



D34 FAMILY HANDBOOK

2024-2025

Welcome to Antioch CCSD 34. Serving the villages of Antioch, Lake Villa, and Lindenhurst, we are proud to work collaboratively with our school community in providing the best educational opportunities for our students.

The purpose of this handbook is to familiarize families with policies and procedures followed at Antioch CCSD 34 and to answer some of the questions which you may have concerning the school life of your child. Cooperation between the home and the school is an extremely important part of the educational process. This handbook serves as a summary of board policies governing Antioch CCSD 34. All board policies are available on the district website. Changes to this handbook may occur. All changes will be reflected in the digital version of the handbook on the website at www.antioch34.com.

MISSION

We inspire our students to dream and empower them to achieve.

VISION

To be the destination district that unites ALL (Antioch/Lake Villa/Lindenhurst) to transform the future of our community and beyond.

Antioch CCSD 34 District Office (ASC)

964 Spafford Street

Antioch, IL 60002 (847) 838-8401

Aron Borowiak, Superintendent of Schools

Kathy Hogan, Administrative Assistant to the Superintendent

Kristina Guntharp, Director of Curriculum and Instruction

Sara Elfering, Coordinator of Communications and Curriculum

Susan Brito, Administrative Assistant to Technology and Curriculum and Instruction

Suzanne Kinzle, Administrative Assistant /District Receptionist

TBD, Director of Student Services

McKenna Gomez, Coordinator of Student Services

Gretchen Wagner, Administrative Assistant to Student Services / District Registrar

Amy Mahr, Director of Human Resources

Robin Nottingham, Administrative Assistant to Human Resources

Maria Treto-French, Assistant Superintendent/CFO/CSBO

Sonja Crutcher, Business Office Assistant

Sharon Colon, Payroll Specialist

Cheryl Masnova, District Bookkeeper

Julie Byczek, Food Service Coordinator

Josh Coon, Director of Technology

Chrystal Duffy, Database Support Manager

Operations and Transportation Center

830 Highview Drive
Antioch, IL 60002
(847) 838-8388
Cuauhtemoc Mendez, Operations and Maintenance Manager
Mary Holsinger, Director of Transportation
Amanda Haling, Administrative Assistant / Dispatch

ANTIOCH CCSD 34 SCHOOLS

Mary Kay McNeill Early Learning Center

Grade: Pre-K Center
817 N. Main Street
Antioch, IL 60002
(847) 838-8901
Jodi Lax, Principal
Shannon Smigielski, Administrative Assistant

Antioch Upper Grade School

Grades: 6-8
800 Highview Drive
Antioch, IL 60002
(847) 838-8301
Joseph Koeune, Principal
Eric Dohrmann, Associate Principal
TBD, Assistant Principal
Rachel Tack, Assistant Principal
Administrative Assistants: Cindy Baba, Ava Epps, Dawn Rychtanek, and Susan Baird

Hillcrest Elementary School

Grades: K-5
433 E. Depot Street
Antioch, IL 60002
(847) 838-8001
Holly Kaposy, Principal
Debora Johnson, Assistant Principal
Administrative Assistants: Lori Debevec and Dana Lawrence

Oakland Elementary School

Grades: K-5
818 E. Grass Lake Road
Lake Villa, IL 60046
(847) 838-8601
Anita Hernandez, Principal
Lindsay Burns, Assistant Principal
Administrative Assistants: Debbie Sorby and Francine Burns

W.C. Petty Elementary School

Grades: K-5
850 Highview Drive
Antioch, IL 60002
(847) 838-8101
Joanna Gerritsen, Principal

Kristina Franchi, Assistant Principal

Administrative Assistants: Sue Abramson and Merideth Wagner

AUTOMATED DISTRICT ATTENDANCE LINE: (847) 838-8181

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INTRODUCTORY INFORMATION & GENERAL NOTICES

Automated Phone Calling System and Texting System

The District utilizes an automated phone calling and texting system to the household's selected phone number. This system is used on a limited basis and will be implemented to communicate to families such items as school emergencies, school closures, and program cancellations. *In order to receive these phone calls and text messages, it is necessary for the schools to have up-to-date phone information.*

Home/School Communications

While working together for the best interests of the children, it is important that the lines of communication between home and school are kept open. Teachers may share information via PowerSchool, classroom web pages, broadcast emails, or other communication applications. A newsletter may be issued from the school office and other communications will be sent home as needed. Teachers and staff should not be communicating through personal social media applications such as Facebook or their personal communication device such as a personal cell phone.

Telephones

To provide better telephone communication, each teacher has a telephone in their room. However, these phones only ring before and after school hours and messages may not be retrieved until after school hours. Please do not leave messages for students on classroom phones. Messages that are time sensitive should be directed to the school's main office.

Email

To provide convenient communication, each staff member has a school email address. Staff are asked to respond to emails in a timely manner. Staff do communicate through Learning Management Systems, as well, such as SeeSaw and Google Classroom. Messages that are time sensitive should be directed to the school's main office.

Visitors

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

Visitors must sign-in, identifying their name, the date, time of arrival, and the classroom or location they are visiting. Approved visitors must also have a state-issued picture I.D. so that a background check can be run using our background check system (Raptor). Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are

required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign-out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property while in the building. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, student, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke, vape, or otherwise use tobacco or nicotine related products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Board policy [7:270, Administering Medicines to Students](#), implementing Ashley's Law. Ashley's Law allows a designated caregiver to administer medical cannabis infused products to students who are registered qualifying patients at school or on the school bus. However, it also requires the caregiver to immediately remove the product from school grounds after administration. (Reference: [105 ILCS 5/22-33](#), Board Policy [7:270](#))
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Parent/Guardian Involvement

As partners in educating children, parent/guardian involvement is essential. We encourage participation in your child's school activities. Please let your child's teacher know if you would like to volunteer in the classroom or school. We ask that siblings not accompany the parent/guardian when you help in the classroom or at school parties.

Equal Opportunity and Sex Equity (Reference: Board policy [7:10](#))

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. (The identified protected classes under civil rights laws, including the Illinois Human Rights Act.)

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Antioch CCSD 34 staff below. A [complaint form](#) can be found on the [Antioch CCSD 34 website](#).

Nondiscrimination Coordinator:

Amy Mahr
964 Spafford Street, Antioch, IL 60002
amahr@antioch34.com
(847) 838-8457

Complaint Managers:

Amy Mahr
964 Spafford Street, Antioch, IL 60002
amahr@antioch34.com
(847) 838-8457

Kristina Guntharp
964 Spafford Street, Antioch, IL 60002

Animals on School Property (Reference: Board Policy [6:100](#))

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be waived by administration in the case of an educational opportunity for students, provided that (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.

School Volunteers

Some teachers utilize parent/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parents/guardians. For school-wide volunteer opportunities, please contact the school office for more information.

Volunteers are required to:

- Check in and out at the main office and receive a visitor badge before going to their destination.
- Have a state-issued picture I.D. so that a background check can be run using our Raptor system.
- Maintain confidentiality and professionalism at all times.

Volunteers may not bring other children to school when volunteering, unless prior arrangements have been made.

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be delivered to the home.

Latex Balloons, Flowers, and Body Spray

Latex balloons, flowers, and body sprays are prohibited in any of our schools due to health concerns.

Healthy Snacks (Pre-K-5 Snack Time)

Student health and wellness is dependent upon good nutritional choices for all students throughout the school day. The prevention of allergic reactions and the reduction of childhood obesity are factors contributing to healthy and allergy safe snack options. (While it is recognized that there can be no guarantee of total allergy free environments within the school setting, the term “allergy safer” implies efforts to reduce the potential for allergic reactions.) All classrooms throughout the District will be nut free classrooms in order to provide allergy safer learning environments for all students. Students participate in educational activities in various classrooms during the school day due to flexible grouping, changing class periods at the middle school, and specials such as music or PE; therefore, all classrooms

must provide, to the extent reasonably possible, an allergy safe learning environment. No sharing of food or beverages during meal or snack due to concerns about allergies and other dietary restrictions.

The current approved list of snacks: Teddy Grahams, Pretzels, Mini Muffins (Peanut free), Cheez-It Crackers, Goldfish Crackers, Whole Grain Pop Tart, Whole Grain Rice Krispie Treat, Mini Rice Cakes (Peanut free), Animal Crackers, Yogurt Cup, Tub or Squeeze Pouch, Applesauce Cup or Squeeze Pouch, Welch's or Mott's Fruit Snacks, Fruit Cup or Squeeze Pouch, String Cheese, Cheese Cubes, Raisins, Craisins, Fresh Fruit, Fresh Veggies, and Fruit Smoothie.

Carbonated or caffeinated beverages (soda pop) are not allowed in the classroom.

