular Activities 14
Make-Up Work 14
Truancy 14
Permission to Leave School Grounds 14
Withdrawals 14
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) **15**
AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE **15**
Warning Signs of Child Sexual Abuse 15
Warning Signs of Grooming Behaviors 16
Warning Signs of Boundary Violations 17
Additional Resources 18
BICYCLES, SKATEBOARDS, AND SKATES **18**
BILINGUAL SERVICES **18**
The Home Language Survey 18
Qualifying Students 19
Annual Assessment 19
Types of English Language (EL) Programs 19
CARE OF SCHOOL PROPERTY **20**
COMMUNICATION **20**
Messages to Parents 20
District and School Email 20
District and School Websites 20
Mobile App 21

Social Media 21
Virtual Backpack 21
DISCIPLINE 21
When and Where Conduct Rules Apply 21
Behavior Expectations and Consequences 21
Unacceptable Student Behaviors 23
Specific Disciplinary Issues 23
Disciplinary Measures 27
Misconduct by Students with Disabilities 32
DRESS CODE 33
Student Appearance 33
Minimum Dress Code Requirements 34
Responsibilities of Staff 34
Responsibilities of Students 34
Rights of Students 35
DRUG/ALCOHOL USE 35
ELECTRONIC DEVICES 36
Disciplinary Action for Violations 36
EMERGENCY AND CRISIS RESPONSE PROCEDURES 36
School Safety Drills 36
School Safety Searches 37
Threat Assessment and Response Procedures 37
Hold Procedures (In Your Room or Area) 37
Secure the Building Procedures (Get Inside, Lock All Outside Doors) 38
Shelter-in-Place Procedures – Severe Weather 38
Evacuation Procedures – Fire 39
Lockdown Procedures – Run/Hide/Fight 40
EMERGENCY NOTIFICATION OF PARENTS 40
EMPLOYEE CODE OF PROFESSIONAL AND APPROPRIATE CONDUCT 41
EXTRACURRICULAR ACTIVITIES 42
Participation 42
Attendance 42
Physical Examination 42
Middle School Eligibility Policy 43
Conduct 43
Extra-curricular Activities Participation for Home-School Students 43
FITNESS CENTER INFORMATION 43
FOOD SERVICE - FREE OR REDUCED-PRICE LUNCH 44
HALL PASSES 44
HEALTH CARE 44
Physical Examinations and Immunizations 44
Out-of-State Transfer Physical 46
Hearing Screening 46
Vision Screening 46

Religious and Medical Exemption 46
Medication Policy and Procedure 46
Epinephrine Act 48
HOMELESS CHILDREN 48
HOMEWORK 49
LOCKERS 49
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) 49
PARKING LOTS 50
PEST MANAGEMENT AND ASBESTOS ABATEMENT 50
PETS 50
PROMOTION AND RETENTION 50
PROMOTION (GRADUATION) CEREMONY – 8TH GRADE 51
PUBLICATION OF STUDENT PHOTOS 51
RECESS 52
REGISTRATION 52
Proof of Residency in District 20 52
Fees 53
Military Personnel 53
SCHOOL CLOSINGS – EMERGENCIES AND INCLEMENT WEATHER 53
SEXUAL HARASSMENT 54
SNACKS 54
Birthday Treats 54
SOCIAL ACTIVITIES 54
STUDENT EQUITY AND EQUAL EDUCATIONAL OPPORTUNITIES 55
STUDENT PLACEMENT 55
STUDENT RECORDS 56
STUDENT SERVICES 56
TECHNOLOGY 57
Access to the Internet 57
Curriculum 57
Acceptable Use Policy 57
Use of Generative Artificial Intelligence (AI) Technology 58
Installation of Software 58
Privacy Statement 58
Student Data Privacy 59
Vandalism 59
No Warranties 60
Indemnification 60
Internet and Social Media Safety 60
TRANSPORTATION POLICIES 60
VISITORS 62

WELCOME TO KEENEYVILLE DISTRICT 20

This handbook was prepared for Keeneyville School Families. It is intended to help acquaint you with school policies and regulations. We encourage parents and guardians to maintain close contact with the school throughout the school year and suggest the following:

1. Read and become familiar with the contents of this handbook.

2. Take an active interest in your child's progress by talking with him or her each evening about his/her experiences at school.

3. Review your child's homework and special assignments every night.

4. After having a discussion with your son/daughter about an issue, please feel free to email or call your child's teacher whenever you have questions about his or her progress, performance, or behavior.

5. Take an active part in school programs and parent organizations.

It is important to remember that parent and school partnerships are extremely important, and these positive partnerships contribute to the success of our children. Our school district has a long tradition of providing an excellent education and is a district where learning can and does open every door imaginable for its students. Thank you for your trust in working with our Keeneyville Family to ensure the success of our students!

Sincerely,

Dr. Omar Castillo
Superintendent of Schools

INTRODUCTION

All of the procedures that follow have been prepared to help ensure the safety and well-being of Keeneyville School District 20 students. Questions pertaining to any of the items covered in this handbook should be addressed to the building principal. The Board of Education recognizes the need for administrators to implement additional rules and procedures as needed. The administration reserves the right to change and modify rules and procedures based upon individual curriculum as deemed appropriate.

The District will send this Handbook to parents and students digitally each school year, asking for them to review, sign and return the Acknowledgement Pledge to their school.

PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT & PLEDGE

This form is to be completed by student and parent/guardian annually, acknowledging receipt and pledging to follow the Handbook. If you would like a paper copy of the Handbook or this form, please contact your school.

NAME OF STUDENT: _____

SCHOOL: _____ **GRADE:** _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Parent/Student Handbook (https://www.esd20.org/for-parents/handbook) and School Board Policy (https://www.esd20.org/board-of-education/board-policy-manual) on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies, and procedures.

I understand that the Parent/Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Student Signature **Date**

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Parent/Student Handbook (https://www.esd20.org/for-parents/handbook) and School Board Policy (https://www.esd20.org/board-of-education/board-policy-manual) on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Parent/Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Parent/Guardian Signature **Date**

DISTRICT DIRECTORY

District Office

5540 Arlington Drive East
Hanover Park, IL 60133
Phone: 630 894-2250
Fax: 630 894-5187
Email: info@esd20.org
Website: www.esd20.org

Dr. Omar Castillo, *Superintendent of Schools*
Dr. Carrie Buckley, *Associate Superintendent of Teaching & Learning*
Ms. Colleen Flores, *Assistant Superintendent of Student Services*
Mrs. Reiley Straub, *Assistant Superintendent of Finance & Operations*
Mrs. Julie Relihan, *Director of Strategic Operations*
Mrs. Jennifer Engstrom, *Assistant Director of Instructional Technology & Innovation*
Mr. Carl Esquibel, *Assistant Director of Information Technology & Infrastructure*

Early Childhood Center (ECC)

5212 Arlington Circle
Hanover Park, IL 60133
Phone: 630 894-4607
Email: ecc@esd20.org
Website: www.ecc.esd20.org

Ms. Mandy Aubry, *Early Childhood Program Coordinator*

Greenbrook Elementary School

5208 Arlington Circle
Hanover Park, IL 60133
Phone: 630 894-4544
Fax: 630 289-6183
Attendance/Tardy Line: 630-894-4599
Email: greenbrook@esd20.org
Website: www.greenbrook.esd20.org

Mr. John Gustafson, *Principal*
Mr. Anthony Baier, *Assistant Principal*

Waterbury Elementary School

355 Rodenburg Road
Roselle, IL 60172
Phone: 630 893-8180
Fax: 630 539-2316
Attendance/Tardy Line: 630-894-4299
Email: waterbury@esd20.org
Website: www.waterbury.esd20.org

Dr. Jon Pokora, *Principal*
Mrs. Nicole Fricano, *Assistant Principal*

Spring Wood Middle School

5540 Arlington Drive East
Hanover Park, IL 60133
Phone: 630 893-8900
Fax: 630 894-9658
Attendance/Tardy Line: 630-894-4197
Email: springwood@esd20.org
Website: www.springwood.esd20.org

Mr. Phil Aliano, *Principal*
Mr. Joseph Foege, *Assistant Principal*
Mr. David King, *Assistant Principal*

For a staff directory or more information about our schools, please visit www.esd20.org.

DISTRICT CALENDAR

KEENEYVILLE SCHOOL DISTRICT 20
SCHOOL CALENDAR 2023-2024

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023							
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			12

SEPTEMBER 2023							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	19

OCTOBER 2023							
S	M	T	W	T	F	S	
						1	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20
29	30	31					

NOVEMBER 2023							
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
							17

DECEMBER 2023							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							16

JANUARY 2024							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				17

FEBRUARY 2024							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			
							19

MARCH 2024							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							15

APRIL 2024							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					21

MAY 2024							
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
							18

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August	15	Teacher Institute Day - *Non-Attendance Day for Students*
August	16	First Day of School (Grades 1-8) - *FULL DAY STUDENT ATTENDANCE*
August	21	First Day of School (Kindergarten) - *FULL DAY STUDENT ATTENDANCE*
September	1	Institute Day - Non-Attendance Day for Students
September	4	Labor Day - *Schools Closed*
October	6	Teacher Institute Day - Non-Attendance Day for Students
October	9	Columbus Day - *Schools Closed*
November	3	First Trimester Ends
November	15	Report Card Distribution
November	20	Parent Teacher Conferences 12:00-7:00 pm
November	21	Parent Teacher Conferences 8:00 am-12:00 pm
November	22-24	Thanksgiving Break - *Schools Closed*
December	25	Winter Break Begins - *Schools Closed*
January	8	Schools Re-open - *Students Return*
January	15	Martin Luther King's Birthday - *Schools Closed*
February	15	Second Trimester Ends
February	16	Parent Teacher Conferences 8:00 - 12:00 pm - PM PD Teachers
February	19	Presidents' Day - *Schools Closed*
March	1	Teacher Institute Day - Non-Attendance Day for Students
March	6	Report Card Distribution
March	25-29	Spring Break Begins - *Schools Closed*
April	1	Non-Attendance Day - Only used if district incurs an Emergency Day prior to April 1
May	17	School Improvement Day - Students attend half-day AM/ PM PD Teachers
May	24	Last Day of School - Full day student attendance (if no emergency days are used) - End of 3rd Trimester
May	27	Memorial Day - Schools Closed
May	31	Last Day of School - *Full day student attendance* (if all emergency days are used)

	= Non-Attendance for Students		= First and Last Day of School		= Half Day Early Dismissal
	= Report Card Distribution		= Emergency Days		= Parent-Teacher Conferences- No student attenda
	= Institute Days				

SCHOOL HOURS

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
ECC	AM: 8:30-11:30am PM: 12:30-3:00pm	AM: 8:30-11:30am PM: 12:30-3:00pm	AM: 8:30-11:30am PM: 12:30-3:00pm	AM: 8:30-11:30am PM: 12:30-3:00pm	AM: 8:30-11:30am PM: 12:30-3:00pm
Greenbrook & Waterbury	8:30am -3:20pm	8:30am -3:20pm	8:30am - 2:30pm*	8:30am -3:20pm	8:30am -3:20pm
Spring Wood Middle School	7:45am -2:35pm	7:45am -2:35pm	7:45am - 1:45pm*	7:45am-2:35pm	7:45am -2:35pm

******Wednesdays:*** Every Wednesday, Elementary and Middle Schools will be dismissed early to allow for teacher development activities.

***Half-Days*:** Elementary 8:30am-12:00pm; Middle School 7:45am-11:15am

ACCELERATED PLACEMENT PROGRAM

School Board Policy 6:135

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.

APP options include but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g., District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);

2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and

3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

ANIMALS IN SCHOOL

Animals In The Educational Program

School Board Policy 6:100 allows animals to be brought into school facilities for educational purposes according to procedures developed by the Superintendent or designee 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.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

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

Pet Therapy

Animals used for pet therapy are allowed in school buildings with approval of district and school administrators. Pet Therapy programs can help students cope with school stress and improve their mental health. In addition, visits with therapy pets can help improve their mood, confidence, and overall student well-being.

