



**Orland School District 135  
Student/Parent Handbook  
August, 2024**

This student/parent handbook was developed to answer many of the commonly asked questions that you may have during the course of the school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your school.

**\*\*This is a working document. As Board policies change, the content in this handbook reflects those changes.**

**\*\*As part of the registration process, you acknowledged receipt and acceptance of the policies and procedures outlined in this handbook.**

<b>SCHOOL HOURS AND CONTACT INFORMATION</b>	<b>1</b>
<b>JUNIOR HIGH SCHOOL BELL SCHEDULES</b>	<b>2</b>
<b>OFFICIAL SCHOOL DISTRICT CALENDAR</b>	<b>3</b>
<b>SAFE SCHOOLS REPORTING</b>	<b>4</b>
<b>BUILDINGS AND GROUNDS</b>	<b>5</b>
Asbestos Plan	5
Herbicide Application	5
Pest Management	5
STARS Before/After School Program	5
<b>BUSINESS SERVICES</b>	<b>6</b>
Fee Payments to the District	6
Fee Waiver Eligibility	6
Free and Reduced Lunch	6
<b>CURRICULUM</b>	<b>7</b>
Accelerated Placement Program	7
Ann Marie’s Law	7
Channels of Communication	7
Curriculum and Appropriate Online Behavior	7
Discipline	8
Disciplinary Measures	11
Behavior Flow Chart for Primary Schools	13
Primary Administration/Office Managed Incidents	14
Weapons	18
School Bus Suspensions	18
Cell Phones	18
Behavior Flow Chart for Intermediate Schools	19
Intermediate Administration/Office Managed Incidents	20
Weapons	26
School Bus Suspensions	26
Cell Phones	26
Behavior Flow Chart for Junior High Schools	28
Junior High Administration/Office Managed Incidents	29
Weapons	33
School Bus Suspensions	34
Cell Phones	34
Distribution of Non-Curricular Materials by Students	34
Drug-Free Schools	35
Erin’s Law	35



Exemption from PE Requirements	35
Faith’s Law	36
Grading and Promotion	38
Harassment and/or Violation of Civil Rights	43
Homeless Child’s Right to Education	44
Human Growth and Development Curriculum	44
Instructional Material	44
Parent-Teacher Conferences	44
Re-Engagement of Returning Students	45
Remote Learning	45
Social Emotional Support	45
Student Records	45
Teacher Qualifications	48
When and Where Conduct Rules Apply	48
<b>ENGLISH LEARNERS</b>	<b>48</b>
English Learners Program	48
<b>HUMAN RESOURCES &amp; BOARD POLICY</b>	<b>49</b>
Administration of Medical Cannabis	49
Automated External Defibrillator	49
Bullying Prevention and Response	49
Corporal Punishment	51
DCFS - Mandated Reporter	51
Equal Opportunity	51
Gang & Gang Activity Prohibited	51
IHSA Hands-Only CPR and AED Training	52
Refusal of Medication	52
School Visitation Rights Act	52
Sex Equity	52
Sex Offenders and Violent Offenders	52
Sexual Harassment Policy	53
Student Privacy Protections	53
Teen Dating Violence	54
Title IX	54
Visitors to the School	54
<b>INSTRUCTIONAL TECHNOLOGY</b>	<b>54</b>
Acceptable Internet Use	55
Acceptable Use	55



Access to Electronic Networks	55
Artificial Intelligence	55
Authorization for Electronic Network Access	55
Camera	56
Cyberbullying	56
Device Care	57
Device Guidelines	57
Device Vandalism	58
Filter	58
Indemnification	58
Internet Safety	58
Network Security	59
Ownership	59
Privacy	59
Prohibited Student Conduct	59
Return of Device	60
Revocation of Use	60
Software Applications (Apps)	60
Stolen Property Report	60
Student Accounts	60
Student Data	61
Student Device Security	61
<b>RISK MANAGEMENT, SAFETY, TRANSPORTATION</b>	<b>61</b>
Bus Conduct	61
Detainment and Questioning of Minor Students on School Grounds	62
Emergency Closings and Delays	62
Personal Transportation	62
Safety Drill Procedures	62
Search and Seizure	63
Seizure of Property	63
Transportation	63
Weapons Prohibition	65
Video Surveillance	65
<b>STUDENT GUIDELINES</b>	<b>65</b>
Absences, Attendance and Truancy	65
Approved Snack List	66
Dress Code and Appearance	66