Holiday and Birthday Celebrations

Parents/Guardians often participate in birthday and holiday celebrations by sending treats to school. All treats provided for student groups *must* align with district regulations, unless otherwise identified through a student's 504 Plan/IEP. Parents/Guardians may recognize holiday parties and birthdays at school in ways that do not involve food items, as well. Some examples include providing non-edible trinkets for the class or purchasing a book/game for the classroom.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of remote learning, school closings, or delays. Remote learning, school closing, or delays for any reason will be announced by the electronic communication system and social media. If bad weather or other type of emergency occurs during the day, please listen to local media stations, as well as the District's automated phone and email system, for possible early dismissal information.

For your child's safety, parents/guardians should make certain their child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

For more information, visit our [Emergency Closing Information](#) webpage.

Video and Audio Monitoring Systems (Reference: [Illinois Compiled Statutes 720 ILCS 5/14-3\(m\)](#))

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

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

Illinois PUNS - Division of Developmental Disabilities

What is PUNS?

PUNS is a database that registers individuals who want or need Developmental Disability Waiver services (i.e. Community Integrated Living Arrangements, Home Based Supports, Child Group Home) funded by the Illinois Department of Human Services/Division of Developmental Disabilities. As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. The PUNS categories, criteria, forms and instructions for completing the form have recently been revised and now reflect a more streamlined approach to the process. These changes were necessary to reduce confusion, increase transparency, and make the selection process more predictable for individuals with developmental disabilities and their families.

For further information, please contact our PUNS trained staff, Vasiliki Frake or Susan Harkins in the Student Services Office at 847-838-8401.

Student with Food Allergies

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

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

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Individual student allergy action plans are on file in each Nurse's office.

Care of Students with Diabetes (Reference: [Illinois Compiled Statutes 105 ILCS 145](#))

A student with the diagnosis of diabetes who requires management of diabetes in the school setting will be required to have a Diabetic Medical Management Plan (DMMP) written by the licensed health care provider (MD, DO, APN, PA) and signed by the parent/guardian, which serves as the basis for the

student's Section 504 Plan. The plan must be submitted to the school nurse. Parent/Guardians are responsible for and must:

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

Students with diabetes may also self-carry diabetic testing supplies and insulin as per the DMMP written by the health care provider and with a parent/guardian signature. Students may also self-test glucose and self-administer insulin as per the DMMP written by the health care provider and with a parent/guardian signature. For further information, see: *Helping the Student with Diabetes Succeed: A Guide for School Personnel* from the National Diabetes Education Program of the National Institutes of Health and the Centers for Disease Control and Prevention as referenced in 105 ILCS 145 Care of Students with Diabetes Act. *For further information, please contact the Health Service Office Staff.*

Suicide and Depression Awareness and Prevention (Reference: Board Policy [7:290](#) and [Illinois Compiled Statutes 105 ILCS 5/10-23.13\(b\)](#))

In 2013, Illinois passed [PA-97-1147](#), better known as Erin's Law. The intent is to increase the awareness of child sexual abuse. This law requires all school districts to plan and implement age appropriate programs in their schools to promote prevention education related to sexual abuse to students. This program is aimed at educating and empowering students through providing:

- Methods for increasing awareness regarding sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse.
- Actions that a child who is a survivor of sexual abuse should take to obtain assistance and intervention.
- Available counseling options for students affected by sexual abuse.

Suicide and depression awareness and prevention are important goals of Antioch CCSD 34.

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

Suicide Prevention Hotlines:

- National Suicide Prevention Lifeline:
 - Dial 988
- Crisis Text Line:

- Text HOME to 741741
- Essential Community Services:
 - Dial 211

Evidence-Informed Educational Information on the Warning Signs of Sexual Abuse

Erin’s Law is an Illinois law named after a survivor of sexual abuse. Erin’s Law requires school districts to address child sexual abuse through several proactive practices, including providing evidence-informed educational information to parents/guardians on the warning signs of a child being sexually abused, along with any needed assistance, referral, or resource information.

Parents/guardians are essential partners in the fight against sexual abuse. Parents/guardians can do this by discussing body safety with their children, as well as recognizing signs of potential abuse. According to the [Erin’s Law website](#), the following signs may indicate that a child is being abused:

Warning Signs of a Child Being Abused:

- Nightmares
- Trouble sleeping
- Bedwetting
- Change in appetite
- Fear of certain people, places, activities
- Mood swings: rage, anger, fear, anxiety, insecure or withdrawn
- Depression
- Aggression
- Feeling shameful or guilty
- Isolating oneself
- Withdrawal from someone
- Resisting removing clothes when appropriate times (bedtime, bath time)
- Change in academics
- Running away from home
- Suicidal thoughts
- Acting out sexually
- Exhibits adult behaviors, knowledge, and language

Signs More Common in Adolescents:

- Eating disorders
- Self-injury
- Drug and alcohol abuse
- Promiscuous activity
- Running away
- Suicidal
- Depression and anxiety

- Fear
- Academic problems

Assistance, Referral, or Resource Information:

If you believe a child may be a victim of sexual assault, report it immediately. For emergency situations, contact 911. For non-emergencies or for more information, the following is a non-exhaustive list of suggested resources:

- Rape Abuse Incest National Network Hotline (RAINN):
<https://www.rainn.org/about-national-sexual-assault-telephone-hotline> or 800-656-HOPE (4673)
- Childhelp National Child Abuse Hotline:
<https://www.childhelp.org/> or 1-800-4-A-CHILD (800-422-4453)
- Illinois Coalition Against Sexual Assault:
<https://icasa.org/>

Please contact your building's principal, social worker, or school psychologist for more information. School personnel are mandated reporters and will report all suspected abuse or neglect to the Department of Children and Family Services (DCFS).

Breastfeeding Students (Reference: [Illinois Compiled Statutes 105 ILCS 5/10-20.60](#))

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

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

Complaints regarding violations of this procedure should be made to the District named officials or any staff member.

Parent Organizations and Booster Clubs

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

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, and District school's name or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and restricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate administrative staff members to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

ATTENDANCE AND PROMOTION

Attendance (Reference: Board Policy [7:70](#))

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any

child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences; excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by a building administrator.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building administrator.

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

In the event of any absence, the student's parent/guardian is required to call the school at (847) 838-8181 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a phone call home will be made to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their

families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interview with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Tardy Policy

Students who are tardy may be excused or unexcused. Excused tardies are given for students who are late to school because of unavoidable emergencies or professional appointments with doctors or dentists. A notification from the parent/guardian or doctor with the reason for the tardy is necessary to be given an excused tardy. Unexcused tardies are given for all students who are late to school without valid cause. For example, students who are late because they overslept and missed the bus will be given an unexcused tardy. Office Discipline Referrals may be written for students who receive 4 or more tardies in a trimester and those with excessive tardies may be referred to the Lake County Regional Office of Education Attendance & Truancy Division.

Release Time for Religious Instruction and Observance

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

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

Make-Up Work

If a student is absent, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Teachers are not required to provide work in advance for students going on vacation.

Truancy (Reference: [Illinois Compiled Statutes 105 ILCS 5/26-2a](#) and [105 ILCS 5/26-12](#))

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant (105 ILCS 5/26-2a). Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Attendance on Take Your Child to Work Day

The District would prefer that students be in school unless a parent/guardian's place of employment has special events planned. If a parent/guardian intends on taking their child(ren) to work, the following requirements must be met:

- A letter on company letterhead stating the company's planned activities must be submitted by a parent/guardian, and it may be counted as an excused absence.
- Students will be expected to make up any missed work.

Grading and Promotion

School report cards are issued to students on a tri annual basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Student/Family Conferences

Conferences are scheduled on the school calendar and as needed during the rest of the school year. This time frame allows for conference time if requested and intervention if needed. You are encouraged to make an appointment with your child's teacher if you have a concern. A note, email, or a phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Student/Family conferences must be arranged ahead of time. During Student/Family Conferences, families are limited to one conference time slot per student in order to accommodate everyone.

Homework

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

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Exemption from Physical Education Requirement (Reference: Board Policy [7:260](#))

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7 and 8 may submit a written request to a building administrator requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program (interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader). The building administrator will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Special Education section of the Handbook.

Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates that his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

STUDENT FEES AND MEAL COSTS

Fees, Fines & Charges; Waiver of Student Fees (Reference: Board Policy [4:130](#) and Board Policy [4:140](#))

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may submit a [fee waiver](#). A fee waiver applies to all fees related to school, instruction, and extracurricular activities but does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building administrator or designee will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

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

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Additionally, no fees are charged for Preschool For All eligible students including registration, milk, technology, field trips, etc.