ASBESTOS

Asbestos is present in the school buildings of Keeneyville School District 20; however, all asbestos is encapsulated and is not harmful in any way to students, staff, or parents.

ASSEMBLIES AND SCHOOL-RELATED ACTIVITIES

Students should go to and return from assemblies in an orderly manner. The privilege of attending assemblies or school-related activities may be denied to individuals who do not conduct themselves properly.

ATTENDANCE POLICIES

School Board Policy 7:70

The parent/guardian who has custody or control of a child (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term. The parent/guardian must authorize all absences from school and notify the school in advance or at the time of the student's absence.

Tardiness

A student is considered tardy to school if he or she arrives **after** the instructional day has begun. Students may earn consequences for excessive tardiness. Students will be issued a letter upon their third tardy during a trimester. Every subsequent tardy may result in further intervention.

- At Greenbrook Elementary and Waterbury Elementary School, **the tardy bell rings at 8:30 AM** announcing the start of our instructional day. Any student who arrives after the 8:30 AM bell will need to be ***walked into the school building and signed into the school office.***
    - If the student arrives after the first thirty (30) minutes of the elementary instructional day the student will be marked half-day absent. Students who leave school more than sixty (60) minutes before dismissal time will also be considered half-day absent.
- At Spring Wood Middle School, **the tardy bell rings at 7:45 AM** announcing the start of our instructional day. Any student who arrives after the 7:45 AM bell will be considered tardy and will need to ***report into the school office***.
    - If the student arrives during 3rd period or later of the middle school instructional day the student will be marked half-day absent. Students who leave school before 9th period will also be considered half-day absent.

Absences

This statement places the responsibility for daily school attendance with the parent(s) or guardian(s) of the student. The Keeneyville staff recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates. If frequent absences occur, parents and students can expect negative results in grades and classroom performance.

Procedures for Reporting Student Absence

All absences require contact with the school. Please call your child's school the evening before school if possible or before the start of the school day he or she will be absent. If you have more than one child to report absent, please contact the school each child attends.

Please use the following numbers 24 hours a day to leave a message on our Attendance/Tardy Lines. For your convenience, a telephone answering service is available to receive your call at any time of the day.

Early Childhood Center (ECC)	630-894-4607
Greenbrook Elementary	630-894-4599
Waterbury Elementary	630-894-4299
Spring Wood Middle School	630-894-4197

Please leave a message that includes your name, the name of your child, and the reason and length of absence or tardiness. Please indicate the specific reason for the absence. Refer below for the types of absences.

To be marked present for one-half day, a student must be in school for one hundred fifty (150) minutes at the elementary schools and for five (5) periods at the middle school.

Types of Absences

Excused Absences

For an absence to be considered excused, it must fall under one of the following categories:

Illness

Fever, vomiting/diarrhea, communicable/contagious disease, injury – nondescript symptoms such as the common cold, a headache, or stomachache should not keep a student from coming to school unless the parent feels it is severe enough to keep the child home to maintain the safety of the child and other students.

- **Fever** - Any child with a temperature of 100 or higher should stay home until they have been fever-free. We recommend that the child be fever-free, *without medication*, for 24 hours.
- **Vomiting/Diarrhea** - Children need to be without diarrhea and/or vomiting for 24 hours before returning to school.
- **Communicable/Contagious Disease -** Any child that has been diagnosed with a communicable/contagious disease is required to stay home until he/she has been released by their physician. A physician's note is to accompany the child's return to school.
- **Pink Eye (Conjunctivitis)** - Can be allergic, viral, or bacterial in nature. If antibiotic drops are started, the child is encouraged to be on them for twenty-four hours before returning to school.
- **Lice -** Although we cannot prevent the incidence of students who bring head lice to school, we can assist in the control of the spread. Reminding students not to share hats, combs, clothing, or hair accessories are all preventative measures that can be implemented. Parents are encouraged to notify the school nurse if they suspect their child has head lice. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

The School District follows the recommended practices and procedures of the Illinois Department of Public Health, which are set forth by the Illinois School Board of Education and the Illinois Nurse Practice Act.

Other Excused Absences

- **Physician's Request** - due to severe illness, injury, or psychological reasons

- **Family Emergency** – death or severe illness of a close family member, court date, special family event (pre-arranged with the administration)
- **Religious Observation** - that requires missing school (See Board Policy 6.255)
- **Situation beyond the control of the student** - determined by the Board of Education.
- **Mental or Behavioral Health Day** – students may take up to five mental or behavioral health days per year. A medical note is not required. After the second mental health day is utilized, the student may be referred to the appropriate school support personnel.
- **Out-of-School Suspensions**
- **Attendance at a Civic Event** – middle school students may take up to one day per school year to engage in a civic event, which is an event sponsored by a non-profit organization or governmental entity that is open to the public. A civic event includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Reasonable advance notice of the intended absence and documentation of participation may be required.

***We strongly encourage families to schedule all appointments during non-school hours.**

Unexcused Absences
An absence may be considered unexcused under one of the following criteria (this list is not exhaustive). ***A parent note, message or phone call WILL NOT excuse a student under these circumstances***

- Failure to contact the school in the event of an absence
- Any absence that does not meet the criteria listed above in ***Excused Absences***
- Oversleeping, missing the bus, failure of a privately owned vehicle
- Vacations: It is strongly encouraged that families do not plan vacations during the school term. Class work will not be provided prior to a vacation; upon return, assignments must be requested from each teacher. The student will have the same number of days to complete the work that they were out.
- Sporting Events (unless school affiliated)

Final decisions regarding whether an absence is considered excused or unexcused are made by the principal or his/her designee.

Attendance Letters
Parents will be notified in writing when their child has been absent for three (3) days, five (5) days, and then again if they reach nine (9) days for each trimester, ***regardless of whether the absences are classified excused or unexcused.*** This is an effort to raise awareness of the number of absences for the year. Additional notifications may follow additional absences.

The school may require additional documentation for students who have excessive absences including scripts from a licensed physician indicating the reason and duration of each absence.

Returning to School
If there was no contact between the school and family, the student should bring a note to the office, signed by a parent or guardian, indicating the reason for the absence.

Students who are absent for three or more days may be asked to produce a note from a physician indicating the reason and the dates why the student needed to be out of school.

When a student comes to school and, as a result of a medical condition, must use a wheelchair, walker, cane and/or crutches, the student will need a note from the attending physician stating that the student is able to return to school with the aid of such devices. This note should be provided the day the student returns to school with such devices. Also, children who have injuries, such as sprains, casts, or crutches, need to have a physician's note stating any restrictions of activity AND will need a release allowing the student to participate again once the injury is healed, and/or the cast and/or crutches are no longer needed.

Attendance at Extracurricular Activities
Students who are absent or left school early with an illness will not be allowed to attend or participate in extracurricular activities until they have attended school.

Make-Up Work
It is the student's responsibility to see his or her teacher to pick up any missed work on the day he or she returns to school. The student will have the same number of days to complete the work that they were out.

It is recommended for short absences of three days or less, parents and students consult Skyward at Spring Wood Middle School, reach out to the classroom teachers, or contact classmates for homework. For absences longer than three days, parents or guardians may request assignments by contacting the classroom teachers. It may take up to 24 hours to complete this request.

Truancy
In case of chronic truancy (five percent or more of the last 180 student attendance days; nine absences), Regional Office of Education (ROE)-will be notified. The ROE shall investigate all cases of truancy or non-attendance at school, and, unless the student is exempt from attending under the compulsory attendance law, the ROE may proceed with filing a Class C misdemeanor for noncompliance against the parent(s) or guardian(s) of the student.

Permission to Leave School Grounds
Leaving school without permission or approval is classified as truancy. Parents, guardians, or persons designated by a parent or guardian ***must sign out*** the student at the school office prior to the students leaving the school grounds. Students will not be released from class until a parent or guardian arrives.

Students who leave school and return may be charged with a half day absence based on the number of contact minutes the student is away from campus. If the student misses 30 to 60 instructional minutes he/she will be considered absent for half a day. A leave of 60 instructional minutes or more will result in a full day absent.

Withdrawals
If possible, parent(s) or guardian(s) should notify the school ***at least two weeks*** prior to a student's withdrawal from the school district. Students shall return all textbooks, Chromebook (with power cord), and other such school property to the appropriate teachers, (i.e., library books, technology equipment).

Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and power cord. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The State of Illinois has passed a law requiring school districts to have an emergency plan in place. This law is Public Act 93-1910 (the "Colleen O'Sullivan Law") and is known as the Physical Fitness Facility Medical Emergency Preparedness Act. As a result of this law, the district's emergency plan must address the procedures in place for the use of an AED (Automatic External Defibrillator). The plan must also comply with rules and regulations established by the Illinois Department of Public Health.

By law, Keeneyville School District 20 must have at least one AED on the facility premises and a trained AED user on staff. In compliance with this new legislation, each group who uses any of the District's "Physical Fitness Facilities" will need to have a trained AED user on the premises for the duration of any scheduled fitness activity. Please see video from IHSA at:
https://www.youtube.com/watch?v=Zh_uWrNaVQI&feature=youtu.be.

"Physical Fitness Facility" means any indoor facilities that are owned or operated by a public elementary or secondary school supervised by one or more persons, other than maintenance or security personnel, employed by the school for the purpose of directly supervising the physical fitness activities taking place at any indoor facilities. Any other indoor establishment, whether public or private, that provides services or facilities focusing primarily on cardiovascular exertion.

Keeneyville School District 20 facilities qualify as "Physical Fitness Facilities."

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE
School Board Policy 4:165

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

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- *Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

BICYCLES, SKATEBOARDS, AND SKATES

Students are permitted to ride bicycles to and from school. However, in order to avoid injury to students on foot, children are asked to walk their bicycles while on school grounds. Upon arrival, students must lock their bicycles into the bicycle racks in keeping with the design of the rack. Failure to abide by the above-stated rules may cause a student to lose his/her bicycle privileges. The schools are not responsible for lost or stolen bicycles.

Skateboards, skates, use of any types of shoes with wheels, and use of scooters (non-motorized or motorized) must be carried while on school property. Non-compliance will result in loss of privilege.

BILINGUAL SERVICES

The Home Language Survey

At the time of registration, families must complete a Home Language Survey (HLS). On this survey, there are two questions related to language use in the home. If a family answers YES to either question, the student's English language proficiency is tested.

1. *Is another language other than English spoken in your home?*
2. *Does your child speak another language other than English?*

This screening process of English language proficiency is required by law for all school districts in Illinois. It is your child's right to be screened and receive support if he or she qualifies for English Learner services.

Qualifying Students
The state of Illinois sets the cutoff scores for English language proficiency. When students do not meet proficiency as designated by the state, they have the right to receive English language support. Qualifying students are placed into an English Learner program.

Annual Assessment
Qualifying English Learners must be assessed annually with the state required assessment. This assessment measures students' level of English proficiency and growth in English acquisition and academic vocabulary. English Learners must take this test every year until they no longer qualify, according to the state of Illinois. Once a student is identified as an English Learner, the only way of exiting the program is to meet English language proficiency criteria on this annual assessment, as set by the state of Illinois.

Types of English Language (EL) Programs
Keeneyville School District 20 offers a variety of programs for English Learners who need language content assistance.

English Language Development (ELD)
English Language Development (ELD) serves students from different language backgrounds. Instruction is provided in English, with limited support in the native language, if available. Students may be pulled from a traditional classroom and given intensive ELD resource support, or students may be assigned to a self-contained "sheltered" ELD class. Services are offered PreK through 8th grade.

ELD Resource: English learners are grouped by age and English proficiency levels. They meet with an ESL teacher in a pull out setting for instruction in English language development and reading and writing support. ESL teachers also utilize a push in model to provide ELD support within the general education classroom setting.