Field Trips	67
LOCKERS (applicable to junior high students)	68
Lost and Found	68
Release Time for Religious Instruction/Observance	68
<b>STUDENT SERVICES</b>	<b>68</b>
Accommodating Individuals with Disabilities	68
Administration of Medication	68
Anaphylaxis and Administration of EpiPen	69
Asthma Action Plan	70
Behavior Intervention Policy	71
Communicable Disease	71
Concussion Safety Act	72
Diabetes	75
Education of Children with Disabilities	75
Food Allergy Management Program	75
Head Lice	75
Home and Hospital Instruction	76
Immunization, Health, Eye & Dental examinations	76
Individual Education Plan	78
Isolated Time Out, Time Out, and Physical Restraint	79
Self-Administration of Medication	79
School Medication Authorization Form	80
Special Education	82
Student Health and Emergencies	82
Student Health Guidance for Going to School	84



**SCHOOL HOURS AND CONTACT INFORMATION**

<b>Centennial School</b>	Early Childhood and Kindergarten - 2nd Grade	Beth Hayden, Principal Katy McCullough, Assistant Principal	Early Childhood Kindergarten - 2nd Grade School Start Time - 7:30 a.m., Dismissal 2:00 p.m.	Main Office Phone Numbers: 708-364-3411 708-364-3412
<b>Center School</b>	Kindergarten - 2nd Grade	Lindsay Reipsa, Principal Melissa Green, Assistant Principal	School Start Time - 7:30 a.m. Dismissal - 2:00 p.m.	Main Office Phone Numbers: 708-364-3251 708-364-3247
<b>Park School</b>	Kindergarten - 2nd Grade	Brian Fogarty Principal Elizabeth Binnendyk, Assistant Principal	School Start Time - 7:30 a.m. Dismissal - 2:00 p.m.	Main Office Phone Numbers: 708-364-3905 708-364-3902
<b>Prairie School</b>	Kindergarten - 2nd Grade	Jeff Nightingale, Principal Melissa Bessler, Assistant Principal	School Start Time - 7:30 a.m. Dismissal - 2:00 p.m.	Main Office Phone Numbers: 708-364-4833 708-364-4834
<b>High Point School</b>	Grades 3 - 5	Dean Kariotakis, Principal Sarah Farej, Assistant Principal	School Start Time - 8:00 a.m. Dismissal - 2:30 p.m.	Main Office Phone Numbers: 708-364-4407 708-364-4404
<b>Liberty School</b>	Grades 3 - 5	Kristin Beeler, Principal Mike Hawrysio, Assistant Principal	School Start Time - 8:00 a.m. Dismissal - 2:30 p.m.	Main Office Phone Numbers: 708-364-3807 708-364-3806
<b>Meadow Ridge School</b>	Grades 3 - 5	Lisa Weston, Principal Amanda Crossley, Assistant Principal	School Start Time - 8:00 a.m. Dismissal - 2:30 p.m.	Main Office Phone Numbers: 708-364-3604 708-364-3660
<b>Century Junior High School</b>	Grades 6 - 8	Brian Horn, Principal Heather Conrad, Assistant Principal	School Start Time - 8:30 a.m. Dismissal - 3:15 p.m.	Main Office Phone Numbers: 708-364-3502 708-364-3503



<b>Jerling Junior High School</b>	Grades 6 - 8	Dan Prorok, Principal Lindsay Fredin, Assistant Principal	School Start Time - 8:30 a.m. Dismissal - 3:15 p.m.	Main Office Phone Numbers: 708-364-3706 708-364-3707
<b>Orland Junior High School</b>	Grades 6 - 8	Lauren Bushwaller, Principal Bryanna Agudelo, Assistant Principal	School Start Time - 8:30 a.m. Dismissal - 3:15 p.m.	Main Office Phone Numbers: 708-364-4207 708-364-4202

**JUNIOR HIGH SCHOOL BELL SCHEDULES**

<b>Junior High Bell Schedule</b>		
<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
7:42-8:28 (0)	7:42-8:28 (0)	7:42-8:28 (0)
8:32-9:17 (1)	8:32-9:17 (1)	8:32-9:17 (1)
9:21-9:46 Advisory (1A)	9:21-9:46 Advisory (1A)	9:21-9:46 Advisory (1A)
9:50-10:35 (2)	9:50-10:35 (2)	9:50-10:35 (2)
10:39-11:24 (3)	10:39-11:24 (3)	10:39-11:24 (3)
<b>11:28-11:58 (4-lunch)</b>	11:28-12:13(4)	11:28-12:13(4)
12:02-12:47 (5)	<b>12:17-12:47 (5-lunch)</b>	12:17-1:02 (5)
12:51-1:36 (6)	12:51-1:36 (6)	<b>1:06-1:36 (6-lunch)</b>
1:40-2:25 (7)	1:40-2:25 (7)	1:40-2:25 (7)
2:29-3:15 (8)	2:29-3:15 (8)	2:29-3:15 (8)