Lost Library Books, District Technology and Other Instructional Items

Library books, district technology and other instructional items must be returned at the end of the school year to the Library Media Center or issuing teacher. If items are lost, students, except for Preschool For All grant students, must pay for the item. If the item is later found, an overpayment may be issued to their Antioch CCSD 34 PowerSchool account. In some circumstances, if the material has already been replaced, a refund may not be available. Unpaid fines/fees may result in lost privileges. Please note that a fee waiver does not exempt a student from lost and damaged books, locks, materials, supplies, and/or equipment.

On an occasional basis, students will be allowed back in the building to retrieve forgotten materials and supplies. Students may be asked to sign in at the office and may be escorted to the classroom by a staff member. We cannot always guarantee that the office will be open to let students back into the building.

Student Lunch Accounts

Antioch CCSD 34's lunch account is a debit style system in our point of sale software; Titan^(r). Each child receives a lunch "debit card" which is kept in the cafeteria. The Food Service Coordinator keeps all records of purchases, with a daily running balance in the food service system.

Money must be placed on the student's lunch card before a meal can be purchased. Parent/Guardians can make a credit card payment through your student's account at <https://Antioch34.powerschool.com/public/home/html> through your PowerSchool parent/guardian account. Deposits can also be made by cash/check to the schools. Money can be sent in an envelope to your student's school: please print your student's first and last name and teacher's name on the envelope.

Negative Lunch Balances

A student with a negative balance of -\$15.00 may be unable to charge any lunch or milk to their account. Printed notifications and emails will be sent home weekly for low or negative lunch balances. Phone calls will be made weekly with high negative balances. Send in a cold lunch with a drink for your student until a payment can be made. Please monitor your student's lunch account and make sure they do not go negative.

Daily Lunch (includes milk) \$3.00	Daily Milk Only \$0.40
Weekly Lunch (includes milk) \$15.00	Weekly Milk Only \$2.00
Monthly Lunch (includes milk) \$60.00	Monthly Milk Only \$8.00
Reduced Lunch (includes milk) \$0.40 daily; \$2.00 weekly	

Applications for free and reduced lunch are available in the school office or on our D34 website under [Parent Forms](#). Eligibility for free and reduced benefits must be established each school year by filling out an [income eligibility application](#) and [fee waiver form](#). **If your student is on free or reduced lunch, they must take the entire lunch. If they purchase milk only, this is at a cost of \$0.40 to your family.**

End of Year Lunch Balances

Any funds remaining at the end of the school year are rolled over into the student's lunch account for the upcoming school year.

For 8th grade graduates or students that are not returning to the District, parents/guardians must request that any leftover funds be refunded. Check reimbursements must be \$10.00 or more to be refunded. The reimbursement form is available in the School Lunch Account procedures which is located at www.antioch34.com. Go to the Departments tab > Food Services > School Lunch Account Procedures. Please contact your student's school office with any questions.

For 8th grade graduates that have younger siblings, leftover funds will be transferred to those siblings.

TRANSPORTATION

Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents/Guardians will be provided their child's bus route at the beginning of the school year. Parents/Guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. This applies to all situations for safety purposes, even if the parent sends a note (students can only ride the bus they are assigned to). In the event of an emergency, exceptions must be approved in advance by a Building Administrator.

Students must arrive at their designated bus stop 5 minutes prior to their scheduled pick up time. Weather, trains, detours or traffic may cause the bus to arrive later than the scheduled pick up time. A blast will be sent should the bus run more than 10 minutes later than the scheduled 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 a building administrator.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the students' safety and in compliance with State law, it is expected that students observe the following:

1. 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.
2. Stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, music devices, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Eating and drinking are not allowed on the bus.
7. 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, when windows are open, keep your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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 to retrieve any personal item.
10. 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.
11. Never run back to the bus, even if you dropped or forgot something.
12. Kindergarten students must have parents/guardians or designees (12 years or older) meet them at their assigned stop. If a parent/guardian is not present to pick up their kindergarten students, the route will continue and the student will be returned to their school.
13. Students who are ill at the end of the school day will not be permitted to take the bus. Instead, parents/family will be notified to come to school to pick up their child.

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

For questions regarding school transportation issues, contact: Transportation 847-838-8388.

Bus Conduct (Reference: Board Policy [7:220](#))

Students are expected to follow all school rules 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:

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation.

For questions regarding school transportation issues, contact Transportation at 847-838-8385.

HEALTH AND SAFETY

The [school nurse contact](https://www.antioch34.com/domain/47) information can be found on the school website <https://www.antioch34.com/domain/47>.

Immunization, Health, Eye & Dental

Required Health Examinations and Immunizations (Reference: [105 ILCS 5/27-8.1\(2\)](#); [410 ILCS 45/7.1](#), and [105 ILCS 5/27-8.1\(5\)](#))

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

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

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required [health forms](#) are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements if moving from outside of Illinois. If moving from within Illinois, the health examination and immunization requirements must be received before they start school. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement

of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by a licensed health care provider (MD, DO, APN, PA).

Eye Examination

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building administrator a signed statement by a licensed health care provider (MD, DO, APN, PA) explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building administrator a completed Illinois Certificate of [Religious Exemption form](#);
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider (MD, DO, APN, PA) and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an Antioch CCSD 34 [Medication Authorization Form](#). (Form may be retrieved on the [website](#) under Departments >Health Services >Health Forms)

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed District

34 [Medication Permission Form](#) is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Signing the District 34 [Medication Permission Form](#) authorizes school district employees to allow the student to receive ordered medication and releases Antioch CCSD 34 and its employees of liability associated with it. The parent/guardian is responsible for bringing any medication, including over-the-counter medications, to school, providing refills, removing any unused medication once treatment is completed and providing dosage changes in writing from the health care provider (MD, OD, APN, PA). Students should never be responsible for transporting medication to school. In the event the parent/guardian is unable to, arrangements should be made to have it delivered to school. In all cases, the school district retains the discretion to reject any request for administering medication, in which case, a parent/guardian can come to school to administer.

All medication must be in the original container and labeled with the student's name, name of medication, dosage and frequency of administration. The medication provided must be what the licensed provider ordered.

Medication NOT picked up at the end of the school year will be discarded as per state mandate.

Self-Administration of Medication (Self-carry)

A student may possess and self-administer an epinephrine injector (e.g., EpiPen^(R)) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a District 34 [Self-Administration Medication Form](#).

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Medical Management Plan, which must be on file with the school. See more information on diabetes care in the "Care of Students with Diabetes" section below.

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a District 34 [Self-Administration Medication Form](#).

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis (Reference: [105 ILCS 5/22-33\(g\)](#) and Board Policy [7:270](#))

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact a building administrator for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications (Reference: Board Policy [7:270](#))

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Over the Counter (OTC) Medications (Reference: Board Policy [7:270](#))

OTC (Non-prescription) medication should be limited to those required during school hours which are necessary to maintain the child in school and those needed in the event of a medical emergency.

OTC medication must be brought to school by the parent/guardian in the original labeled container (preferably unopened) with the ingredients listed, expiration date stated, and the child's name affixed to the container.

OTC shall be prescribed by a licensed health care provider (MD, DO, APN, PA) on an individual basis as determined by the child's health status. A District 34 [Medication Permission Form](#) must be completed as a written order by the child's licensed prescriber.

Medications, including cough drops and eye drops, are not to be kept in the student's desk, coat pocket, backpack, etc. Any unauthorized medication will be confiscated. The only exception would be if it's necessary for the student to carry an Epinephrine injector or an inhaler with proper documentation.

Items listed as holistic, homeopathic, essential oils, and/or any other non-FDA approved substances will not be given by Antioch CCSD 34 staff or allowed to be taken during school hours unless administered by a parent or guardian. Students with epilepsy may also self-possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Expired Medications

It is the responsibility of the parent/guardian to provide non-expired medication for daily and/or lifesaving use for their student.

No Liability Statement re: Undesignated Epinephrine Auto-Injector

No Liability: When a nurse, or trained personnel administers an undesignated Epinephrine Auto-Injector to a person whom the nurse/trained personnel in good faith believes is having an anaphylactic reaction, notwithstanding the lack of notice to the parent/guardian or the absence of the parent/guardian's signed statement acknowledging no liability, except for willful and wanton conduct, the District and its employee and agents, including a physician providing standing protocol or prescription for school Epinephrine Auto-Injectors, are to incur no liability except for willful and wanton conduct as a result of any injury arising from the use of an Epinephrine Auto-injector regardless of whether authorization was given by the student's parent/guardian or by the student's health care provider.

Opioid Antagonist

A school nurse, or trained personnel, as defined by state law, may administer an undesignated opioid antagonist according to district policy and procedure.

No Liability Statement re: Undesignated Opioid Antagonist

No Liability: When a nurse, or trained personnel administers an Opioid Antagonist to a person whom the nurse/trained personnel in good faith believes is having an opioid overdose, the District and its employee and agents, including a physician providing protocol or prescription for school Opioid Antagonist, are to incur no liability, except for willful and wanton conduct as a result of any injury arising from the use of an Opioid Antagonist.