Sheltered English: English learners are grouped by age and/or English language proficiency level in self-contained settings. They receive instruction from their classroom teacher who also has an ESL endorsement.

Dual Language Program
Dual Language provides instruction in Spanish and English. Students develop speaking, reading, and writing proficiency in two languages. Dual language will begin at Greenbrook School for our kindergarten students beginning in August 2023. Based on registration numbers, our dual language may take one of two forms, as explained below:

One-Way Dual Language: Spanish speaking ELs are scheduled into a dual language class with instruction in Spanish and English. Students receive instruction from their classroom teacher who also has a bilingual endorsement.

Two-Way Dual Language: Spanish speaking ELs and native English-speaking students are schedule together into a dual language class. All students receive instruction in Spanish and English. They receive instruction from their classroom teacher who also has a bilingual endorsement.

The goal of the Dual Language Program is to enable all students to become bilingual and biliterate in both Spanish and English. Students will be provided with a challenging, enrichment

program to promote high levels of academic achievement in both languages, while encouraging and growing positive, cross-cultural attitudes and relationships.

CARE OF SCHOOL PROPERTY

Keeneyville School District 20 students are expected to share in the task of maintaining the quality condition of the buildings and grounds. Students will be required to reimburse the school district for any damage to facilities or equipment resulting from careless use or willful destruction /defacement.

When using the gym facilities, students are to wear only gym shoes that have been approved by the physical education instructors.

COMMUNICATION

Messages to Parents

Keeneyville School District 20 utilizes a mass notification system to communicate with all parents and staff by telephone, email, and text messaging. It is important for us to have your current phone numbers and email addresses in our student information system, Skyward Family Access, so that we can ensure accurate and prompt delivery of emergency messages such as school closings. The system can automatically dial up to six phone numbers to contact parents. ***It is the parent/guardian's responsibility to notify the school office of any changes in phone numbers or email addresses.***

District and School Email

Families can send questions or concerns to the District Office at info@esd20.org. Please provide your contact information (i.e., email or phone number) if you would like us to respond to you. We will make every effort to respond to you within two days and will answer your question, provide information, and/or route your request to the proper place for further processing.

Each school also has a general email address to help answer your questions and concerns:

ECC: ecc@esd20.org
Greenbrook: greenbrook@esd20.org
Waterbury: waterbury@esd20.org
Spring Wood: springwood@esd20.org

District and School Websites

The District maintains a website to provide current information and resources for families and the public at www.esd20.org. Important information will be posted in multiple locations, including on the website using pop-up messaging and the D20 Communication Center. Each school also has their own website where school-specific information is easily accessible.

District: https://www.esd20.org/
ECC: https://ecc.esd20.org/
Greenbrook: https://greenbrook.esd20.org/
Waterbury: https://waterbury.esd20.org/
Spring Wood: https://springwood.esd20.org/

Mobile App
The district offers a "Keeneyville District 20" mobile app to ensure that you have easy access to current district and school information. The app is available to download for free at the Apple App Store and Google Play Store.

Social Media
We encourage families to stay connected with district and school news for information, news, resources, and celebrations by following us **@KeeneyvilleD20** on Facebook and/or Twitter. shares information and resources on social media on a regular basis, including on Facebook and Twitter.

Virtual Backpack
The district hosts a "D20 Virtual Backpack" to share information about community programs, events, and services offered in our local community for our students and families. The virtual backpack can be viewed at www.esd20.org/for-parents/d20-virtual-backpack.

DISCIPLINE

School Board Policy 7:190, 7:230

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

In all matters related to the discipline and conduct of students at school, the teachers and administrators assume the supervisory role of parent/guardian. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

When and Where Conduct Rules Apply
A student is subject to disciplinary action for engaging in prohibited student conduct whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Behavior Expectations and Consequences
Keeneyville School District 20 follows a district-wide approach to preventing and responding to school and classroom behavior discipline problems by implementing Positive Behavioral Interventions and

Supports (PBIS) system. ***PBIS applies to all students in all District 20 buildings.*** Our schools have developed consistent systems and student expectations to reduce behavioral problems and maintain safe learning environments for our teachers to teach, and our students to learn.

Students are recognized for their efforts in meeting our behavioral expectations. When students fail to meet those expectations, opportunities for re-teaching and consequences exist. Our staff will outline and teach our behavioral expectations for students. These expectations are also posted throughout the school. Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire drills) and class discipline.

Behavior consequences are defined as removing or detaining a student from his/her regularly scheduled activities due to misconduct. The possible consequences are progressive in nature, but the severity of the misconduct may give cause to escalate the consequence issued.

- **Implement immediate classroom-based interventions**

- **Restorative Practices** - assist the student in understanding the consequences that result from such conduct. Empower the student to formulate solutions to restore the situation. This process is designed to be cooperative, rather than adversarial.

- **Lunch Detention** – the student is removed from the lunchroom and will be placed in an alternate, supervised location to eat lunch.

- **General Detention** – the student is detained after school. The day of the infraction will determine the day of serving the general detention.

- **Social Suspension** – the student will be temporarily removed from attending extracurricular functions including but not limited to dances, sporting events, and after-school activities.

- **In-school Suspension** – the student will be removed from the classroom for a defined period of time. The student will serve an in-school suspension in the office with the opportunity to complete his/her class work. ***See additional information in School Board Policy 7:200***

- **Out-of-school Suspension** – the student will be removed from the school for a defined period of time. ***See additional information in School Board Policy 7:200***

- **Expulsion** - the student will be barred from school for a period of time, not to exceed two calendar years. ***See additional information in School Board Policy 7:210***

Rules and regulations governing the conduct of students are made to promote the best learning environment at all times. Behavior by a student that hinders the education of himself and/or others will be addressed. Disciplinary action will be taken when a student violates school rules and regulations. A primary objective of discipline is to help students develop responsible decision-making. Parents will be notified as deemed necessary by the teacher and/or administration. Through cooperation between home and school, behavior problems should be minimal.

Student misbehavior will lead to various forms of disciplinary action by school personnel. These may include detention, clean-up duties, parent shadowing, school probation, supervised alternative schedule, out-of-school suspension, and/or expulsion. Keeneyville School District 20 does not subscribe to

corporal punishment as a means to discipline students. ***All Keeneyville School District 20 discipline follows SB100 Guidelines.***

Unacceptable Student Behaviors

The following is a non-exhaustive list of unacceptable or prohibited student behaviors that may warrant possible disciplinary consequences. See additional information in ***School Board Policy 7.190***

- Inappropriate or abusive language
- Physical contact or aggression
- Defiance/Disrespect/Noncompliance/Insubordination
- Disruption
- Technology violation
- Harassment
- Academic Dishonesty
- Theft
- Fighting
- Vandalism
- Absenteeism and truancy
- Dress Code
- Use of cell phone or other electronic device (i.e., smart watch)
- Controlled Substances
- Tobacco and alternative nicotine products (including e-cigarettes)
- Firearms and other weapons

Serious or repeated violations of school rules or acts of misconduct may be dealt with more severely by the Board of Education and may include the imposition of discipline up to and including expulsion. The following are general guidelines only. Students will be subject to disciplinary action any time they engage in inappropriate behavior. Action may be taken in regard to any offense which interferes with the orderly conduct of the school, or which affects the safety and welfare of students.

Specific Disciplinary Issues

Academic Dishonesty

Any type of deception to earn credit without effort is universally recognized as academic dishonesty. This type of violation of classroom standards will be dealt with at the discretion of the classroom teacher and/or school administration. Students who engage in academic dishonesty should expect to receive appropriate consequences, which may include receiving no credit for the assignment. Examples of academic dishonesty include, but are not limited to:

- Copying answers from another person's homework, quiz, or test
- Plagiarism, including use of generative artificial intelligence (AI) technology as a substitute for original student work (examples: http://www.plagiarism.org/plagiarism-101/types-of-plagiarism)
- Cutting/Copying and pasting directly from an electronic source
- Failure to properly cite works

Bullying/Harassment
School Board Policy 7:180

Prohibited Conduct
No person, including employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics.

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.

Bullying includes cyberbullying (see below section) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following (1) placing the student(s) 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 the school.

Bullying Prevention and Response
The safety of our schools and students is a priority for Keeneyville School District 20. We continue to actively assess the safety and security of our schools, with the primary safety goal focused on prevention. Our teachers, support staff, and administration work to build relationships with our students. We assess student needs and provide a range of student-centered interventions to support and meet the individual needs of our students.

Students are encouraged to promptly report, orally or in writing, claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct. Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received. See School Board Policy 7:180 for more information regarding Bullying Prevention and Response.

The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.

The principal or designee will promptly notify the parents or guardians of the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations.

Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action.

The district lists various student support helplines and resources on our website at https://www.esd20.org/about/student-support-helplines. We encourage individuals to report situations involving intimidation, harassment, threats, abuse, and other forms of bullying. We also encourage individuals to report any other safety concerns. Please submit your concerns to your school administrators using the "See Something, Say Something" Safety Report Form at https://esd20.info/SEEsomethingSAYsomething.

It is best to talk directly with an administrator, social worker, or other staff member. However, if you are not comfortable in doing so, this is another tool that can be used to report bullying and other safety concerns. The form requests specific information about the safety concern, including who, what, why, when, and where the incident(s) occurred to assist administrators in investigating and responding to your concern. After the report has been submitted, administrators will investigate the situation as soon as possible.

The District also partners with Safe2Help Illinois to offer a confidential tip line available 24/7 to report any safety concerns or wrongdoing that may impact our school, students, or staff.

Call:	1-844-4-SAFEIL (723345)
Text:	72332 (Safe2)
Download:	Free mobile app (Apple Store or Google Play)
Online Tip Reporting:	www.Safe2HelpIL.com
Email:	HELP@Safe2HelpIL.com

The District website at https://www.esd20.org/about/student-support-helplines lists additional resources:

988 Suicide & Crisis Lifeline:	Call or text 988 or Chat 988lifeline.org
Crisis Text Line:	Text REACH to 741741
Referral GPS:	https://referralgps.com/find-help/esd20

Cyber-Bullying
School Board Policy 7:180

"Cyberbullying" is the use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or

2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or

3. Has the effect of disrupting the orderly operation of the school.

Students found to be involved with cyber-bullying on District property, including through use of any part of the District's computer system, Internet access, or other electronic communication access, are subject to school disciplinary action, just as if they were engaging in other forms of bullying or harassment which are not tolerated by the District. Students involved with cyber-bullying originating off District property are subject to school discipline if or when, in the discretion of District employees, it disrupts (or could be reasonably forecast to disrupt) the educational process or undermines the District's basic educational mission. Students making threats of harm to other students or staff, whether the threats on or off campus, are subject to school disciplinary action.

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

Factors for Determining Consequences include:

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Contextual circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior; and
- Relationships between the parties involved.

An allegation that one student was bullied or harassed by another student or faculty member shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

Teen Dating Violence Prohibited
School Board Policy 7:185
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.

Weapons
The Board of Education believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on school district property. Accordingly, the possession, use, control or transfer of knives, guns, explosives, firearms or other weapons or dangerous instruments shall be prohibited on school buses, in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event which bears a reasonable relationship to school.

In accordance with federal and state law, any student who is determined to have brought a weapon to any school in the District, or to any school-sponsored activity or event, or to any activity or event which bears a reasonable relationship to school, shall be expelled from school for a period of not less than one year, provided however, that the expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the

Board, on a case-by-case basis. Any student who brings a weapon to school shall also be referred to applicable representatives of the criminal justice or juvenile delinquency systems.

For purposes of this policy, the term "weapon" shall mean any object which may be used to cause bodily harm, including but not limited to a "weapon" as defined by Section 921 of Title 18 of the United States Code (including, but not be limited to, any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), a "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look alikes" thereof. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may also be considered "weapons" for purposes of this policy if used or attempted to be used to cause bodily harm.