# OFFICIAL SCHOOL DISTRICT CALENDAR

OFFICIAL

Adopted by BOE - 1/16/2024

## ORLAND SCHOOL DISTRICT 135 • 2024-2025 SCHOOL CALENDAR

July 2024								August 2024								September 2024							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	1	2	3	H	5	6	0	4	5	6	7	8	9	10	0	1	H	3	4	5	6	7	4
7	8	9	10	11	12	13	0	11	12	13	14	15	16	17	0	8	9	10	11	12	13	14	5
14	15	16	17	18	19	20	0	18	TI	TI	SB	22	23	24	3	15	16	17	18	19	20	21	5
21	22	23	24	25	26	27	0	25	26	27	28	29	PL	31	5	22	23	24	25	26	27	28	5
28	29	30	31				0									29	30						1
<b>Total 0</b>								<b>Total 8</b>								<b>Total 20</b>							

October 2024								November 2024								December 2024							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		1	2	3	4	5	4	3	4	H	6	7	8	9	4	1	2	3	4	5	6	7	5
6	7	8	9	10	TI	12	5	10	11	12	13	14	Δ15	16	5	8	9	10	11	12	13	14	5
13	H	15	16	17	18	19	4	17	18	19	20	21	PL	23	5	15	16	17	18	19	*20	21	5
20	21	22	23	24	*25	26	5	24	PT	PT	NA	H	NA	30	0	22	NA	NA	H	NA	NA	28	0
27	28	29	30	31			4									29	NA	NA					0
<b>Total 22</b>								<b>Total 15</b>								<b>Total 15</b>							

January 2025								February 2025								March 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			H	NA	NA	4	0	2	3	4	5	6	7	8	5	2	H	4	5	6	7	8	4
5	6	7	8	9	10	11	5	9	10	11	12	13	PL	15	5	9	10	11	12	13	14	15	5
12	13	14	15	16	PL	18	5	16	H	18	19	20	21	22	4	16	17	18	19	20	*21	22	5
19	H	21	22	23	24	25	4	23	24	25	26	27	Δ28	5	23	NA	NA	NA	NA	NA	29	0	
26	27	28	29	30	31		5									30	NA						0
<b>Total 19</b>								<b>Total 19</b>								<b>Total 14</b>							

April 2025								May 2025								June 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		NA	2	3	4	5	3	4	5	6	7	8	9	10	5	1	2	3	Δ4	5	6	7	3
6	7	8	9	10	11	12	5	11	12	13	14	15	16	17	5	8	9	10	11	12	13	14	0
13	14	15	16	17	NA	19	4	18	19	20	21	22	23	24	5	15	16	17	18	H	20	21	0
20	21	22	23	24	25	26	5	25	H	27	28	29	30	31	4	22	23	24	25	26	27	28	0
27	28	29	30				3									29	30						0
<b>Total 20</b>								<b>Total 21</b>								<b>Total 3</b>							

**Grading Period - Trimesters\*:** T1: 60 T2: 58 T3: 58 **Total: 176**  
 \*All Grade K-8 core academic classes will be graded on trimesters, exclusive of the JH specials rotation.

**Grading Period - Quarters\*\*:** Q1: 46 Q2: 44 Q3: 42 Q4: 44 **Total: 176**  
 \*\*The quarterly grading period will apply to Grade 6-8 specials only (i.e., Art, Music, Health, etc.).

Pupil Attendance Days.....	176
Institute Days.....	3
P/T Conference Days.....	2
5 Emergency Days.....	5
<b>Total</b>	<b>186</b>
<i>(180 days minimum)</i>	

Legal School Holidays	
Independence Day	7/4/2024
Labor Day	9/2/2024
Columbus Day	10/14/2024
Thanksgiving Day	11/28/2024
Christmas Day	12/25/2024
New Year's Day	1/1/2025
M.L. King's Birthday	1/20/2025
Presidents' Day	2/17/2025
Casimir Pulaski Day	3/3/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025

\* In the event of an emergency day, school may be in session on a legal holiday.

Calendar Legend	
Institutes	TI
School Begins	SB
Legal School Holiday	H
Not in Attendance	NA
Full-Day P/T Conference	PT
End of Trimester Period	Δ
End of Quarter Period	*
5 - Emergency Days	5
Remote Learning Days	RL
Remote Planning Days	RP
** Professional Learning Days	PL

*(June 4 is last day if no Emergency Days are used.)*

\* December 20th is an early release day for students:  
 • Early Childhood: NO SCHOOL  
 • Kindergarten through Gr. 2: 11:30 a.m.  
 • Grades 3-5: 12:00 p.m.  
 • Grades 6-8: 12:45 p.m.