Emergency Aid to Students

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

Guidance & Counseling

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Communicable Diseases

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

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

When to Keep Your Child at Home Due to Illness

Healthy children learn better. In an effort to prevent the spread of germs at school, we are asking that you keep your child home from school if he/she is ill. The school office, with consultation from the school health official, may contact you to take your child home should he/she become ill while at school. Your child should be at home if they have any of the following symptoms:

- Fever of 100.4 degrees F or higher. Student must remain at home until the fever is below 100.4 degrees F without medications for 24 hours
- Nausea, vomiting, abdominal pain or diarrhea (not related to an already established medical issue)
- Sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hours)
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as:
 - Headaches, body aches, earaches
 - Severe sore throat (*Could be strep-throat even without fever. Other symptoms of strep-throat in children are headache and stomach upset. Contact your pediatrician to assess or diagnose strep-throat.*)

If your child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- They should feel fit for at least 24 hours.
- Be free of fever for at least 24 hours (without medications for 24 hours).
- Be free of vomiting and/or diarrhea for at least 24 hours.
- If strep-throat, they must be on the appropriate antibiotic for at least 24 hours.

- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician.
- Rash illnesses should be assessed by a doctor. If chickenpox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over.

Please notify the school if your child has been diagnosed with an infectious condition such as strep-throat, chickenpox, scarlet fever, pertussis, influenza, etc.

Head Lice

When a staff member suspects a student of having head lice, the following procedure will be followed:

- A staff member should notify the Health Services Office **confidentially** that they suspect a student may have lice.
- The nurse will inspect the student for an active case of head lice. (An active case of head lice is when live lice are visible and/or nits (eggs) are noted ½” or less from the scalp.)
- If live lice are visible OR nits CLOSER than ½” to the scalp are discovered, the student will return to class and the parent will be notified. Prompt treatment at home will be advised, including removal of live lice and all visible nits. The student will go home via regular mode of transportation at the end of the day unless other arrangements have been made. If nits are farther than ½” from the scalp are discovered and no live lice are present, the parent will be notified and the student will return to class.
- Parents or guardians will be directed to their health care provider for proper diagnosis and treatment.
- Parents or guardians will be directed to the district website at: <https://www.antioch34.com/Page/95>.
- The parents/guardians will be instructed to check all family members and notify anyone who the student spends a significant amount of time with (e.g. babysitters, grandparents, or parents who live in another home).

Vision and Hearing Screenings (Reference: Child Vision and Hearing Test Act ([410 ILCS 205](#)) and Hearing Screening ([77 Ill.Admin.Code 675](#)) and Vision Screening ([77 Ill.Admin.Code 685](#)))

Vision and Hearing screenings are mandated by Illinois on an annual basis for the following students. This statement serves as notice that Vision and Hearing Screening will occur for:

- Vision - pre-school, kindergarten, second, and eighth grades, along with new students to the District and Special Education students.
- Hearing - pre-school, kindergarten, first, second, and third grades, along with new students to the District and Special Education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a [form](#) indicating that an examination has been administered within the previous twelve months and

that the evaluation is on file at the school. If a vision or hearing examination report form is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

Families will be notified of the vision screening test dates. The parent or guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or guardian detailing such objections must be presented to the local school authority.

School Operations during a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads substantially. Your child's school and district plan an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent or designee in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

Please contact school or district officials if you have any other concerns regarding your child's education, health or safety.

DISCIPLINE AND CONDUCT

Positive Behavior Interventions and Support (PBIS)

[Positive Behavior Interventions and Supports \(PBIS\)](#) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Antioch CCSD 34 has adopted Positive Behavior Interventions and Supports as the framework for implementing a culture of discipline conducive to learning. Every school in Antioch CCSD 34 has developed a matrix listing the behavior we expect from students in all common locations of the school building.

These expectations are taught systematically and explicitly by staff within the first two weeks of school, following prolonged school breaks, and as needed. Students are recognized for displaying appropriate behavior. Students are corrected for inappropriate behavior in a re-teach model. Students who continue to display inappropriate or unsafe behavior will be referred to the office using an Office Discipline Referral (ODR) per the School Board discipline policy. Data is kept on office referrals to monitor location, time, frequency, and problem behavior. This data is used to help guide re-teaching, reinforcement schedules, and guide decision making.

As part of a Multi-Tiered System of Supports (MTSS) model and Response to Intervention (RtI) model, PBIS applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools using PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice.

The principles and practices of PBIS are consistent with federal education mandates such as the *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act of 2004* (IDEA 2004). PBIS integrates states school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

Positive behavior interventions and supports focus on understanding why behaviors occur and implementing strategies to teach students more appropriate behaviors. Overall, positive interventions that focus on changing student behavior involves:

1. Teaching and modeling the behaviors that are expected,
2. Consistently recognizing and rewarding the positive behaviors when they occur, and
3. Consistently enforcing meaningful consequences for behavior intervention.

The positive behavioral approach to addressing behavior can occur on a school-wise level, within classrooms, or with individual students to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

Check-In / Check-Out (or School Titled Tier II Program)

The Check-In / Check-Out program is an additional layer of PBIS. Students are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day. The feedback system is connected to the [school wide behavior expectations](#). Check-In/Check-Out may be an effective tool for any student who could benefit from having an ongoing, supportive and reflective dialogue with an adult during the school days. Basic features of the Check-In/Check-Out program include:

1. Check-in and check-out daily with an adult at school
2. Regular feedback and reinforcement from teachers
3. Family component
4. Daily performance data used to evaluate progress

For further information, please visit:

Antioch CCSD 34 PBIS Website: <https://www.antioch34.com/Page/160>

Midwest PBIS Network Website: <https://www.midwestpbis2.org/>

Positive Behavioral Interventions and Support Website: <https://www.pbis.org/>

Senate Bill 100 (SB100)

Several policies were updated to reflect changes in the law and procedures governing student discipline as defined by Senate Bill 100 [P.A. 99-0456]. These policies became effective and replaced the current policies on Student Discipline on the first student attendance day of the 2016-2017 school year.

Highlights of Major Changes:

- The term and usage of Zero Tolerance practices are strictly prohibited under SB100.
- Suspension and expulsion decisions will be made on a case-by-case basis.
- Reasonable efforts must be made to resolve threats, address disruptions, and minimize the length of exclusions.
- Student discipline policies include interventions the school district intends to implement as part of the disciplinary process.
- Appropriate and available support services must be identified and provided.
- Provision of re-engagement opportunities on a continuum, based on the underlying offense and length of the exclusion from school.
- Schools must limit the number and duration of expulsions and out of school suspensions to the greatest extent possible.

What Has NOT Changed:

- Schools may still suspend students up to 10 school days providing new requirements of SB100 have been satisfied.
- Schools can still recommend a student be expelled for up to two calendar years.
- IDEA and Section 504 regulations continue to apply to students with disabilities facing suspension and expulsion.

The standard for student and staff safety has not changed.

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is permitted with permission from building administration.
- Water guns, play guns, and/or real guns are not permitted at school.
- Personal electronic devices are permitted with permission from building administration.

School Dress Code/Student Appearance

Goals of Antioch CCSD 34's Student Dress Code:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes).

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Students **Must** Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoes requirements are permitted (for example for sports)

Students **May** Wear:

- Hats, including religious headwear
- Hoodie sweatshirts (hood is allowed)
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear is not exposed
- Tank tops
- Athletic attire
- Clothing with commercial or athletic logos

Students **Cannot** Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, tobacco, sexual innuendos, or slogans that denote violence or are disruptive to the educational process..
- Hate speech, profanity, images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Students may not wear chains, spikes and/or dangerous jewelry for health, and safety reasons; this includes wallets with chains. The wearing of or displaying of gang-related insignia, clothing, sweat bands, and/or colors are prohibited.

If there is any doubt about dress and appearance, the Administration will make the final decision. Dress code violations may result in the student being required to change their clothing and/or the parents/guardians being contacted to provide a change of clothing. Repeat dress code violations may lead to disciplinary measures. Please note that face paint is not permitted, except during special events.