Disciplinary Measures

Proper school conduct is essential in providing a pleasant learning environment and maintaining order and control within the school system. The policies outlined below are designed to foster both the development of responsible and socially approved conduct and respect for other persons and property. Parents/guardians have access to student rules and regulations via the Keeneyville School District 20 website. A parent/guardian may also submit a written request for a paper copy through their school office. Furthermore, every effort will be made to assure that student discipline procedures are uniformly applied throughout the district and that adequate safeguards are present to protect the special needs of individual students.

In regard to identified special education students (those having an individual educational plan/IEP), Keeneyville School District 20 follows disciplinary procedures prescribed by the Illinois State Board of Education.

The first step in correction of any behavior problem is counseling of the student by the teacher. If a student continues to be uncooperative, parents shall be consulted and requested to help correct undesirable behavior. When a student's conduct in the classroom or about the school premises becomes disruptive or otherwise unacceptable, his/her teacher may use reasonable force, as needed, to maintain safety for the other students and may remove him/her from the classroom or immediate premises or send him/her to the office. The school administrators may exercise one or more of several options in dealing with the student: counseling, telephoning parents, assigning detentions, placing the student on the "No-Privilege List," prescribing a period of in-school disciplinary supervision, sending the student home for the remainder of the school day, or, in the case of repeated or severe misconduct, suspending or expelling the student from school in accordance with The School Code of Illinois and existing statutes.

Detentions

Students are assigned detentions for violating school rules. The parent/guardian will be notified by phone call or email as to the offense warranting the detention and the date the detention will be served. Transportation arrangements are to be made by the parent/guardian.

Detentions will be served at the prescribed time. Failure to serve a detention will result in further disciplinary action, which may include additional detentions), in-school disciplinary supervision, and/or out-of-school suspension.

Prior to assigning a detention, the teacher or administrator shall ascertain whether the student is an identified special education student. If so, disciplinary procedures shall be as set forth in the Student/Parent Handbook of the SASED Special Education Cooperative.

Administrative Detentions Grades K-8
An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed ninety (90) minutes.

Corporal Punishment
Keeneyville School District 20 does not subscribe to corporal punishment as a means to discipline students.

No-Privilege List
One of the fundamental objectives of Keeneyville School District 20's educational program is to teach good citizenship and respect for necessary rules and regulations. Students who violate the established rules and procedures and are not willing to cooperate with the faculty and sponsors should not expect to participate in special school activities; which may include class trips, class events, games, and assemblies. When students violate school rules, they may be placed on the "No-Privilege List."

Suspensions
School Board Policy 7:200

In-School Suspension
Within a progressive student discipline system, in-school disciplinary supervision is defined as an intermediate step. Such action would be appropriate when a student continues to behave irresponsibly after a number of detentions have been assigned and served, and communication between the school and parent has yielded limited-to-no improvement in the student's conduct at school, but before an outside-of-school suspension is pursued. During a prescribed period of in-school disciplinary supervision, the student is detained in an appropriate study area. Teachers are requested to forward assignments to the student so that his/her time may be used productively.

Suspensions are defined as a period of time during which a student is barred from attending school, from attending a school activity (i.e., games, dances, etc.) or from being on school property.

Pre-Suspension Procedures – Due Process
The superintendent or designee is authorized to maintain an in-school suspension program, which shall include:

1. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.

    a. Prior to assigning a suspension, the teacher or administrator shall ascertain whether the student is an identified special education student. If so, disciplinary procedures shall be as set forth in the Student/Parent Handbook of the SASED Special Education Cooperative.

b. In some instances, the conference will result in dropping the charges; in others, the regular suspension procedure should be followed.

c. The superintendent, principal or assistant principal should make notations of the conference so as to document that an "informal hearing" was conducted.

2. Students are supervised by licensed school personnel.

3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

   a. Credit for schoolwork and/or tests given during the first suspension of that school year will be given upon completion and submission of assigned work. Students suspended will have the same number of days to complete the work that they were out. Students are permitted to take tests or other evaluation assessments that cover material taught over a period of time prior to the subsequent suspension(s).

Authority for Suspension

1. Following the pre-suspension procedure outlined above, the student may be suspended by the Board of Education, or by the superintendent, principal, or assistant principal for a period not to exceed ten (10) school days.

2. For safety reasons, the Board of Education may suspend the student in excess of ten (10) school days for gross disobedience or misconduct on a school bus.

Notification

1. The suspended student and his/her parent(s) or guardian(s) shall be advised of such suspension within twenty-four (24) hours after such suspension has been issued. Notification by certified mail, return receipt requested, will be sent.

   a. The notice shall state the duration of the suspension and the reasons therefore.

   b. The notice shall apprise the parent(s) or guardian(s) of the student that they may request a review of such suspension, and that their failure to request such a review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.

2. The request for review shall be oral or in writing, directed to the superintendent, principal, or assistant principal. In the event of oral notification, the superintendent, principal, assistant principal shall immediately confirm the oral request by sending a letter to the parents or guardians.

3. Where the suspension is ordered by a principal or assistant principal, a copy of the notice to the parents or guardian shall be concurrently given to the superintendent.

Procedures for Review of Suspension

1. If, after there has been a suspension, the student's parent(s) or guardian(s) request a review, the Board of Education or a hearing officer appointed by the Board of Education must review the suspension in a hearing similar to a pre-expulsion hearing.

2. See procedure for expulsion below.

Suspendable Offenses

Offenses constituting gross disobedience or misconduct which may result in suspensions include, but are not limited to, the following:

1. consistent, excessive disruption of classroom procedures;
2. smoking, possession of cigarettes, tobacco products, vaping or look alike products;
3. having possession of, or being under the influence of, any drug or alcoholic beverage;
4. use, trafficking in, or possession of any firework-related materials;
5. fighting;
6. use of obscene/profane/vulgar language or racial, religious, or ethnic slurs-- written, verbal or gestured; continued disrespectful and/or uncooperative behavior toward teachers or other school personnel;
7. consistent violations of the school dress code;
8. stealing;
9. threatening another student or staff member with physical or psychological harm;
10. damage or destruction of school property (Students are also responsible for paying for damaged or destroyed property);
11. violation of the Acceptable Use Policy; and
12. other suspendable offenses are noted elsewhere in the handbook.

In addition to the student suspension, appropriate law-enforcement authorities may be notified.

Expulsion

School Board Policy 7:210

Expulsion is defined as the barring of a student from classes for a period of time as determined by the Board of Education.

Procedure for Expulsion

Prior to any expulsion recommendation, the authorized administrator shall ascertain whether the student involved is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Student/Parent Handbook of SASED Special Education Cooperative District.

1. After receiving a recommendation that a student be expelled, the superintendent shall, if (s)he concurs with the recommendation, send a letter by certified mail, return receipt requested, to the parent(s) or guardian(s) of the student notifying them of the proposed expulsion, the reasons for the proposed expulsion, and the time and place of the expulsion hearing.

2. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review may be combined with the expulsion hearing. In such a case, all expulsion procedures must be followed.

3. Expulsion hearings shall be conducted by a hearing officer selected by the Board of Education or by a Board of Education committee acting as a hearing committee or by the Board of Education as a whole.
   a. The hearing may be held in executive session. Strict rules of evidence will not be required.
   b. The student may be represented at the hearing by his/her parent(s)/guardian(s) and/or an attorney.
   c. The student may present evidence to refute the charges and be afforded an examination of the evidence presented by the Board of Education.
   d. Evidence shall be received as pertinent without regard to the rules of evidence in such fashion as is appropriate to the circumstances.
   e. If the hearing is conducted by a hearing officer or a Board of Education committee, a written summary of the evidence shall be prepared for the Board of Education.
   f. The hearing shall be recorded on tape. If the student is represented by an attorney, the school may engage a court reporter to record testimony. The student shall be offered an opportunity to purchase a copy of the tape recording or the transcript, as the case may be.
   g. Counsel or the parties may make a short opening statement as to their position on the issues and the witnesses to be called.
   h. There may be short closing arguments.
   i. The student's disciplinary/scholastic record, unrelated to the incident leading to the expulsion charge, is not admissible at the hearing. This record may be made available to the Board, once guilt has been established, for use in deliberations as to the penalty to be imposed.
   j. Only the following persons may be present at the expulsion hearing: the student, the student's parent(s) or guardian(s) or their legal representative, Board of Education members, witnesses (subject to appropriate exclusion procedures to ensure the independence of witnesses' testimony), the superintendent, attorneys for the student and for the school district, and a member of the Department of Mental Health, when required by law.

4. The determination of the Board of Education as to whether a student shall be expelled shall be made after discussing the evidence in executive session. The Board of Education shall determine and make findings on the following two issues at the hearing:

a. the validity of the charges of gross disobedience or misconduct; and

b. the appropriate disciplinary measure if the charges are to be upheld.

c. Final action on the expulsion shall be taken in public session.

5. The penalty shall be imposed by the Board of Education.

6. The parents or guardians shall be notified in writing of any action taken by the Board of Education.

Offenses constituting gross disobedience or misconduct which are punishable by expulsion include, but are not limited to, those listed under ***Suspension Section above.***

Specific Disciplinary Issues – Violations of these policies may include detention, suspension, or expulsion.

Misconduct by Students with Disabilities
School Board Policy 7:230

The Board of Education has developed policies and procedures containing guidelines for the use of behavioral interventions for students with disabilities. Information regarding the relevant policies and procedures is contained in Board Policies 7.230 and 6.120 as follows:

A student receiving special education services who violates any of the District's disciplinary rules and regulations will be subject to the District's policies and procedures for general education students, unless the behavior in question is reviewed and determined to be a manifestation of the student's identified disability, as delineated in his/her individual educational program (IEP).

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, in accordance with Board Policy 6.120. The District will also establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities, in accordance with Board Policy 2.150. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference.

This policy and the behavioral intervention procedures shall be provided to parents and guardians of all students with individualized education plans within fifteen (15) days after they are adopted by the Board of Education, or within fifteen (15) days after they are amended by the Board. Copies of such policies and procedures shall also be provided to the parents and guardians of a student at the time an individualized education plan is first implemented for the student. In addition, the Principal of each school shall be responsible for informing students of the existence of such policies and procedures on an annual basis. At the annual individualized education plan review, the Board shall (1) explain those policies and procedures, (2) furnish a copy of the policies to parents and guardians, and (3) make available, upon request of any parents and guardians, a copy of those procedures.

Procedure for Suspension of Student with Disabilities
The following procedure shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

- **Suspension for a cumulative period not to exceed 10 school days in any school year:** The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.

- **Suspension Beyond 10 Days or Expulsion**
  1. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

     i. That the IEP Team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and

     ii. That the student's parent(s)/guardian(s) are requested to attend the Manifestation Determination Review and the date, time, and location of the meeting.

  2. **Manifestation Determination Review.** The IEP Team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

  3. The Board may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The IEP team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability related. Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

DRESS CODE

Student Appearance

School Board Policy 7:160

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s) (see below).

Keeneyville School District 20 respects students' rights to express themselves in the way they dress. All students who attend our schools are also expected to respect the school community by dressing appropriately for a K-8 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. These guidelines are intended to provide guidance for students, staff, and parents.

Minimum Dress Code Requirements

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following:

1. Does not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, phobic language, or cruelty of any kind

2. Covers all appropriate areas at all times. For both males and females, appropriate areas include stomach, chest and sides, and butt/pelvic/upper thigh areas

3. Items such as tank tops, sleeveless shirts, any type of shorts, sweatshirts, sweaters, etc. are allowed provided they adhere to #2 of this section

4. Jewelry is allowed, unless it becomes a distraction or safety concern

5. Hats, hoods, and other type of head coverings and sunglasses are not allowed unless required for religious or medical purposes

6. Footwear must be worn for health reasons (cannot go shoeless). Close-toed shoes with laces are recommended for activities such as recess, PE class, etc.