• Teaching Staff will end their work day 5 minutes after student dismissal. (Certified Staff Contract, Article 10.6)

• Support Staff will end their work day 5 minutes after student dismissal. (Support Staff Contract, Article 9.10)

\*\* Professional Learning (PL) days entail an early release for all full-day students:  
 Grades K-2: 11:30 a.m.  
 Grades 3-5: 12:00 p.m.  
 Grades 6-8: 12:45 p.m.

• There will be NO SCHOOL for Early Childhood or Pre-K students on PL days

• 1/2 Day Kindergartners will dismiss at 10:45 on PL days





**SAFE SCHOOLS REPORTING**

Dear Orland School District 135 Families,

Student safety is our priority in Orland School District 135. We want to continue to provide every available resource to help our parents, teachers, students, and staff continue to navigate difficult, dangerous, and life-threatening situations.

Our school district is beginning to participate in a new statewide school safety program called Safe2Help Illinois. This program will offer students a safe and confidential way to share information that may help prevent suicides, bullying, school violence, and other threats to student safety. The program also includes an educational curriculum aimed at fostering a culture of kindness and resources for educators and parents to reinforce the program concepts with their students.

Safe2Help Illinois features a 24/7 helpline (1-844-4-SAFEIL), free mobile app, and dedicated website ([www.Safe2Helpil.com](http://www.Safe2Helpil.com)). In the absence of a trusted adult, students can use Safe2Help Illinois to share concerns about themselves or others in a confidential environment. Once vetted, the information will be immediately shared with local school officials, mental health professionals, and/or local law enforcement, depending on the nature of the tip. It is important to note that this program is not intended to punish, suspend or expel students. Rather, the intent is to encourage students to “seek help before harm,” with the goal of intervening and helping students before they harm themselves or others.

Reports often involve topics related to self-harm or harm to others, bullying, suicide, tobacco or narcotics use, depression, and explicit or implicit threats of violence. Orland School District 135 encourages students, parents, and staff to report anything that makes them feel worried or uncomfortable.

***HOW CAN STUDENTS REPORT?***

REPORTING DIRECTLY TO A TRUSTED ADULT	SUBMITTING A TIP VIA PHONE	SUBMITTING A TIP VIA EMAIL OR ONLINE FORM	SUBMITTING A TIP VIA TEXT OR MOBILE APPLICATION
This can be any trusted adult, or adult a child, parent, or staff member trusts they can share information with and that it will be addressed in a manner that maintains trust and credibility.	Call: 844-4-SAFEIL Call Your Principal or Assistant Principal’s phone number Call: 708-364-3335	<a href="mailto:HELP@Safe2HelpIL.com">HELP@Safe2HelpIL.com</a>  <a href="https://app.safe22helpil.com">Online Tip (https://app.safe22helpil.com)</a>  District 135 <a href="#">CONTACT US</a> email a trusted adult in school, or email you Principal or Assistant Principal	TEXT: SAFE2 (72332)



## **BUILDINGS AND GROUNDS**

### **Asbestos Plan**

The Asbestos Hazard Emergency Response Act requires certain actions by the school district regarding the presence of asbestos in school buildings, including air samples and planning as may be required. The district has conducted testing and inspection and all buildings are in compliance with AHERA. You can access additional information about AHERA and the federal requirements related to asbestos and schools at the following link: [http://www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html).

### **Herbicide Application**

If fertilizer or lawn care application is applied to the properties owned by Orland School District 135, parents and staff within the District will be notified. An example of a notification can be found within the [Buildings and Grounds website](#).

### **Pest Management**

In conformance with the Structural Pest Control Act, the district follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides. Issues or questions regarding the district integrated pest management program should be directed to the school principal or the Buildings and Grounds Department. Students or parents can submit a written request to the Buildings & Grounds Department if they would like to be notified prior to the application or use of any non-bait pesticide application. Reliable contact information must be provided by the parent or student. The district will make good faith efforts to provide actual notice to the parent. If the notice is not provided prior to application, the district will provide the notice as soon as it is possible to reach the parent. For further information regarding the Pest Control Act and its requirements, you can access the following Illinois Department of Public Health link: <http://www.isph.state.il.us/envhealth/structuralpest.htm>.

### **STARS Before/After School Program**

STARS is a high quality, district-sponsored program designed to provide safe, structured and nurturing before and after school care for students attending Orland 135 schools in kindergarten through eighth grade during the school year. The philosophy of STARS is for students to remain together with their peers before and after school where there are resources to reinforce learning from the school day, build on valuable social skills by having more interaction with friends from their school community all while staying active through a series of planned activities and free play. To learn more about the STARS program or register your child, please [visit the STARS website](#).