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

(Reference: 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 student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on person 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 contact 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 Administrator, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800-656-HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

[Sexual Abuse Response and Prevention Resource Guide](#)

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Faith's Law Notifications (Reference: Public Act 102-676; Board Policy [5:120](#))

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Prevention of Anaphylaxis (Reference: Board Policy [7:285](#))

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

Student Behavior

Prohibited Student Conduct (Reference: Board Policy [7:190](#))

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Student(s) who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the

student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy,, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 2. Using or possessing an electronic paging device.
- 3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by a building administrator, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 4. Smartwatches can be worn but should be silenced and only used as a watch during school hours.
- 5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. Being absent without a recognized excuse.
15. Being involved with any public school fraternity, sorority, or secret society.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
19. Knowingly making a false accusation or providing knowingly false information or spreading rumors about other students or staff.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an Unmanned Aircraft System (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by a building administrator.
22. Students may not use Artificial Intelligence (AI), including AI image or voice generator technology, to violate school rules or school district policies.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

Office Discipline Referrals (ODR) will be put into place after the teacher has given a student ample reminders/warnings. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

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

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

Please note: Preschool students follow Public Act 100-105 which took effect on January 1, 2018. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. For more information regarding preschool disciplinary measures, contact the Early Childhood Coordinator at (847) 838-8901.

Corporal Punishment

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

Weapons Prohibition (Reference: [105 ILCS 5/10-22.6\(d\)](#))

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment (Reference: Board Policy [7:20](#), Board Policy [7:180](#), [105 ILCS 5/27-23.7\(a\)](#), [775 ILCS 5/1-103](#), and [23 Ill.Admin.Code §1.240](#))

Bullying, intimidation, and harassment, diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one

or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 105 ILCS 5/27-23.7

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

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

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

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

posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Bullying Prevention and Response Plan

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

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

Nondiscrimination Coordinator:

Amy Mahr
964 Spafford Street, Antioch, IL 60002

amahr@antioch34.com

(847) 838-8457

Complaint Managers:

Amy Mahr

964 Spafford Street, Antioch, IL 60002

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is **prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the schools' investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Sexual Harassment & Teen Dating Violence Prohibited (Reference: Board Policy [2:265](#) and Board Policy [7:185](#))

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy,

the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

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

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination and Title IX Coordinator:

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Complaint Managers:

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Public Displays of Affection (PDA)

In order to maintain a healthy school atmosphere, public displays of affection are not permissible in school or on school grounds at any time including activities outside of the school day.

Cafeteria Rules

1. Students shall walk to lunch and shall be orderly and quiet (normal tone) during lunch.
2. Students shall not save seats for other students.
3. Carbonated or caffeinated beverages (soda pop) are not allowed in the cafeteria.
4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.

5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food, milk cartons or other items.
7. Students shall not trade or share food as each cafeteria has a “share cart” where students may put unopened, pre-packaged items that other students may take if they like.
8. If food is delivered such as McDonalds or Door Dash for a student, an alternate location will be arranged to eat lunch.
9. Parents/guardians attending lunch to eat with their child is at the discretion of a building administrator, based upon available space, and approved ahead of time.
10. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
11. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
12. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
13. Students shall report spills and broken containers to cafeteria staff immediately.
14. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
15. No cell phones are permitted unless approved by staff.

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

Field Trips

A blanket permission slip will be issued with registration materials for parents/guardians signature for the school year. Other informational slips will be issued for all field trips listing the purpose of the activity, the date, time, and other important information. Student behavior during all aspects of off-campus trips is governed by school rules. There will be no tolerance of any behavior that detracts from or interferes with these off-campus activities. Although these trips are a planned part of our curriculum, a student may be excluded from a trip at the discretion of the Administration. The decision to exclude a student from a trip would be based upon a review of incidents and information that indicates the student would not be able to function appropriately in a loosely structured environment. An appropriate, alternative instructional activity will be arranged at school for students who do not participate on off-campus trips. Parents/Guardians will be notified in advance of the day of the trip of such an action and the reasons for it.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher.
2. Failure to complete appropriate coursework.
3. Behavioral or safety concerns.

4. Denial of permission from administration.

Field trip chaperones are expected to abide by all school rules during their time on a school sponsored field trip, including silencing cell phones.

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Access to Student Social Networking Passwords & Websites (Reference: Illinois Compiled Statutes [105 ILCS 75/15](#))

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but it is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod^(c), iPad^(c), laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building administrator.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or

school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and, in some cases, during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Bicycle, Skateboard, Hoverboard, and Scooter Regulations

1. Hoverboards are not permitted on school property.
2. Students may ride their bicycles, skateboards, and scooters to school if operated in a safe manner.
3. When entering school property, students should dismount and walk bicycles, skateboards, and scooters. When leaving school property, riders must wait until all school buses have departed.
4. Park bicycles, skateboards, and scooters at the bike rack and lock securely.
5. Students are responsible for the security of personal belongings.
6. Students are not to be near the bicycle rack during the day except for leaving or entering school.
7. Students should:
 - a. Always ride bicycles on the right side of the road, close to the sidewalk or shoulder of the road.
 - b. Keep bicycles, skateboards, or scooters in a safe condition for riding.
 - c. Obey all traffic lights and signals.
 - d. Walk bicycles at crosswalks.
 - e. Give proper hand signals when making right/left hand turns or intending to stop.
 - f. Yield right-of-way to pedestrians.
8. Any student riders found consistently breaking bicycle safety rules will not be allowed to ride their bike to and from school. Bicycles may be confiscated in extreme cases.

INTERNET, TECHNOLOGY & PUBLICATIONS

Guidelines for Responsible Use of Technology

The Guidelines for Responsible Use of Technology can be viewed at:

<https://www.antioch34.com/Page/252>

Guidelines for Student Distribution of Non-School Publications (Reference: Board Policy [7:310](#))

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify a building administrator of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by a building administrator, e.g., before the beginning or ending of classes at a central location inside the building.
3. A building administrator may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Family Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student is preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Access to Non-School Sponsored Publications

Restrictions on Publications (Reference: Board Policy [7:310](#))

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

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

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

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

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

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

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

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

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

SEARCH AND SEIZURE (Reference: Illinois Compiled Statutes [105 ILCS 5/10-22.6\(e\)](#))

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes law enforcement agencies.

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

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

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

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity (Reference: Illinois Compiled Statutes [105 ILCS 5/22-88](#))

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's

parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

GENERAL SCHOOL POLICIES AND GUIDELINES

Physical Education (PE)

1. Shoes must be *athletic footwear* and fastened properly.
2. No hats, sunglasses, toys or unauthorized accessories.
3. To ensure safety, students may be asked that jewelry be taken off for PE class.
4. Parent/guardian notes for excusal from PE are valid for only two days. After two days, a doctor's note is required.
5. Students who sit out of PE can be given an alternative assignment.
6. Hair must be kept out of the eyes and face during PE class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
7. If students do not participate in PE for a medical reason due to a parent/guardian note, then they may not participate in recess, extracurricular activities/school sponsored sports or practices.

Students Excused from Physical Education

Students may be excused from physical education for two days with a note from a parent/guardian. After two days, students will only be excused with a note from a licensed health care provider (MD, DO, APN, PA).

Staying Inside During Outside Recess (For Students that have Recess)

Weather permitting, all students will be sent outside at recess unless they have a note from their parent/guardian for up to 2 days. If longer is requested, a note from a licensed healthcare provider (MD, DO, APN, PA) must be provided. (See PE exemption).

Dressing for Winter

Whenever possible, we try to get the students out in the fresh air for recess. Your child should be dressed appropriately for the weather. When the weather is either 14 degrees or feels like 14 degrees or below, students will stay indoors. At all other times, students will be expected to go out for recess and to dress appropriately for the weather. Recommended outdoor attire includes snow boots, snow pants, winter coat, winter hat, mittens/gloves, and a scarf.

Attendance at School Events

Attendance at school-sponsored events is a privilege.

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

All school rules, including the school's discipline code and dress code are in effect during school-sponsored events.

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

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 12 noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teachers, sponsor, or coach for justifiable reasons, including but not limited to: (1) a pre-arranged medical absence; (2) a death in the student's family; or (3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

SCHOOL PROGRAMS

Enrichment/Gifted Program

The Enrichment/Gifted Program in Antioch CCSD 34 provides a continuum of services for students who are eligible for inclusion in the program. Enrichment/Gifted staff will collaborate with teachers to provide a differentiated curriculum and/or curricular modifications for accelerated students. Small group participation may be provided.

Students are formally identified, in the area of English Language Arts, at the end of 2nd grade using a combination of teacher observations, achievement test scores, and cognitive ability test scores. In accordance with guidelines recommended by the State, the top 2-5% of students in grades 3, 4, and 5 will be placed together in a cluster classroom. Enrichment/Gifted facilitators and cluster teachers work together to provide academic challenges in specific content areas. The affective needs of gifted students are addressed through the curriculum, and small group dialogue.

Enrichment is provided in the area of mathematics in grades K-12. In grades 3rd through 5th, students work on acceleration through regrouped math classes. Students prepare to gain an extra year of mathematical knowledge in preparation for entering 6th grade a year in advance within mathematics.

Antioch Upper Grade School combines enrichment and acceleration opportunities to students in grades 6, 7, and 8. Students who qualify are offered an accelerated math program and/or Acceleration Language Arts in grades 6-8.