Responsibilities of Staff

Staff have the responsibility to:

1. Issue dress code infractions for violations against the dress code rules (above), including first allowing the options listed in #2 of the Rights of Students (below) in order to comply with the rules

2. Treat all students with respect and dignity first (i.e., treat them as human beings and not as "distractions")

3. Issue dress code infractions equally (i.e.., do not discriminate based on body type, gender, etc.)

Responsibilities of Students

Students have the responsibility to:

1. Wear appropriate clothing that follows the dress code (above)

2. Treat all students and staff with respect and dignity (i.e., share your opinions respectfully)

3. Be open and straightforward: respectfully ask for a private meeting if they feel they are being treated unfairly

Rights of Students
Students have the right to:

1. Be given the reason for the dress code infraction

2. Have options as to what to do to comply with the rules (i.e., call home, change into PE clothes or clothes in their possession/locker/office clothing)

3. Talk to an outside source about the issue, such as social worker, administrator, or teacher

4. Be treated with respect and dignity

5. Advocate for themselves without the concern for consequences

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Common sense and concern for the standards of others should prevail in all questions pertaining to dress, footwear, and appearance. Parental cooperation will be greatly appreciated in this matter.

The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

Students may be allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school board for such modification. However, nothing in this Section prohibits a school from providing the modification to the student. (b) At a minimum, any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players. The modification of headgear is permitted if the headgear: (1) is black, white, the predominate color of the uniform, or the same color for all players on the team; (2) does not cover any part of the face; (3) is not dangerous to the player or to the other players; (4) has no opening or closing elements around the face and neck; and (5) has no parts extruding from its surface.

DRUG/ALCOHOL USE

The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs, look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. Any student who is under such influence while at school shall be treated as though (s)he had drugs in his/her possession.

If a student is found to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the police may be called. The student shall also be subject to disciplinary action up to and including expulsion.

It is more desirable for medication to be administered in the home, rather than at school. However, students who are under a doctor's care and need to take prescribed medicine during the school day should follow the Board of Education's Medication Policy. For further information, see Medication Policy and Procedure in this handbook.

ELECTRONIC DEVICES

Students enrolled in Keeneyville School District 20 may not use a cell phone or any similar electronic device (i.e., smartwatch) while in any school building or on school grounds during the school day. The District is not responsible for lost, stolen, or damaged property. **All cellphones and electronic devices (including smart watches and Bluetooth headphones) MUST be kept out-of-sight and completely turned off during the school day**

Disciplinary Action for Violations

If a student violates this policy, the following disciplinary actions are possible consequences:

1. the cellphone/electronic device will be taken away from the student; **or**
2. the student must put the device in their locker for the remainder of the school day; **or**
3. the student may pick up the device from the office at the end of the school day; **or**
4. the student's parent/guardian will be contacted, and the student will be allowed to pick up the device from the office at the end of the school day, after parent contact has been made; **or**
5. the student's parent/guardian will be contacted, and the device can ONLY be picked up from the office by the student's parent/guardian.

EMERGENCY AND CRISIS RESPONSE PROCEDURES

The safety of students and staff is a top priority for Keeneyville School District 20. In collaboration with local police and fire departments, the District has taken steps to plan for potential emergencies and crises that may threaten the safety of our students, and staff, and community through the creation of a District 20 Emergency Operations Plan. The purpose of this Plan is to identify and clarify emergency roles and responsibilities for the District and its staff, who will be trained annually on the procedures outlined in the Plan

School Safety Drills

School Board Policy 4:170

During every academic year, each school building will conduct, at a minimum, each of the following drills in accordance with the School Safety Drill Act (105 ILCS 128/):

- Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these drills shall require the participation of the local fire department or district.
- One bus evacuation drill.

- One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado accidents.
- One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year and shall require the participation of all school personnel and students present at school at the time of the drill, except those exempted by administrators of school support personnel.

School Safety Searches

As an additional layer of security to our comprehensive safety plan, Spring Wood Middle School will conduct "safety searches" on internally planned, yet unannounced days and times, which will include the use of canines to detect illegal substances. These types of searches are commonplace in schools and other public facilities.

Safety searches typically take 30-40 minutes and are led by highly trained law enforcement officers in cooperation with the Hanover Park Police Department and accompanied by Spring Wood leadership. The searches will be conducted of lockers and school grounds during a school wide "Hold Procedure" (see below) which means that students and staff will remain in their classroom or area and all normal instruction will continue. This procedure helps to keep hallways clear in a non-threatening, non-emergency situation.

Threat Assessment and Response Procedures

School Board Policy 4:190

As part of the comprehensive safety and security plan, the district has established processes and procedures to identify, assess, and respond to threats to the safety of our students and staff. A "threat" is an expression of intent to harm another individual or to harm self/suicidal ideation, which may be spoken, written, gestured, or communicated in some other form such as via text message or email. The district's threat assessment process is designed to identify situations or subjects of concern, investigate and gather information, assess the risk of harm, and respond to or manage the risk.

The District Threat Assessment Team is comprised of district administrators, school administrators, psychologists, social workers, teachers, and emergency responders, who work together to develop a systematic process to assess and respond to threats of harm. This team also supports the building-level threat assessment teams as needed, depending on the level of the risk of harm.

Each school has trained Threat Assessment Team members that work collaboratively to respond to and assess threats of harm by implementing the established process and procedures. Depending on the severity of the threat or intended harm, the process may include completing a threat report, investigation process, risk assessment, team action plan, parent/guardian crisis intervention notification, law enforcement notification, and follow-up safety/intervention plan(s), as needed. The Threat Assessment team will evaluate the level of risk of harm and work with parents/guardians, emergency responders/police, and/or outside agencies to mitigate the risk of harm and support the student(s) involved.

Hold Procedures (In Your Room or Area)

Hold protocols are used when there is **a threat or hazard inside the building** where the school or first responders need to keep students and staff in their rooms/areas, and away from the incident or activity. Examples include a medical issue or altercation that may require the hallways to be cleared until the

issue is resolved. **Students and staff can continue normal classroom instruction/activities but should not leave the classroom or offices until advised to do so.** They should not respond to the bell system until instructed.

The principal or designee will announce that "Hold Protocols" are now in effect due to an incident outside the school building. Staff and students who are not in a classroom (i.e., are at lunch or a nearby location) should remain in that location until the Hold is lifted. Any staff/students who are outside should remain outside and go to their designated assembly area until the principal or designee directs otherwise. Students who are not in a room/area at the time of the announcement should go to the nearest classroom and remain there until the Hold is released.

Staff will CLOSE their classroom door and take student attendance, reporting any missing/extra students when asked by the administrator. Normal activities and instruction will continue, but students will ignore bells and not change classrooms until the Hold is released.

When the situation is determined to be safe, the principal or designee will announce "All Clear" and provide further instructions to staff about resuming normal activity or taking another course of action.

Secure the Building Procedures (Get Inside, Lock All Outside Doors)

Secure the Building protocols are used when there is **a threat or hazard outside of the school building** that could potentially be a risk to the safety of the students and staff. Examples include an unauthorized person on school grounds or potential violence/ criminal activity in the immediate neighborhood. During Secure protocols, **all building access points should be closed and locked**. Any students and staff who were outside should return to the building. All students and staff can continue normal classroom instruction/activities and move about the hallways during class changes unless otherwise instructed.

The principal or designee will announce that the building should be "secured" due to an incident outside of the school building. Administrators will confirm that all students and staff who may have been outside have returned inside the building. All outside doors will be locked and monitored, with no one coming into or leaving the building, unless the administrator allows. There may be situations where students/staff were expecting to be able to leave the building (i.e., for an appointment), but this may need to be delayed until the area is deemed safe.

As conditions evolve, more information may become available to guide decision-making by the administrator. For example, it may be possible to transition from the initial response of "no one in or out of the building" to "some access/egress allowed with approval or escort." Dismissal from school may look different due to safety concerns, depending on the situation. For example, release may be delayed or may be modified to ensure student safety. For example, parents may be asked to pick-up students rather than allowing to walk home. Buses may run as normal, but with increased law enforcement monitoring.

When the situation is determined to be safe, the principal or designee will announce "All Clear" and provide further instructions to staff about resuming normal activity or taking another course of action.

Shelter-in-Place Procedures – Severe Weather

Sheltering-in-Place provides refuge for students, staff, and the public inside the school building during an emergency, such as severe weather or hazardous material release outdoors. Shelters are in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk because of outside conditions. Designated shelter areas may change depending on the emergency.

The principal or designee will utilize the intercom system to initiate Shelter-in-Place procedures and will immediately notify students and staff outside the school that they should return to the building. The principal or designee will call 911 if emergency assistance is needed and activate the School Emergency Response Team, if necessary.

Staff will look quickly before exiting the classroom to check for danger and move students and visitors to the designated Shelter-in-Place area. Doors should be CLOSED if time allows, and staff should take their attendance roster, classroom emergency booklet and backpack with them. Once in the designated area, students should face wall, kneel and be ready to cover their heads with arms and hands to protect them from debris. Staff will take attendance at the shelter area and be ready to report missing/extra/injured students.

When the situation is determined to be safe, the principal or designee will announce "All Clear" and provide further instructions to staff about resuming normal activity or taking another course of action.

Evacuation Procedures – Fire

In the event of a fire or smoke from a fire has been detected, a staff member should signal the fire alarm and report the fire to the principal or designee. The principal or designee will call 911 and make an announcement over the intercom system indicating that **Evacuation Procedures** should be initiated immediately, if the fire alarm does not activate.

Staff will initiate Evacuation Procedures immediately upon hearing the fire alarm or intercom announcement and instruct students/staff and visitors to evacuate the classroom/area and move to the designated assembly area, following designated evacuation routes. Students should remain in good order when leaving and returning to the school building. It is important to use common sense and behave in a mature manner.

Classroom doors should be CLOSED, lights TURNED OFF, and blinds left OPEN. Staff must take their attendance roster, classroom emergency booklet and backpack with them. Staff will be trained to assist any student with a disability as needed. Once outside the building at the designated assembly area, staff should take attendance and report any missing or injured students to the Building Principal or designee. Staff will display a "green status card" to indicate that all students are accounted for, or a "red status card" if any students are missing, injured or extra student. The group will remain at the assembly area until the "all clear signal" is initiated.

Any person who falsely activates a fire alarm may be suspended from school. In addition, the school administration will notify the proper authorities and may press charges against the person. It is a violation of civil law to activate the fire alarm without just cause.

Off Campus Evacuation

There may be circumstances where off-site evacuation and relocation of students and staff to a remote site is necessary. The principal or designee will coordinate with the School Emergency Response Team and local police department to transport students and staff as needed to a safe location. Staff will evacuate when instructed to do so by office to transportation using designated evacuation routes. Staff will take the attendance roster and emergency backpack with them and ensure that all students are accounted for using their "green card" (all students are accounted for) or "red card" (missing, injured, or extra student). Staff will remain at the evacuation site until "all clear" is announced and will assist with parent reunification.

When appropriate, communication and updates will be given to parents/guardians and emergency contacts. We ask that parents, relatives, friends do not rush to the school incident site which could cause blockage of streets and hamper response actions of emergency agency actions. We ask that you wait for an official announcement from the School Emergency Response Team regarding where and when you can safely reunify with your student.

Lockdown Procedures – Run/Hide/Fight

Any administrator or staff member can initiate a lockdown procedure when a serious or volatile situation exists that could jeopardize the physical safety of students and staff (i.e., active shooter situation). During a lockdown, staff, students, and visitors will have to assess their situation and know their options: **RUN (Evacuate) – HIDE (Lockdown) – FIGHT.**

Staff and students should evacuate (**RUN**) if they think they can get away safely from the dangerous situation. They should have an escape route in and plan in mind and help others to escape if possible. Belongings should be left in the classroom, and hands should be kept visible when encountering police officers. All police instructions should be followed. Staff and students should move away from the building and go to the designated off-campus evacuation site, if possible. When it is safe to do so, call 911.