## **BUSINESS SERVICES**

### **Fee Payments to the District**

All registration payments are to be made online through [Skyward/RevTrak](#). Families can pay by credit/debit card or e-check.

Cash and check payments are accepted at the schools when notified. All returned checks are directly sent to Envision Payment Solutions and payments are to be handled through Envision. There is a \$25 fee for returned checks that will be charged through Envision.

All student fees must be paid in full in order for students to participate in 8th-grade activities.

### **Fee Waiver Eligibility**

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

Applications for fee waivers 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, the building personnel will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process.

### **Free and Reduced Lunch**

Parents who feel that their children may qualify for free or reduced-priced meals should see the Business Office, or visit our website (<https://www.orland135.org/departments/business/departments/business/food-service/free-reduced-applications>) for a fee waiver form. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Pursuant to the Hunger Free Students Bill of Rights, every school in Illinois is required to provide a federally reimbursable meal or snack to students who request it, regardless of whether the student has the ability to pay or owes money for earlier meals or snacks. If the student owes money for meals or snacks in excess of the amount charged for five lunches, a school may reach out to the student's parent or guardian to attempt to collect the owed money and request that the parent or guardian apply for federal or state meal benefits. If the amount owed by the student is \$500 or more and the District has made reasonable efforts to collect the debt from the student's parent or



guardian for at least a year, then the school District may seek an offset under the State Comptroller Act (allows Comptroller to intercept payments to debtors) to recoup the debt. In accordance with state law, the District will not stigmatize a student who cannot pay for a meal or snack or who owes money for a meal or snack.

## **CURRICULUM**

### **Accelerated Placement Program**

The District provides an Accelerated Placement Program (APP) which advances the District’s goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The placement can be in a curriculum generally provided for students who are older or in higher grades than the student being considered for advancement. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and © early entrance to kindergarten or first grade. Based on a review of certain information related to students, acceleration is possible for all students who demonstrate certain higher ability and who may benefit from such placement. [Policy 6:135 Accelerated Placement Program](#) and [our district website](#) for further information.

### **Ann Marie’s Law**

Illinois Senate Bill 1793, known as Ann Marie’s Law, requires public schools to provide training for staff and an age-appropriate curriculum for students regarding suicide prevention and awareness. District 135 requires all staff to have online training, and teachers in grades 3-8 to have in-service training on this topic. Additionally, social workers and health educators incorporate age-appropriate suicide prevention and awareness information into the curriculum alongside the Social-Emotional Learning Standards. [Policy 7:290](#) speaks directly on the Suicide and Depression Awareness and Prevention Program and the guidelines followed by District 135.

All District devices are equipped with the [Safe 2 Help](#) app where students and staff can anonymously submit tips relating to bullying, suicide, or threats to themselves or others. In addition to the phone app, student ID cards have the suicide hotline phone number listed on them as well as the Safe 2 Help contact information.

### **Channels of Communication**

Should concerns or questions arise, please address them with the classroom teacher first. Building administration would be the next channel, followed by the District-level administration. The Board of Education is always the final level of appeal and, as such, is not the first contact on most issues.

### **Curriculum and Appropriate Online Behavior**

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center



materials. As required by federal law and Board policy, Curriculum Content, students will be educated about appropriate online behavior, not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use. Please refer to the technology section for more information.

## **Discipline**

In accordance of disciplinary measures outlined in [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 marijuana, edibles, tobacco or nicotine materials, including vaping devices or electronic cigarettes.
2. Using, possessing, distributing, purchasing, selling, or offering alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend a school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering:
  - a. Any illegal drug, a controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
  - 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.
  - 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:
    - (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.**

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Disobeying rules of student conduct or directives from staff members or school officials. The Orland School District 135 Progressive Discipline Model will be used as appropriate for disciplinary protocol.
- 7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic assessment and wrongfully obtaining test copies or scores.
- 8. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical and/or social emotional 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, inappropriate sexual language, and sexual assault).
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 11. Entering school property or a school facility without proper authorization.
- 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.



13. Engaging in teen dating violence.
14. Engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. 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 attempted intimidation of a student or staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat (via an) Internet website or digital communication platform (example: social media, email, text) against a school employee, a student, or any school-related personnel if the Internet website or communication platform 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 their duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
19. Accessing, submitting, posting, recording, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material via any communication platform.
20. Selling any type of goods for profit without building administration approval is not permitted.
21. It is strictly prohibited to video fights at school or school events, both inside and outside of school premises. This policy is in place to ensure the safety and privacy of all individuals involved. Any violation of this policy will result in disciplinary action.