All enriched and Gifted Teachers support and monitor the social emotional learning needs of those students receiving enrichment/gifted services.

See *MTSS Tiered Instruction* section in the [D34 MTSS Parent Guidebook](#).

Library Media Center (LMC)

Antioch CCSD 34 believes that Library Media Centers are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

Students in grades K-5 visit the LMC weekly with their classroom teacher taking home one or two books in grades K-3 and one to three books in grades 4-5. Books are due every week. Students in grades 6-8 visit the LMC with their ELA teacher and are able to check out three books per visit. Books are due every three weeks.

Antioch CCSD 34 does not apply late fees to student accounts; however, payment is expected for the cost of the book when the book is lost or damaged. Any book not returned by the end of the school year is considered lost and the cost will be applied to the students account.

When selecting books, Antioch CCSD 34 follows Board policy 6:230, *Library Media Program* and [Library Collection Development Procedures](#).

Stakeholders who have concerns over materials in the LMC can complete the [Antioch CCSD 34 Request for Reconsideration of Library Materials Form](#) which is found on all school LMC websites.

Instrumental Music Program

Instrumental music students (Band & Orchestra) pay a participation fee. Student fees are viewable on the website at <https://www.antioch34.com/domain/21>. All registration and participation fees must be paid prior to starting the program each year.

Participation fees are waived for students eligible to participate in the free lunch program. Students approved for reduced lunch will pay \$10.00. Any other waiver of fees requires the approval of the Superintendent or designee.

Band

The Antioch CCSD 34 Elementary Band program is open to any student in grades 4-5. Students will participate in both weekly before school large group rehearsals and small group lessons within the school day. D34 Elementary Band students will participate in a variety of performances throughout the school year.

The Middle School (AUGS) Band Program consists of 6th, 7th, and 8th grade bands. This program is offered as an Encore class during the regular school day. Students will also receive a weekly 30 minute lesson and will participate in a variety of performances throughout the school year.

The Middle School (AUGS) Band Program also offers extracurricular performance opportunities through participation in Warrior Jazz, Jazz Band, Orchestra Winds, and Solo & Ensemble.

Strings/Orchestra

Strings instruction is open to all students in grades 1-8.

Students attend one small group lesson each week. Elementary students participate in before school orchestra rehearsals; middle school (AUGS) students have orchestra as a class during the school day.

Orchestra students present formal and informal concerts, depending on grade level and experience.

Extracurricular Participation

Our schools offer some after school activities for students. These activities differ at each school and may include such things as intramural sports, homework club, computer time, and running club (to name some that have been offered in the past). These activities are always subject to space availability and students being in good standing academically and behaviorally. These programs are generally provided without charge to students. Students must have approval to participate by their classroom teacher, parent or guardian, and the school principal or his/her designee. Approval is given when students are maintaining passing grades, completing class assignments on time, exhibiting responsible behavior while attending school or school events, and exhibiting a positive attendance pattern. Approval is also dependent on the availability of space. It is the parent/guardian responsibility to provide transportation and pick their child up on time. Failure to pick-up on time may result in removal from the extracurricular activity.

SPECIAL EDUCATION

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA) are identified, evaluated and provided with appropriate educational services.

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a

physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the Student Services Office at 847-838-8401.

Discipline of Students with Disabilities (Reference: Board Policy [7:230](#))

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

Exemption From PE Requirement

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

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the building administrator.

Related Service Logs

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

STUDENT RECORDS & PRIVACY

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.

4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

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

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available on the District's website at <https://www.antioch34.com/Page/10574>. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Prohibition on Selling or Marketing Students' Personal Information

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

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information

collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

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

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

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

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records with proof of ID and signing Authorization of [Record Release Form](#). If a student who is 18 years or older allows a parent/guardian to pick-up records, the student must send in a [consent form](#). When the parent/guardian picks up the Student Record, they must present their ID, along with the signed consent form and a copy of the student's ID. A parent/guardian or student should submit to the building administrator a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building administrator will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building administrator and should clearly identify the record the parent/guardian or eligible student wants changed, and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in

which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

4. The right to a copy of any school student records proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary records are maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study

- Period of attendance in school any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building administrator within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Transfers

Transferring In

A student seeking admission to a district school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. If transferring schools within the State of Illinois, the exiting school must also send a completed [ISBE 33-78 Student Transfer Form](#) to Antioch CCSD 34. If a transferring-in student was suspended or expelled from any Illinois public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun-Free Schools Act;
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

Transferring Out

Parents/guardians of a student transferring from the District should give the building administrator written notification of their intent, pay outstanding fees or fines, sign a [records release form](#), and return all school-owned property. The building administrator shall complete [ISBE 33-78 Student Transfer Form](#) for any student transferring from the District. Within 10 days of a transfer notification, the building administrator shall send to the District in which the student will or has enrolled, a completed Good Standing Form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the building administrator shall mail an official transcript of the academic records. Parent/guardians will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the District if such school is an option.

COMMUNICATION CHAIN

As a parent, you are an essential link in the communication process between home and school. Whenever you have a concern, question, or comment regarding your child's education, safety, or welfare, you are urged to first contact the teacher or staff member involved. Also, should you have general questions, comments or concerns regarding the curriculum or instructional program, the process should start with the teacher or staff member involved.

There are some rare occasions when the person you have contacted may be unable to solve the problem to your satisfaction. Should this occur, we ask that you follow the "communication chain" as is listed below. As you contact each "link" of the chain, you will probably be asked if you have contacted the prior person or persons in the chain.

When you have a question or concern:

STEP #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation.

STEP #2: Contact the Assistant Principal or Building Principal

STEP #3: Contact Antioch CCSD 34 District Office

STEP #4: Contact the Superintendent

STEP #5: Contact the Board of Education

UNIFORM GRIEVANCE PROCEDURE (Reference: Board Policy [2:260](#))

Using the [District Uniform Grievance Form](#) which is located on the [family forms district webpage](#), student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her

rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying prevention, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in

which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. Within 30 school business days of the date the complaint was filed, the Complaint manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Amy Mahr
964 Spafford Street, Antioch, IL 60002
amahr@antioch34.com
(847) 838-8457

Complaint Managers:

Amy Mahr
964 Spafford Street, Antioch, IL 60002
amahr@antioch34.com
(847) 838-8457

Josh Coon
964 Spafford Street, Antioch, IL 60002
jcoon@antioch34.com
(847) 838-8480

PARENTAL RIGHTS NOTIFICATIONS

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Please see the [Teaching & Learning Assessments](#) webpage for more information.

Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Right to Education

When a child loses permanent housing and becomes homeless as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Family Life & Sex Education

[For Elementary Students]

Students will not be required to take or participate in any class or courses in comprehensive sex education, family life instruction, instruction on diseases; recognizing and avoiding sexual abuse, or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

[For Grades 6-8 Students]

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

English Learners

The school offers opportunities for English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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

For questions related to this program or to express input in the school's English Learners program, contact Vasiliki Frake at 847-838-8401.

School Visitation Rights

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

Mandated Reporters

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

Student Privacy

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

Sex Offender Notification Law (Reference: Illinois Compiled Statutes [720 ILCS 5/11-9.3](#))

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <https://isp.illinois.gov/Sor/Disclaimer>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <https://isp.illinois.gov/MVOAY/Disclaimer>

Parent Notices Required by the Every Student Succeeds Act

- Teacher Qualifications - A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
 - The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - The teacher is teaching under emergency or other provisional status.
 - The teacher is teaching in the field of discipline of the certification of the teacher.
 - Paraprofessionals provide services to the student and, if so, their qualifications.
- Testing Transparency - The State and District requires students to take certain standardized tests. For additional information, see the Teaching & Learning Department webpage on [Assessments](#).

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

- Annual Report Card - Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at <https://www.antioch34.com/domain/67>.
- Parent & Family Engagement Compact - The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts which can be found on the District and School webpages.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal

law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-level Parent and Family Engagement compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs under Title I.

- Unsafe School Choice Option - The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see...
- Student Privacy - Students have certain privacy protections under federal law. For additional information, see...
- English Learners - The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see page 84.
- Homeless Students - For information on supports and services available to homeless students, contact:

Homeless Liaison

Vasiliki Frake, Antioch CCSD 34

vfrike@antioch34.com

847-838-8421

McKinney-Vento Homeless Assistance Act

Who is homeless?