If lockdown (**HIDE**) procedures have been initiated, students and staff should stay calm and quiet. Doors should be CLOSED and LOCKED and barricaded by moving heavy objects such as desks and cabinets, if possible. Lights should be turned OFF, windows CLOSED, and blinds CLOSED. Students and staff should move away from windows/doors, and do not open doors for any reason until an "all clear" signal is given, or a police officer instructs. No one should leave the classroom/office unless a life-threatening situation suddenly develops in the room making outside safer. Staff should quietly take attendance and account for all students and make a list of any additional students in your classroom. Students should not be allowed to use their cell phones. When it is safe to do so, call 911.

The decision to **FIGHT** should be made only when your life is in imminent danger, and you cannot run away or hide. This is the last resort attempt to disrupt and/or incapacitate an attacker.

In the event of a lockdown, parents will be notified by email, robocall, and text of the situation and subsequent necessary steps to follow. Information will also be posted on the district website www.esd20.org.

EMERGENCY NOTIFICATION OF PARENTS

Keeneyville School District 20 utilizes a mass notification system to communicate with all parents by telephone, email, and text messaging. It is very important to have student emergency procedure information on file in the school office. In case of an emergency, school personnel will follow the desired course of action as provided by the parent/guardian during the registration of his/her child(ren). It is the responsibility of parents/guardians to keep their contact information up to date in Skyward. If there are any changes during the school year, the parent/guardian should notify the school office immediately.

School policy is to call the Hanover Park Fire Department (for ECC and Greenbrook), Roselle Fire Department (for Waterbury), or Bloomingdale Fire Department (for Spring Wood) in the event of serious accident, injury, or illness. If emergency transportation is provided for a student, the cost of that transportation remains the responsibility of the parent/guardian.

EMPLOYEE CODE OF PROFESSIONAL AND APPROPRIATE CONDUCT

School Board Policy 5:120

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.

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

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 Illinois 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).

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.

EXTRACURRICULAR ACTIVITIES

School Board Policy 6:190, 7:240, 7:300

Participation

- The student must maintain regular attendance in the extracurricular activity as specified by the activity sponsor.

- Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.

- Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.

- Those students participating in extracurricular activities at all schools must adhere to the Code of Conduct, including, but not limited to academic eligibility.

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a student is allowed to participate in any extracurricular activities.

Attendance

Students must be in attendance **at least one-half day** (one hundred fifty minutes) on the day of extracurricular activity in order to participate in or attend the extracurricular activity.

Physical Examination

In order for students to participate in any of the interscholastic athletic activities at Spring Wood Middle School, a current physical examination must be on file with the school nurse. A student must acquire a physical examination from a licensed physician, physician assistant, or advanced practice nurse, before being permitted to participate in an athletic conference or non-conference contests. ***The physical may not expire during the duration of the scheduled dates of the student's athletic program.*** Physical examinations are valid for exactly one calendar year.

In accordance with the Illinois Elementary School Association's by-law #3.061, a student must have acquired a physical examination from a licensed physician and submitted it to the school nurse before being allowed to try out, condition, or practice.

Middle School Eligibility Policy

No Fs and no more than two Ds (or making significant progress towards content mastery in classes). Student athlete academic eligibility will be evaluated weekly for continued participation in practices and games. In the event a student is not meeting academic eligibility requirements, the coach will work with the athlete to develop a plan for reinstatement for participation and will be reviewed for reinstatement at the end of the week. Any students ineligible three times during a single season will be removed from that team. No refund for fees will be provided.

Conduct

Any student whose conduct is unacceptable during the school day may lose his/her privilege to attend after-school activities.

Please see the **Spring Wood Middle School Sports Agreement** for all details, which must be signed by parent/guardian and student athlete prior to participating in after-school sports indicating: (1) **Permission to Participate**, (2) **Acceptance of Student and Parent Code of Ethics**, and (3) **Acknowledgement of Concussion Information Sheet.**

Extra-curricular Activities Participation for Home-School Students

Students who are homeschooled, and with documented proof of registration from the DuPage County Regional Office of Education, may participate in extracurricular activities contingent upon the following:

- The student must maintain consistent attendance in the extracurricular activity. The same expectations will be in effect as those of enrolled students.
- Transportation to and from the extra-curricular activity is the responsibility of the student's parent(s)/guardian(s), with the exception of out-of-district events.
- Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
- The student must show proof of accident insurance coverage by a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
- Those students participating in extracurricular activities at Spring Wood Middle School must adhere to **Spring Wood Middle School Sports Agreement** including, but not limited to academic eligibility.

A written letter from the student's parent(s)/guardian(s) stating that the above will be met is required before a student is allowed to participate in any extracurricular activities.

FITNESS CENTER INFORMATION

Spring Wood Middle School implements a Physical Education fitness program that utilizes a fully equipped, state-of-the-art Fitness Center. The fitness center contains multiple pieces of age-appropriate resistive and aerobic equipment, as well as computerized assessment stations.

Our fitness program is a mandatory component of the PE program at each grade level. All students must participate in the fitness program unless there is a documented medical reason prohibiting their involvement.

FOOD SERVICE - FREE OR REDUCED-PRICE LUNCH

Keeneyville School District 20, through a third party service, offers a breakfast and hot lunch program on all full days of school and breakfast on all half-days. The district also participates in the National Free and Reduced Lunch Program, which provides free or reduced-cost meals for qualifying families. Applications for the National Free and Reduced Lunch program are available during the registration process or from your school secretary or on the district website at https://www.esd20.org/for-parents/food-services.

Parents/guardians can choose to pre-pay for breakfast or lunch through our online parent portal called the "Keeneyville Webstore" at https://esd20.revtrak.net/SFA-Payments. Prices are listed on the breakfast/lunch order forms. When parents send money to school for breakfast/lunch, they should make the check out to "Keeneyville School District 20" in an envelope with the parent's name, student's name, teacher's name, and student's grade on the outside.

HALL PASSES

Where applicable, students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

HEALTH CARE

School Board Policy 7:100; 7:270

Physical Examinations and Immunizations

Students entering kindergarten (or first grade if not previously enrolled in kindergarten), sixth and ninth grades at any Illinois public or private school (including charter schools) must provide proof of physical examination on a form approved by both the Illinois Department of Public Health and the Illinois State Board of Education. Students entering an Illinois school from out of state or out of country for the first time at any grade level must also provide the physical exam form. The exam must be completed no earlier than a year (365 days) prior to the start of attendance at an Illinois school.

State requirements for physical examination and immunizations for School Year 2023-2024:

Invasive Pneumococcal Disease (PCV)	Proof of immunization that complies with ACIP recommendations for PCV. Children 24 to 59 months of age without primary series of PCV, shall show proof of receiving one dose of PCV after 24 months of age.	Any child five years of age (60 months of age) or older shall not be required to provide proof of immunization with PCV vaccine.		Refer to ACIP PCV series schedule. No proof of immunity allowed.
Hepatitis B	Three doses appropriately spaced. (*see doses in minimum interval column*). Third dose must have been administered on or after 6 months of age (168 days).	Kindergarten through 5th grade not a requirement. *Recommend reviewing these records and if necessary, have student be brought up to date with hepatitis B series.*	Students entering 6th thru 12th grade, three doses of hepatitis B vaccine administered at appropriate intervals.	Minimum intervals between doses: Between 1st and 2nd doses must be at least 4 weeks. Between 2nd and 3rd must be at least 8 weeks. Between 1st and 3rd must be at least 16 weeks. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.
Varicella	One dose on or after 1st birthday.	Two doses of varicella; The first dose must have been on or after the 1st birthday and the 2nd dose no less than 4 weeks (28) days later. Two doses of varicella for students entering all grades.		Proof of prior varicella disease shall be verified with: 1) date of illness signed by a physician; or 2) a health care provider's interpretation that a parent's or legal guardian's description of varicella disease history is indicative of past infection; or 3) laboratory evidence of varicella immunity.
Meningococcal Disease (MCV4), (MenACWY)[4]	No Requirements.	No Requirements.	Applies to students entering 6th – 11th grades: one dose of meningococcal conjugate vaccine. 12th grade entry: two doses of meningococcal conjugate vaccine.	Minimum intervals for administration: For 6th grade entry: the first dose received **on or after the 11th birthday**[3] For 12th grade entry: second dose on or after the 16th birthday and an interval of at least eight weeks after the first dose. Only one dose is required if the first dose was received at 16 years of age or older. No proof of immunity allowed.

Compliance with the School Code
A child shall be considered in compliance with the health examination and immunization requirement in Section 27-8.1 of the School Code if all applicable immunizations that a child can medically receive are given before entering school and a signed statement from a health care provider is presented indicating when the remaining medically indicated immunization will be administered within the current school year. Local school authorities shall monitor immunization schedules to assure their completion. If a child is delinquent for a scheduled appointment for immunization, he or she is no longer considered to be in compliance.

Out-of-State Transfer Physical
An out-of-state or out-of-country transfer student must present a health examination that was completed within one (1) year prior to entry into an Illinois school. The health exam should be completed on a State of Illinois health form and provided within 10 days of entering the Illinois school.)

Hearing Screening
Required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K,1, 2 and 3.

Vision Screening
Required annually on all children in special education, children new to the district and teacher/parent referrals. A hearing screening is also required beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school a hearing screening is required at grades K, 2 and 8.

Religious and Medical Exemption
Religious and Medical Exemption, as defined by Illinois Department of Public Health is as follows:

- The local school authority is responsible for determining whether the information supplied on the Certificate of Religious Exemption to Required Immunizations and/or Examinations Form constitutes a valid religious objection.

- The local school authority shall inform the parent or legal guardian, at the time that the exemption is presented, of exclusion procedures, should there be an outbreak of one or more diseases from which the student is not protected, in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

- Exempting a child from health, dental, or eye examination does not exempt the child from participation in the program of physical education training provided in Section 27-5 through 27-7 of the Illinois School Code [105 ILCS 5/27-5 through 105 ILCS 5/27-7]. A separate request for exemption from physical education, if desired, would need to be presented.

Medication Policy and Procedure
In the absence of a school nurse, a properly trained designee will administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children before they leave to school. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities, learning disabilities or illness. It is more desirable for medication to be administered in the home than taken in school. However, a student who is required to take medication (prescription and non-prescription as well as supplements) during the regular school day must comply with the following regulations.

- A written order is to be provided to the school from a physician detailing the name of student, name of drug, physician's name and telephone number, dosage, time interval in which the medication is to be taken and reason for medication using the district's *Medical Authorization Form*. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication.
    - Students may use cough drops with written permission from parents. The cough drops must be in an original and unopened sealed package. A note for cough drops is good for five days.
- All medication must be provided by the parent in the original container. The container must be housed in the nurse's office.
- All non-prescription medication must be brought to the school in the original unopened package. The sealed container must be housed in the nurse's office.
- Pain and fever medications such as Tylenol and Motrin, as well as cough drops, are not school supplied items.
- All medication shall be brought to the school office by the parent, guardian, or other designated adult. If this is not possible, please contact the school nurse to make other arrangements. The school's administration shall provide a locked space for safe storage of medication.
- Medication shall be self-administered, under the supervision of the school nurse or other designated personnel.
- The student shall report to the school office at the appropriate times in order to take the medication.
- The school nurse shall keep a written record of all administration of medication. This record shall include:
    - what medication was taken;
    - by whom it was taken;
    - when it was taken (date and time); and
    - the person who supervised the taking of the medication.

In the event a dosage is not taken as ordered, the reasons shall be entered in the record and parent(s)/guardian(s) will be notified.

- Medications shall not be administered to students by a school employee until a completed and signed School "Medication Authorization Form" is submitted by the student's parent/guardian, except in emergency situations where the parent/guardian cannot be available in sufficient time, or the student cannot reasonably self-administer the medication.