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, or backpack; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. *For any viable threat, including and not limited to student self harm, harm to others, and/or harm to property; student will be administered a threat/risk assessment*



*by school personnel.*

### **Disciplinary Measures**

The Orland School District 135 Progressive Discipline Model will be used and referred to for discipline protocol as appropriate. 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. The below list of disciplinary measures is a range of options:

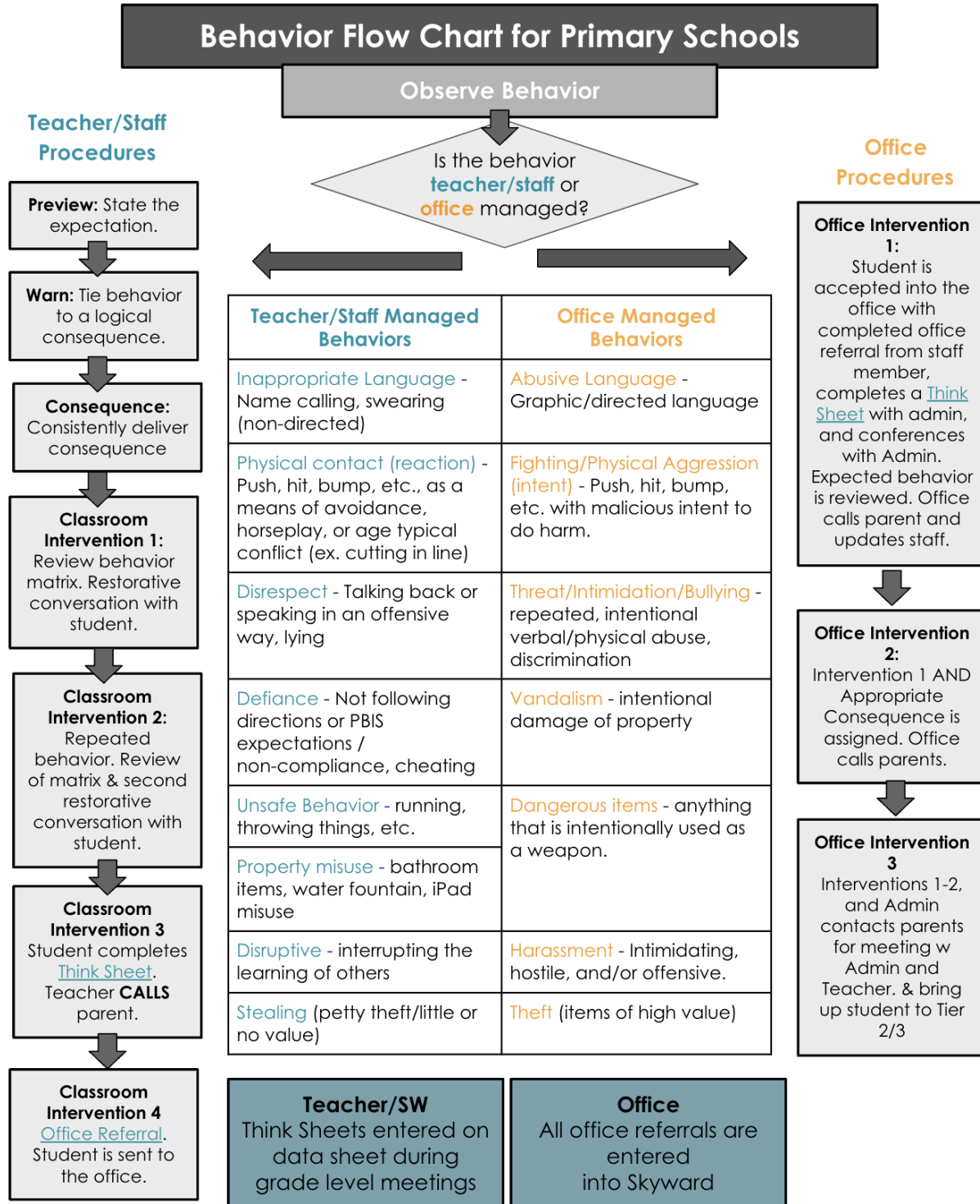
1. Notifying parents/guardians.
2. Disciplinary conference.
3. Restorative conversations/peer mediation.
4. Anti-bias, sensitivity education.
5. Mediation with student.
6. Mediation with parents.
7. Withholding of privileges.
8. Temporary removal from the classroom.
9. Return of property or restitution for lost, stolen or damaged property.
10. In-school suspension.
11. After-school detention 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.)
12. Community service.
13. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
14. Suspension of bus riding privileges.
15. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.