The term "homeless children and youth means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Laws and Provisions

The (federal) McKinney-Vento Homeless Education Assistance Act, as part of the No Child Left Behind Act, and the Illinois Education for Homeless Children Act ensures homeless children have a right to:

- A free, appropriate public education including a priority to preschool programs
- The choice of staying in the school of origin or attending any public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend
- Immediate enrollment even when required documents such as school records, medical records, proof of residency, or other such documentation cannot be produced at the time of enrollment
- Assistance with transportation, if needed

ANTIOCH UPPER GRADE SCHOOL

SPECIFIC INFORMATION

2024-2025

FAMILY HANDBOOK



Schedule Changes

Students requesting a change of class are encouraged to speak with administration and have a valid reason for the request. Student schedules will not be changed after the first week of instruction. For Encore transfer requests, an [Encore Transfer Request Form](#) must be submitted.

Honor Roll Eligibility

To recognize academic achievement and improvement, Antioch Upper Grade School has established the following criteria for the honors program:

Straight A Honor Roll 4.0 GPA - All grades - "A"

High Honor Roll 3.6 - 3.9 GPA

Honor Roll 3.3-3.5 GPA

Grading Criteria

Grading Categories

Practice (20%): In-class activities and homework

Formative (40%): Quizzes, exit tickets, mid-module assessments, labs, long-term assignments, writing activities

Summative (40%): Unit tests, end-of-module assessments, formal essays, DBQs, long-term projects, skills tests, final performances

Grading Scale:

Commendable	90-100%
Above Average	80-89%
Average	70-79%
Below Average	60-69%
Unsatisfactory	59% and below

All grades and comments are marked on the student's computerized report card.

Homework Practices

Homework Corrections

Students have the ability to make corrections to all homework assignments. All homework corrections must be completed and turned in on or by the day of the unit assessment.

Late and Missing Homework

Students have the ability to turn in all late and missing homework assignments without penalty. All missing homework assignments must be completed and turned in on or by the day of the unit assessment.

Formative Practices

Formative Corrections

Students have the ability to make corrections to all formative assessments, assignments and activities. All formative corrections must be completed and turned in on or by the day of the unit assessment.

Summative Practices

Summative Corrections

Students have the ability to make corrections to all summative assessments, assignments and activities. All summative corrections must be completed within 10 school days after the student receives the initial summative grade. In order to redo a summative assessment, assignment or activity, students must meet with their teacher one time in order to discuss the initial grade and create a plan for completing the corrections.

Homework Make-Up Policy

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Teachers are not required to provide work in advance for students going on vacation.

Student Conduct and Discipline

Disciplinary Steps in Dealing with Classroom Behavior

Choosing to disrupt class infringes upon the right of the teacher and the right of other students in the class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process. The following are possible consequences that may be given to students:

1. Supplies, Materials, and Homework - The expectation is for students to come to class prepared with the necessary books, supplies, and homework. Each time a student does not have the necessary pen, pencil, paper, etc., the teacher will appropriately intervene and may assist with acquiring those materials.
2. Classroom Behavior - Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy he/she will advance to the next disciplinary step. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions or classroom rules relating to behavior).

3. Tardy to Class - Students should be in the classroom ready to begin at the time class is scheduled to begin. Each time a student arrives after this time, without a pass, he/she will advance to the next disciplinary step.

Office Discipline Referral (ODR) - Documentation of major or minor behaviors.

Staff will fill out an ODR when behavior needs to be addressed by administration; which may or may not result in a consequence.

Detention Procedure

When a student is issued a detention, he or she will be verbally told and may be given written notification when to serve detention. The detention will be served either during the lunch period, after school, or another predetermined time with consultation of parents/guardians. Failure to serve a detention will result in additional consequences.

Alternative School Day Assignment (ASDA)

One of the interventions that may be assigned by administration is an alternative school day assignment. While serving this assignment, the student is expected to complete a disciplinary packet/alternative educational packet, and do school assignments in a quiet area. On the day of the assignment, the student will not be attending his/her regular classes, but will be assigned to the ASDA room. If the student is absent on the day of the ASDA assignment, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving this program may be subject to out of school suspension at the discretion of administration. Parents/guardians will be responsible for making immediate arrangements to pick up their child from school.

Any time a student is excluded from instruction by an administrator, the student will be allowed to make-up the work that is missed. The student is responsible for obtaining the missing assignments and turning them in on the due date designated by the teacher.

Theft

Personal items that are found must be turned in to the office or a teacher immediately. Any item belonging to a student that is reported missing and found in the possession of another student or in that student's locker will be considered stolen and disciplinary action will be taken. Additionally, any school property (including books) not properly checked out from a teacher or the LMC and found in the possession of a student, or in that student's locker, will be considered stolen. The student will be fined and/or disciplined on a case-by-case basis. Certain incidents of theft may be referred to the appropriate law enforcement agency.

Fighting or Other Acts of Physical Violence

If a student is approached by another student and wants to fight, he/she should tell the nearest staff member or go to the Principal's office to report it. Students should not involve themselves in a fight. These general guidelines also apply to travel to and from school as well as at school-sponsored activities.

Fighting at school will not be tolerated. When such an event happens, a thorough investigation of the activity is conducted by administration and discipline is *usually* issued to all participants and based upon the aggression of students involved. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual.

Cell Phone Procedure

District 34 promotes the reasonable use of cell phones and electronic devices in the classroom for educational purposes. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, laptop computer, tablet computer or other similar electronic devices. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day (7-20-2:43) unless:

- The supervising teacher or staff member grants permission or restrictions. At no time should a supervising teacher or staff member allow students to use social media and related applications along with taking photos and videos unless receiving permission from Administration.
- Use of the device is provided in a student's IEP or 504 plan.
- It is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

- Cell phones are not permitted to be used or visible in the classroom.
- Students are not allowed to use their cell phones in the hallway during passing periods. Staff will politely remind students to put their phone away and quickly get to class.
- Students are not allowed to have earbuds/headphones on during passing periods. Staff will politely remind students to put their earbuds/headphones away and quickly get to class. Earbuds/headphones are allowed to be used with a school issued iPad with teacher permission for academic purposes.
- If a student needs to call a parent, they can use a classroom phone, or they can use the student phone in the main office.
- Cell phone use in the cafeteria during lunch will be permitted at the discretion of the supervisors.
- Cell phones may NOT be present in locker rooms or restrooms.
- Cell phone use on buses will be permitted at the discretion of the bus driver.

- Parents/Guardians, please do not call/text your student(s) during the school day. If you need to communicate with your student(s), call the main office, (847) 838-8301.

If you have any questions about the cell phone procedure, please contact an administrator directly.

Solicitation (with the Exception of School-Sponsored Activities)

Students may not sell, trade, or distribute items at school for either fundraising (i.e., ticket sales, the sale of food products, craft products, pledges of money, etc.) or personal interest (i.e., baseball cards, comic books, etc.) without administrative permission. This also includes any advertising, handbills, student petitions, posters, etc. Appropriate intervention will be taken at the discretion of administration.

Gambling

No gambling is allowed, in any form, involving the exchange of money or property on school grounds, school buses or at a school function. Appropriate intervention will be taken at the discretion of administration. Students may be subject to detention, and repeated incidents will result in out of school suspension.

Peer Editing

Peer editing is a recognized and highly effective educational strategy that will be utilized in your student's class. If you object to your student's work being shared among their peers, please notify the school so an alternate assignment can be assigned.

Forgery/Plagiarism

The act of obtaining, copying, writing, using or giving information in a false fraudulent manner and/or using another person's work (i.e., writing ideas, etc.) and presenting it as your own are acts of forgery and/or plagiarism. Appropriate disciplinary action will be taken at the discretion of administration up to and including detention or out-of-school suspension.

Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

School Activities

In order to participate in school activities, students must be in attendance and checked into the school office no later than 11:00 a.m. on the day of the activity. Additionally, students that are suspended for disciplinary reasons are not eligible to participate in any school activities or school dances.

Hall and Gym Lockers

Each student will be assigned a hall locker and gym locker at the beginning of the school year. Hall/gym lockers have built-in locks. No other locks may be used unless assigned by administration. NOTE: Each year, loss of personal property is an issue of concern. In most cases, students fail to put away their property or do not close/lock their locker properly. Take the extra time to make sure your personal property is secured. Using school lockers is a privilege, not a right. It is the responsibility of each student to maintain order and neatness in his/her locker(s). Neither lockers nor lock combinations are to be shared with other students under any circumstances. Lockers are the property of the school and may be inspected at any time by school officials without notification or permission. There may be a charge assessed to change a locker or combination. Students may decorate each other's lockers with prior permission from administration.

Physical Education

1. All students in PE classes are required to purchase a PE uniform consisting of black shorts and gray shirt.
2. First and last names must be written on both shorts and shirts in permanent marker.
3. Uniforms are to go home at the end of the week to be washed and brought back to school at the beginning of the week.
4. Athletic shoes are required to participate in PE. Crocs, slides, sandals, and all other non-athletic footwear will not be allowed.
5. No hats, sunglasses, toys, or unauthorized accessories.
6. Sweatshirts and sweatpants may be worn over the student's PE uniform during colder weather when PE classes go outside.
7. Parent/guardian notes are good for only two days. After two days, a note from your licensed healthcare provider (MD, DO, APN, PA) is required.
8. Students who sit out of PE will be given an alternative assignment.
9. Hair must be kept out of the eyes and face during PE class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.