- The student's parent/guardian shall remove any unused medication from the school at the end of the drug therapy. If a student's parent/guardian fails to remove unused medication by the end of the school year, the Health Services Coordinator shall appropriately dispose of the unused medication in the presence of a witness and document that medications were discarded.

- Students are not permitted to have any medication (prescription or non- prescription) on their person, except in cases where the physician's written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedure contained herein shall be followed to the maximum extent possible so that the school's administration is aware of the possible need for medication during school hours.

The school nurse or building administrator reserves the right to question the effectiveness of the medication being taken during school hours by contacting the student's parents and/or the attending physician. The school district shall retain the right to reject requests for medication to be taken at school, subject to the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Epinephrine Act

One of the goals of our school district is to maintain a safe environment conducive to learning. In accordance with the "School Access to Emergency Epinephrine Act," Keeneyville School District 20 will maintain a stock supply of EpiPens in the office of each school nurse. The Act gives the school nurse and other designated school personnel authority to administer the EpiPen to any student or other individual on school premises whom they believe in good faith is experiencing anaphylaxis.

The EpiPen is an autoinjector prefilled with epinephrine; the drug of choice for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. Health Services Coordinators, administrators, and all teachers have been trained on the proper technique of Epi-Pen administration. Protocol requires that any time an EpiPen is administered; the individual must be transported via ambulance to the Emergency Room.

If your child has been diagnosed with an allergy/health condition that requires the use of an EpiPen, it is still your responsibility to provide your child's EpiPen to the school nurse along with medical orders.

HOMELESS CHILDREN

School Board Policy 6:140

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the III. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school.

HOMEWORK

School Board Policy 6:290

Homework assignments are given to reinforce and apply previously covered concepts, principles, and skills; not assigned for disciplinary purposes; serves as communication link between the school and parents/guardians; encourages independent thought, self-direction, and self-discipline; and is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Parents can help by:

1. providing proper study surroundings;
2. contacting teachers concerning homework excesses;
3. allowing the student to do his/her own homework in his/her own words and handwriting;
4. checking each day to see if the student has homework; and
5. checking homework through the district online student management system for grades 6 through 8.

LOCKERS

School Board Policy 7:140

Some students are assigned hallway and gym lockers. It is the student's responsibility to see that his/her locker is kept locked (Spring Wood Middle School only) and in good order at all times. Only school combination locks are to be used; and students should not share their combinations with other students.

Students should obtain study materials for their morning classes when they arrive in the morning and materials needed for the afternoon classes during their lunch period. No one should leave classes to go to his/her locker without special permission.

Students should leave any large backpacks brought to school in their locker but may use sling bags to carry items/books during the school day.

Lockers are the property of the school district. The administration reserves the right to enter, inspect or search all lockers periodically in order to protect the learning environment and other students. This may include canine searches.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Keeneyville School District 20 implements Multi-Tiered System of Supports (MTSS), which is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. MTSS involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions.

MTSS has three important parts: 1) A multi-tiered model of school supports, 2) Using a problem solving method for decision-making at each tier, and 3) Using data to inform instruction at each tier.

PARKING LOTS

Safety of our students, staff, and families is a priority during arrival and dismissal. Please take some time to review the safety reminders below, as well as the specific drop-off and pick-up procedures at your child's school. Thank you for your assistance in helping to keep our school parking lots safe.

- No cellphone use in a school zone or parking lots.
- Follow your school's arrival and dismissal procedures, including locations and times for drop-off/pick-up of students.
- Enter the parking lot at the designated entrance only.
- Do not pick-up or drop-off your child(ren) in an area that is not a designated drop-off/pick-up zone. It can be dangerous for students to cross the street or the drop-off/pick-up lanes.
- Proceed with caution through the driveway and avoid going around cars where students are loading or unloading.
- School busses should have right of way at arrival/dismissal.
- Do not park in front of school busses or block bus lanes.

PEST MANAGEMENT AND ASBESTOS ABATEMENT

In accordance with new state laws, our school district has adopted an Integrated Pest Management program. Integrated Pest Management is a common sense, comprehensive approach to pest control that emphasizes pest monitoring, habitat modification and the use of least hazardous controls to evaluate and eliminate pest problems. Applications of pest control materials are made only when necessary to address a specific, identified pest problem. Regular spraying of pesticides is not part of the school's pest management program. **If you would like to receive notification prior to the application of any pest control materials subject to the notification requirements, please contact the school office.**

An Asbestos Management Plan is maintained by and is available at the District Business Office during regular business hours.

PETS

Our "No Pets" policy at school is between 7:00 a.m. - 4:30 p.m. Pets are not allowed on school grounds when students are on campus due to allergies and the unpredictability of animals. Signs are posted on our campuses. We appreciate your help in keeping our students safe.

PROMOTION AND RETENTION

A student may be retained when it appears (s)he will benefit educationally from such action. While the teachers and school administration shall confer with the parents regarding this matter, the final decision shall be made by school staff.

Parents will be notified if there is a possibility that their child will be retained because of poor academic progress in relation to the student's ability. Such notice will contain

- information regarding promotion/retention policies;
- information regarding the status of the child's academic progress; and
- comments and suggestions which, if followed, should enable the child to be promoted.

If the student continues to receive unsatisfactory grades and has not shown a positive change in attitude, effort and industriousness, formal plans for grade-level retention will begin. At this time, the parent(s), child, teacher, and administrator shall have a conference to review and discuss an educational plan designed to help the child improve.

No student may graduate from the eighth grade unless he or she has received instruction in the history of the United States that includes the content outlined in 105 ILCS 5/27-21 of the School Code and gives evidence of having a comprehensive knowledge thereof. Spring Wood does administer the "Constitution Test" which is a high school graduation requirement outlined in 105 ILCS 5/27-3.

PROMOTION (GRADUATION) CEREMONY – 8TH GRADE

All 8th grade students being promoted are invited to participate in the promotion ceremony at Lake Park High School. -The Promotion Ceremony is an opportunity for students and their families to celebrate the transition from an elementary experience to a high school experience. However, any student that demonstrates habitual poor behavior, poor decision-making, and/or commits a suspendable offense may risk losing his/her participation in the Promotion Ceremony.

PUBLICATION OF STUDENT PHOTOS

Keeneyville School District 20 believes in the importance of communicating with parents and community members. In an effort to improve these communications, many teachers are interested in posting student work on district approved web sites or in school-sponsored publications. However, first and foremost, we are concerned about the safety of the students.

- As part of the annual registration process, parents are required to give permission for their child to be photographed or opt-out.
- Students are occasionally photographed or videotaped at school or during school functions for publicity purposes. Please call the school office if you DO NOT wish for your child's photo or name to appear in the newspaper, television, audio/video presentations, district announcements, district website, social media, or newsletters.
- The one exception to this policy is that individual student photographs and names will be printed in each school's yearbook. This yearbook can only be purchased by students, or their parents, currently enrolled in one of the district's schools.

From time to time, Keeneyville School District 20 may publish photographs or images of students that do not identify them in various school publications without parental consent.

Publications in which your child's photograph or image may appear (without identifying information) include, but are not limited to, school brochures, video recordings, school newsletters and the District's website.

- Information posted on the District's website will be available to all users of the Internet.
- Keeneyville School District 20 cannot restrict either the scope of the audience or the use of such information by individuals acquiring District publications or by visitors to the District's website.
- Parents have the opportunity to inspect, copy, and challenge the contents of the above-described information.

RECESS

Elementary students have a supervised play period every day after lunch. Every effort is made to have the children spend at least part of this time outdoors. **Therefore, please dress your child according to the weather conditions.** During the winter, children go outside unless the wind chill factor is below 10 degrees, or they have a written doctor's note. Keeping a hat, a pair of gloves and a scarf in your child's backpack is a good idea. Having them wear boots and snow pants to school when there is snow on the ground is also a good idea. Students will not be allowed to play in the snow unless they are wearing snow pants and boots.

REGISTRATION

Proof of Residency in District 20

Beginning with registration for 2023-24 school year, the District will utilize a third party service to verify residency in district boundaries. Returning families with students in Grades 1-8 will not be required to submit documentation to verify their residency unless the District or their school(s) requests additional information. Families will be permitted to register their student(s) online after any requested documents are submitted.

New families and all Kindergarten families will be required to bring documents from the categories below to their child's school to prove their residency in District 20. In addition, New and Kindergarten families must present the parent/guardian's ID and the child's original birth certificate. After residency is verified, the family will be allowed to complete online registration.

Category I (one document required along with Photo ID):

- Home ownership title, deed, or mortgage statement
- Most recent property tax bill
- Apartment lease (signed and dated within the current school year with lessee of the unit listed)

Category II (two documents with current District 20 address):

- Gas / Electric / Water Bill (most recent)
- Vehicle Registration (current)
- Bank Account Statement (current)
- Home/Apartment Insurance Policy (current)
- Paycheck Stub (most recent)

Fees

Registration Fee

Kindergarten – 8th Grade $150.00 per child

**Early Bird Discount:* $50 off registration fee for each student, if student is fully registered and paid in full by May 31.

***Multi Student Discount:* First two students pay full registration fee (including Kindergarten). All additional students are 50% off or $75.00 ($25.00 if registered by May 31).

Technology Fee

Kindergarten – 8th Grade $50.00 per child

Waiver of Fees

If there is a family in need, there is a fee payment option for registration fees only. Please ask a school secretary for an application form.

Families requesting a waiver for registration fees need to submit the **Waiver of Fees Application Form** and the required documentation for review. You will receive written notification if your waiver request has been granted or denied.

The fees that will be considered to be waived are registration and technology fees.

Fees that cannot be waived: laptop computer or Chromebook insurance for accidental damage and warranty, extra-curricular fees, clubs, curricular materials, yearbook, gown, P.E. uniforms and locks, other lost materials, replacement ID's or planners, lost equipment, overnight trips, etc.

Military Personnel

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

SCHOOL CLOSINGS – EMERGENCIES AND INCLEMENT WEATHER

Although we do not anticipate any emergency closings at our schools, it is always best to be prepared. If at any time school is to be closed due to bad weather or other emergency situation, we will make a decision and will attempt to notify families and staff as early as possible of this information through several methods:

1. **Automated telephone call, text, and email** to the primary contact information listed on your child's school record. The district utilizes a mass notification system to communicate with all parents and staff by telephone, email, and text messaging. It is important for us to have your current phone numbers and email addresses in our student information system, Skyward Family Access, so that we can ensure accurate and prompt delivery of emergency messages such as school closings. The system can automatically dial up to six phone numbers to contact parents. ***It is the parent/guardian's responsibility to notify the school office of any changes in phone numbers or email addresses.***

2. **Posted on District 20 Website** – www.esd20.org (posted as a pop-up and in the Communication Center)

3. **Posted on District 20 Social Media** – Facebook and Twitter *@KeeneyvilleD20*

4. **Posted on "Emergency Closing Center"** at http://www.emergencyclosingcenter.com/ and as reported on radio and television - *WGN Radio (720), WBBM News Radio (780), TV channels BS, NBC, ABC, WGN, FOX, CLTV*

5. **Recorded Emergency Closing Message** found by calling one of our building's main numbers:

District Office	(630) 894-2250
Early Childhood Center (ECC)	(630) 894-4067
Greenbrook	(630) 894-4544
Waterbury	(630) 893-8180
Spring Wood	(630) 893-8900

SEXUAL HARASSMENT

School Board Policy 7:200

No student shall be subjected to sexual harassment or intimidation by any school employee, by other students and/or by the effect of any school policy or practice. If a student is found guilty of sexual harassment, he/she will receive up to a ten day out of school suspension with a possible recommendation of expulsion.

SNACKS

One of the goals of our school district is to maintain a safe environment conducive to learning. Based on the severe allergic reactions that some of our students and staff have, there are some proactive measures we have put in place. These measures are intended to strengthen the safety of our students and staff with food allergies. Each building will inform their parents of the snack/party guidelines.