16. 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.
17. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
18. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs, "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

## Behavior Flow Chart for Primary Schools





**Primary Administration/Office Managed Incidents**

This Discipline Matrix serves as an administrative guide to the behavioral offenses per Board Policy 7:190; consequences may also include parent contact or conference, restorative practices, reteaching, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, contact of authorities, removal from environment. Administrative discretion may be exercised as appropriate. Opportunities for reteaching and restorative practices may be implemented by school administrators, social workers, or teachers.

This table provides a range of possible consequences. All student misconduct and possible consequences are not limited to what is included in this table.

KEY: ISS - In-School Suspension, OSS: Out of School Suspension, Detention - Could be before, during OR after school.

This discipline matrix serves as a guide for school administration of the most common behavior offenses; discretion may be exercised as appropriate	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Students who are untruthful and/or withhold information in investigations with school administration may receive additional consequences.					
Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy	Loss of privileges; 1-10 day OSS; contacting legal authorities; expulsion				
Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.	Warning and conversation with student	Warning, parent contact, parent pick up of device	Detention, plan for student, check phone in with staff member in the beginning and end of day	Detention, plan for student, check phone in with staff member in the beginning and end of day. ISS and/or OSS	ISS and/or OSS with individualized plan for student to check phone in with staff member in the beginning and end of day

Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search	Verbal warning, restorative process	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff	Verbal warning, restorative process	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.	Verbal warning, restorative process, parent contact	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault	Verbal warning, restorative process, parent contact, referral to SW	Verbal warning, restorative process, loss of privileges, parent contact, referral to SW	Restorative process, loss of privileges, parent contact, 1-2 day OSS, referral to SW	Restorative process, loss of privileges, parent contact, 2-4 day OSS, referral to SW	Restorative process loss of privileges, parent contact, 5+ day OSS, referral to SW
Causing or attempting	Verbal	Verbal warning,	Restorative	Restorative	Restorative

to cause damage to, or stealing or attempting to steal, school property or another person's personal property.	warning, restorative process, parent contact	restorative process, loss of privileges, parent contact	process, loss of privileges, parent contact, 1-2 day OSS, referral to SW	process, loss of privileges, parent contact, 2-4 day OSS, referral to SW	process loss of privileges, parent contact, 5+ day OSS, referral to SW
In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency;	Loss of privileges; 1-10 day OSS; contacting legal authorities; expulsion				
Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants	Follow district attendance/truancy protocols				
Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.	Loss of privileges; restorative practices; 1-10 day OSS; contacting legal authorities; expulsion				
Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel	Loss of privileges; restorative practices; 1-10 day OSS; contacting legal authorities; expulsion				
Engaging in any activity, on or off campus, that	Loss of privileges; restorative practices; 1-10 day OSS; contacting legal authorities; expulsion				

interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function,					
<b>Vulgar, Abusive, Inappropriate Language</b>					
BULLYING, INTIMIDATION, VERBAL HARASSMENT, NAME -CALLING, CYBER-BULLYING	Verbal warning, restorative process, parent contact	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
RACIAL/SEXUAL SLURS	Verbal warning, restorative process, parent contact	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
SEXUAL HARASSMENT	Verbal warning, restorative process, parent contact	Verbal warning, restorative process, loss of privileges, parent contact	Restorative process, loss of privileges, parent contact, 1-2 day OSS	Restorative process, loss of privileges, parent contact, 2-4 day OSS	Restorative process loss of privileges, parent contact, 5+ day OSS
WEAPONS/EXPLOSIVES / COMBUSTIBLES/ARSON Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities	Loss of privileges; 1-10 day OSS; contacting legal authorities; expulsion				



### **Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012(720 ILCS 5/24-1).

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.