10. If students do not participate in PE for a medical reason due to a parent/guardian or licensed health care provider (MD, DO, APN, PA) note, then they may not participate in recess, extracurricular activities/school sponsored sports or practices.
11. A student may wear a modified 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. A student is not required to receive the prior approval of the school board for such modification.
12. The use of body spray is prohibited in the gym locker rooms.

End of the Year Activities

There are a number of “end-of-year activities” at AUGS that are considered in general a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in these and other activities:

1. End of the year celebration field trips to be determined by the 6th, 7th, and 8th grade teams;
2. 8th grade picnic;
3. 8th grade dance; and
4. 8th grade graduation ceremony.

All 8th grade fees must be paid in full for participation in end of the year activities.

Behavior

All or any of the aforementioned activities may be taken from a student at the discretion of administration and/or the team of teachers. Behavior that results in an out-of-school suspension, Alternative School Day Assignment, administrative and/or the appropriate law enforcement agency contact may result in loss of these privileges.

Academics

A student who receives 2 or more “Fs” for his/her final grade in any class:

1. Will not participate in any end-of-year activities.
2. Will not participate in the graduation ceremony.
3. Will be required to attend a Summer School Bridges Program at a cost to the parent(s)/guardian(s)
4. May be retained.

A student who receives 1 “F” for his/her final grade in any class:

1. May not be allowed to participate in any of the end-of-year activities.
2. Will be allowed to attend the graduation ceremony.

A student who receives 1 or more “Fs” for his/her 3rd Trimester grade in any class:

1. May not be allowed to participate in any of the end-of-year activities.
2. Will be allowed to attend the graduation ceremony.

Extracurricular Athletic Activities Code of Conduct

This extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”
2. A permission slip to participate in the specific athletic activity signed by the student’s parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA’s most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student’s parent/guardian agreeing to IHSA’s Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student’s parent/guardian authorizing compliance with the School District’s Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District’s policies and procedures on student athletic concussions and head injuries.
7. Pay participation fee.

Illinois Elementary School Association (IESA)

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to participate in extracurricular and athletic activities, a student must maintain passing grades WEEKLY in all courses in which he/she is currently enrolled.

1. Students and parents/guardians will review the Athletic Handbook.
2. Any student participating in sports or activities that has an "F" in any subject at the weekly check will be placed on probation for one week.
3. The student is not eligible to compete and/or travel but may try-out and/or practice with the team.
4. Weekly eligibility checks will occur on Wednesdays.
5. The Athletic Director (AD) will create a current list of athletes and distribute the list each Wednesday morning to all staff.
6. The staff will return a signed and completed list to the AD by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
7. The AD will notify the coaches each Thursday of any ineligible athletes.
8. Coaches will be responsible to notify the athletes of their ineligible status.
9. Students who are ineligible will not be allowed to participate in any competition starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday, and Saturday of the week that they are notified.
10. Students ineligible for the third time during a season will be removed from the team. The [participation fee](#) will **not** be refunded.
11. Students with special needs may be given individual consideration at the discretion of administration.
12. Eligibility checks will begin one week prior to the first athletic contest in that sport.
13. If a student is on a sports team and receives isolation, they are not allowed to participate in their sport on the day or days that they are isolated, unless specifically granted permission in writing, by the Principal.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 12 noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teachers, sponsor, or coach for justifiable reasons, including but not limited to: (1) a pre-arranged medical absence; (2) a death in the student's family; or (3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor, or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be

issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in any unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means by physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Uniforms/Sports

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season. If a missing uniform is later found, the replacement fee will be refunded if the uniform has not yet been replaced. Also, students/parents/guardians are responsible for following the laundering instructions as uniforms are very expensive and can easily be damaged in the washer/dryer if cleaned improperly.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Physical Exams/Athletic Participation

All students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. NOTE: This physical report must be on file before a student may try out or practice for any sport. [Consent form for Participation in Interscholastic Athletics/Extracurricular Activities](#) signed by the parent/guardian must also be turned in to the coach. Student participation on the athletic program requires:

1. Up-to-date physical as listed above.

2. A signed [Interscholastic Athletics/Extracurricular form](#) to participate.
3. School athletic insurance coverage or signed waiver from parent/guardian stating that insurance has already been provided with a pre-existing family policy.
4. Students on athletic teams must be in attendance at school by 5th period to participate in after school events.
5. All athletes are required to follow all training and participation rules established by the coach and Athletic Director.
6. Players who break the rules of participation will be warned verbally on the first incident and parents/guardians notified. This may result in game suspension as decided upon by the coach and Athletic Director.
7. Players who break rules for the second time in a season will be subject to the above with possible dismissal from the team.
8. Players who break the rules for the third time will be removed from the team.

Requests to miss practice must be turned in to the coach or Athletic Director. The coach will review the request and notify parents/guardians if the absence is excused.

Sports Activities

Antioch Upper Grade School offers a wide variety of highly successful athletic activities for both boys and girls. Our interscholastic teams compete in the Northwest Grade School Conference in addition to competing against other schools in the area.

Sports Offered:	
Fall 6-8th Boys & Girls Soccer 6-8th Girls Softball 6-8th Boys & Girls Cross Country	Transitional (Winter & Spring) 6/7th & 8th Boys Volleyball 6/7th & 8th Girls Volleyball 6th Girls Basketball
Winter 6, 7, & 8th Boys Basketball 7 & 8th Girls Basketball 6, 7, & 8th Dance Team 6, 7, & 8th Cheer 6, 7, & 8th Wrestling	Spring 6, 7, & 8th Boys Track 6, 7, & 8th Girls Track

Spectators and School-Sponsored Events

All students and parents/guardians are encouraged to attend sporting events. Students attend games free of admission. Adults pay an admission fee. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Arrangements to

leave an event or activity prior to its scheduled ending time must be made with administration. Students choosing to behave inappropriately at such events risk not being allowed to attend future events. Supervision of students is available for only a short time after the end of a game/event. Students are expected to arrange for a ride home at that time. Students continuing to remain at school for an unreasonable amount of time after a game is over risk not being able to attend future events. Parents/guardians, we ask that you cooperate in picking up your child at an appropriate time or arrange for transportation. The rules governing all home sporting events are as follows:

1. Remain in bleachers throughout the contest.
2. Demonstrate proper conduct at all times.
3. Leave the premises only when your ride arrives.
4. Remain in the gym area at all times, excluding locker rooms.
5. Noise-making devices are not permitted.
6. Demonstrate good sportsmanship (booing is not acceptable).
7. Follow all directions.

Student Athlete Concussions and Head Injuries

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

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

School Clubs

Absent from School on Day of Activity

Any club member who is absent from school after 11:00 am on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor:

1. For a medical absence pre-arranged with the sponsor; or
2. For a death in the club member's family.

A club member who has been suspended from school may be suspended from participation in activities by administration.

A club member who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the sponsor.

School Club Eligibility

In order to participate in school clubs, each student must maintain passing grades WEEKLY in all courses in which he/she is currently enrolled.

1. Any student participating in a club that has an "F" in any subject at the weekly check will be placed on probation for one week.
2. Weekly eligibility checks will occur on Wednesdays.
3. The club sponsor will create a current list of club members and distribute the list each Wednesday morning to all staff.
4. The staff will return a signed and completed list to the club sponsor by 8:00 am each Thursday morning (unless the school calendar dictates an alternative).
5. Club sponsors will be responsible for notifying the club member of their ineligible status.
6. Students who are ineligible will not be allowed to participate in any activity starting Sunday through the following Saturday. They will be allowed to participate on the Thursday, Friday, and Saturday of the week that they are notified.
7. Students ineligible for the third time during a season will be removed from the club.
8. Students with special needs may be given individual consideration at the discretion of administration.
9. Eligibility checks will begin one week prior to the first activity.
10. If a student is in a club and receives an alternative school day assignment (ASDA), they are not allowed to participate in their club on the day or days that they are isolated, unless specifically granted permission in writing by the principal.

Evening Recreational Events

From time to time, the Antioch Upper Grade School has informal, recreational activities planned in the evening. These types of activities are planned to encourage appropriate social interactions in a supervised setting. In order for everyone to have fun, certain rules must be reinforced.

1. All regular school rules apply.
2. Students must remain in the school building in the designated areas at all times.
3. Students must demonstrate proper respect for the property of the school and others.
4. Students must be passing all classes in order to attend dances.
5. Students must observe necessary safety rules at all times.

Additionally, students who are suspended out-of-school or in-school during the week may not attend evening events.