Birthday Treats

As a school district, we have to be proactive with regard to the health and well-being of our entire student population. In order to promote healthier eating habits overall, to comply with recent legislation and to protect those students with food allergies and sensitivities, and medical conditions that require our care and support, ***we have implemented a "non-edible birthday treat" policy.*** If you would like to send something to the class to celebrate on your child's birthday, some suggestions include pencils, stickers, special erasers, the donation of a favorite book to the classroom, or possibly a donation to a charity in your child's or classroom's name.

SOCIAL ACTIVITIES

The rules listed below should be followed at all school-sponsored functions:

1. Arrive no earlier than fifteen (15) minutes before the activity is scheduled to begin, unless directed otherwise by school personnel.

2. The approximate ending times for an activity will be announced before the event takes place. Transportation arrangements should be made ahead of time so that telephone calls are not necessary. In the event that an emergency necessitates a telephone call, students should feel free to speak to the teachers or school administrator attending the activity.

3. While attending school events, please follow these guidelines:

    a) Regardless of whether the social activity is at our own school or at the site of another school, please stay inside the building. You will be asked to leave the school grounds if discovered outside the school building without authorization from school personnel.

    b) Be a good sport and a courteous spectator at all times. Please refrain from booing. You may be asked to leave the activity for inappropriate behavior. You are a full-time representative of Keeneyville School District 20.

STUDENT EQUITY AND EQUAL EDUCATIONAL OPPORTUNITIES

The District does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits and guarantees both sexes equal access to educational and extracurricular programs and activities.

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, sexual orientation, economic and social conditions, or actual or potential marital or parental status.

No student shall, on the basis of his/her sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage or denied access to educational and extracurricular programs and activities.

Any student may file a discrimination or sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Spring Wood Middle School will conduct a Student Interest Survey each year, giving students an opportunity to share their preferences for after school activities

STUDENT PLACEMENT

District and building administration do not accept individual requests from parents. Please understand that students will not be placed by preference but are placed by educational need.

Student transfers from non-accredited private schools and home schools will be evaluated to determine proper grade placement. The placement will be considered temporary while the district evaluates the academic level of the student for the first thirty days.

STUDENT RECORDS

School Board Policy 7:340

Upon a written request filed with a school administrator, the parents of any student shall have the right to review and request copies of official records directly related to their children. Per federal guidelines, the cost to copy student files is $.10 per page. Parents may challenge the contents of the records and request a hearing.

Student temporary records will be destroyed five years after the student has transferred, been promoted, or otherwise permanently withdrawn from the school district. Permanent records are maintained for a period of sixty (60) years after the student has transferred, been promoted, or permanently withdrawn from school.

The District may release personally identifiable directory information, photos, and videotapes of students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward by submitting a written request to the building principal. Directory information shall be limited to

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- period of attendance in school.

Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail or email *when they are requested* by either parent, unless there is a court order to the contrary.

STUDENT SERVICES

The Office of Student Services is a division of the school system that oversees a broad range of programs and services that directly support and encourage our students to succeed. Programs and services delivered are as follows:

- Special Education Programs Grades Pre-Kindergarten through 8th Grade
- Section 504 Plans
- Homeless/McKinney-Vento Program
- Newcomer Families
- Child Find/Screenings
- Private/Parochial School and Home-Schooled Participation
- Home/Hospital Services
- Services Plan Program

Keeneyville School District 20 is committed to providing a full continuum of alternative programs to meet the individual educational needs and learning styles of each child. The district is also committed to supporting and creating a collaborative work culture that encourages student support staff, general education staff, and parents to work together to provide the best education possible for all students.

TECHNOLOGY

School Board Policy 6:235

Access to the Internet

The Board of Education's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. "Internet" includes all information accessed by Internet sites, e-mail, on-line services, and bulletin board systems.

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

Curriculum

The use of the Internet shall be consistent with the curriculum adopted by the district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.

The Internet is part of the curriculum and is not a public forum for general use.

Acceptable Use Policy

Keeneyville School District 20 makes available to all students' computer, network, and Internet access. The use of the District's network and equipment to access the Internet is a privilege, not a right. Inappropriate use of the network, its equipment, or the Internet will result in cancellation of that privilege. At the beginning of each school year, every student and parent/guardian must sign the acceptable use policy through the on-line registration process.

Acceptable Uses

Through the use of the District's network and equipment, students can access the Internet to locate hundreds of resources, databases, libraries, images, and computer services from all over the world. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner for appropriate educational uses only. All student use of the District's network, equipment, and the Internet must promote educational excellence by facilitating resource sharing, innovation, and communication; or support education and/or research and be in furtherance of the educational mission of the District.

Unacceptable Uses

Any use which disrupts the orderly operation, threatens the integrity or the efficient operation of the District's network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; or constitutes gross disobedience or misconduct is an unacceptable use. The failure of any student to follow the terms of the Acceptable Use Policy will be subject to disciplinary action, up to and including restriction of privileges, and/or appropriate legal action.

Unacceptable uses of the District's network specifically include, but are not limited to:

1. Using the Internet to disclose personal information such as full name, home address, age, telephone number, or any personally identifiable data (photographs), of oneself or any other person;

2. Using the Internet to harass, insult, threaten or attack others (cyberbullying);

3. Using the Internet to access, submit, send, publish, or display any e-mail, instant messages, documents, or other communications that are abusive, obscene, profane, sexually oriented, lewd, vulgar, threatening, racially offensive, harassing, defamatory, or inaccurate;

4. Using the Internet to subscribe to or purchase services or products;

5. Using the Internet to access gambling sites;

6. Engaging in any Internet activity that violates Board or administrative policy or directive, local, state, or federal law;

7. Downloading unauthorized software;

8. Loading unauthorized software;

9. Engaging in plagiarism or copyright infringement;

10. Entering chat rooms and using direct electronic communications (Instant Message services);

11. Using technology for financial or commercial gain, or for promoting political views;

12. Visiting any social network site; and

13. Elevating or attempting to elevate privileges beyond what was designated.

Use of Generative Artificial Intelligence (AI) Technology

The use of generative artificial intelligence (AI) technology as a substitute for original student work will be considered plagiarism, and subject to consequences outlined in the Academic Dishonesty section (page 24). Teachers may, at their discretion, assign student to use these tools for certain acceptable purposes.

Installation of Software

No user may install software on District owned hardware or the District system. All users are required to report the existence of any unauthorized software on individual computers or the network.

Privacy Statement

There is absolutely no expectation of privacy when using the District's network, equipment, e-mail system, or the Internet. All communications and documents stored on or sent from the District's network, may be monitored by the District.

The District employs a safety management solution that uses a combination of artificial intelligence and trained safety experts to provide real-time analysis and review of students' use of online tools. It

constantly scans accounts for harmful content and alerts school officials when students show signs of self-harm, depression, thoughts of suicide, substance abuse, cyberbullying, credible threats of violence against others, or other harmful situations.

Student Data Privacy

District 20 partners with a variety of education technology companies ("ed tech vendors") to provide services in support of your child's education such as digital curriculum, educational resources, and analytical tools. District 20 is committed to protecting the information security and privacy of our students.

District 20 is required by the **Student Online Personal Protection Act (SOPPA)** to enter into a written agreement with any ed tech vendor that operates a website, online service, online application, or mobile application that is designed, marketed, and used primarily for kindergarten through 12th grade purposes. The agreement defines how the vendor may and may not use student data, identifies what data is collected by the vendor, and describes the processes that should take place in the event of a data breach. District 20 will not partner with vendors who are non-compliant with applicable laws and guidelines. Current data privacy agreements and data elements shared between District 20 and compliant, approved ed tech vendors can be viewed on the district website. Parents will be notified within thirty (30) days of a data breach affecting more than 10% of the students.

Not all approved online resources will be used by all students at all grade levels, and directory information is only shared with an approved vendor when utilized by the student or classroom. The district will only provide the minimum amount of data required to maintain service functionally for each vendor. District 20 will not sell, rent, lease, or trade student data or share student data with external entities without a signed agreement.

SOPPA defines the rights parents and guardians have regarding their student's data, which can be viewed on the district website at https://www.esd20.org/district/technology/student-data-and-privacy/parent-rights.

Vandalism

Vandalism is defined as any deliberate or intentional attempt to harm or destroy District technology, the District's network, or its equipment or data and is strictly prohibited. Students who vandalize will lose access to the District's network, equipment, and the Internet. Additionally, students will be subject to disciplinary action up to and including suspension, and/or appropriate legal action.

Some examples of vandalism include, but are not limited to:

1. Changing the computer system settings, altering the screensaver or desktop image, or uninstalling programs;

2. Modifying, destroying, or corrupting the data of another user or the District network;

3. Modifying, destroying, or corrupting District equipment or software;

4. Creating and uploading of computer viruses; and

5. Using another's access privileges, password or accounts or attempting to gain unauthorized access to network resources.

In the event that district-owned equipment becomes damaged or disabled due to normal usage, the student must immediately notify the teacher.

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

Indemnification
The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization. The District will cooperate with local, state, and federal authorities in any investigation concerning or relating to any illegal activities conducted through Keeneyville School District 20's technology.

Internet and Social Media Safety
The District's primary concern in maintaining Internet access is that student safety and security is not compromised at any time. Some of the most effective safety measures can only be implemented by the students themselves. Keeneyville School District 20 strongly recommends parents and guardians discuss the Internet Safety suggestions with their students. For more information and resources on internet and social media safety, visit https://www.esd20.org/for-parents/internet-social-media-safety.

TRANSPORTATION POLICIES
School Board Policy 7:220, 4:110

Keeneyville School District 20 currently provides transportation to those pupils who reside more than 1 1/2 miles from the school building or live in a designated hazard area. It is suggested that students be at their assigned bus stop 5 minutes before the designated pick up time.

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 administration.

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.

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy;
- Willful injury or threat of injury to a bus driver or to another rider;
- Willful and/or repeated defacement of the bus;
- Repeated use of profanity;
- Repeated willful disobedience of a directive from a bus driver or other supervisor; and
- Such other behavior as the building administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

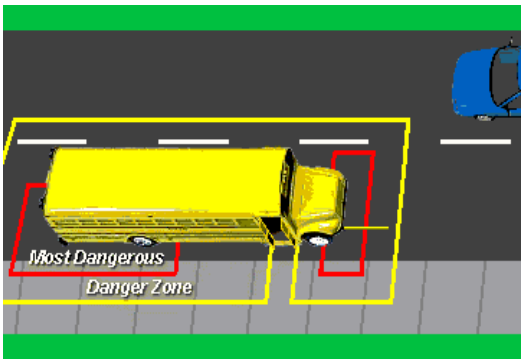
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
- Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. No recording or images should be taken at any time on the bus.
- 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.
- 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.

    a) Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

    b) 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.

c) 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.

d) Never run back to the bus, even if you dropped or forgot something.



(Bus students only) If you choose not to have your child ride the school bus home on any given day, a note or phone call to the office stating this will be required from a parent.

If your child travels to/from school by car, walks, goes to daycare, etc., and the form of transportation changes on any day, please call the school office no later than one hour prior to the end of the day.

If the school office does not receive a phone call or note from a parent or guardian, the child will take their normal route of transportation home.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

For questions regarding school transportation issues, contact the school office.

VISITORS

School Board Policy 8:30

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the school's office and present valid identification to be processed through our Raptor system. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Parents wishing to observe a classroom must coordinate through the teacher and building principal. Care must be taken to avoid a disruption of the classroom learning environment. In most circumstances, observations should not last longer than one class period.

The school district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

- Injure, threaten, harass, or intimidate a staff member, a Board of Education member, sports official or coach, or any other person;
- Damage or threaten to damage another's property;
- Damage or deface School District property;
- Violate any Illinois law, or town or county ordinance;
- Smoke or otherwise use tobacco or look alike products;
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons or look alikes;
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
- 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;
- Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding; or
- Violate other district policies or regulations, or an authorized District employee's directive.