### **School Bus Suspensions**

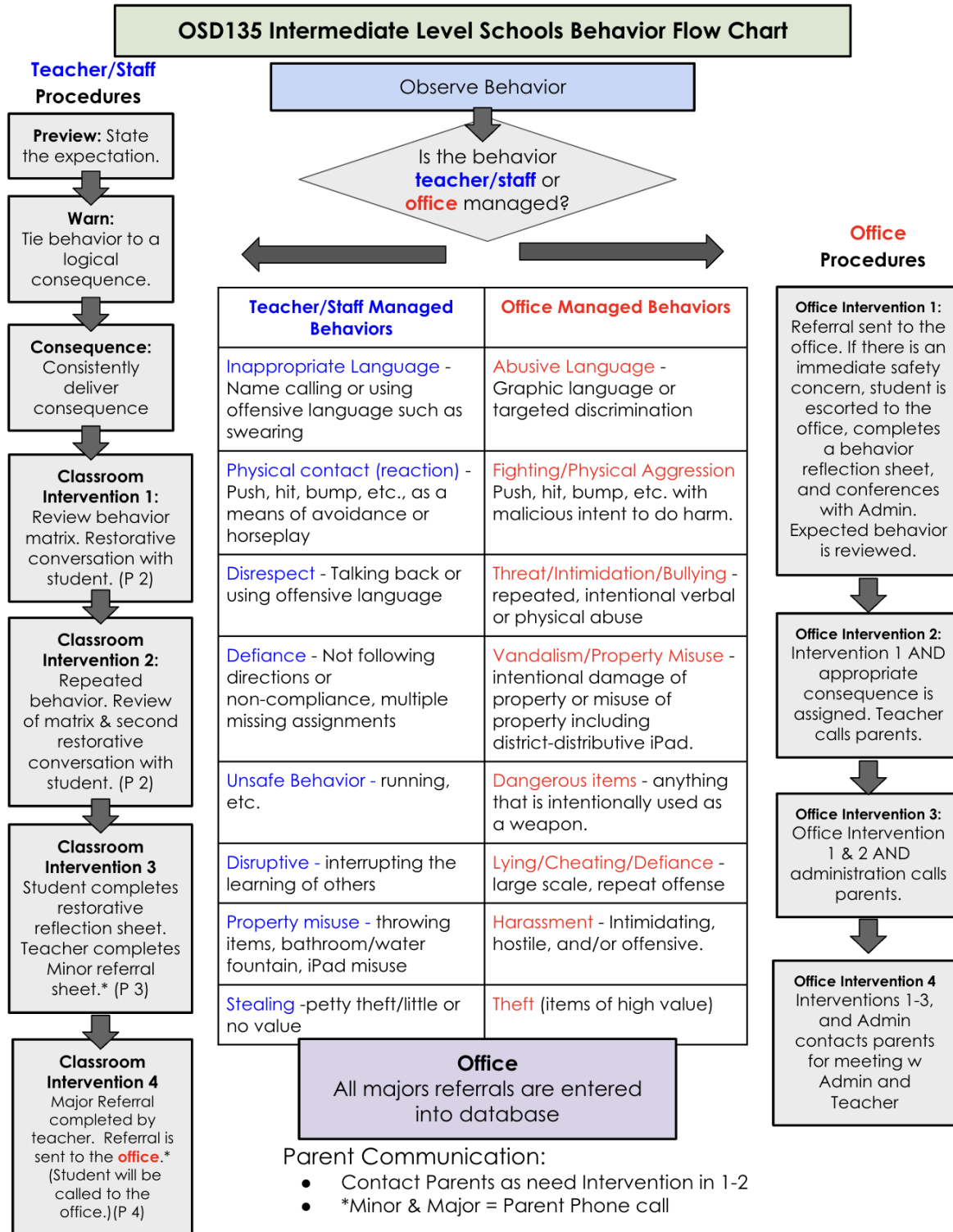
The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
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 Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

### **Cell Phones**

Using a Smart 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 the building principal, all smart devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

## Behavior Flow Chart for Intermediate Schools







**Intermediate Administration/Office Managed Incidents**

This Discipline Matrix serves as an administrative guide to the behavioral offenses per Board Policy 7:190; consequences may also include parent contact or conference, restorative practices, reteaching, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, contact of authorities, removal from environment. Administrative discretion may be exercised as appropriate. Opportunities for reteaching and restorative practices may be implemented by school administrators, social workers, or teachers. This table provides a range of possible consequences. All student misconduct and possible consequences are not limited to what is included in this table.

KEY: ISS - In-School Suspension, OSS: Out of School Suspension, Detention - Could be before, during OR after school.

This discipline matrix serves as a guide for school administration of the most common behavior offenses; discretion may be exercised as appropriate	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Students who are untruthful and/or withhold information in investigations with school administration may receive additional consequences.					
Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.	Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion				
Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students 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	Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion				

Using, possessing, distributing, purchasing, selling, or offering for sale any drug or controlled substance	Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion				
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 had the prohibited substance, as applicable, in their possession.					
Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy	Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion				
Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.	Warning and conversation with student	Warning, parent contact, parent pick up of device	Detention, plan for student, check phone in with staff member in the beginning and end of day	Detention, plan for student, check phone in with staff member in the beginning and end of day. ISS and/or OSS	ISS and/or OSS with individualized plan for student to check phone in with staff member in the beginning and end of day
Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.	Restorative Process	Parent Contact			
Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff	Parent Contact  Loss of privileges, including lunch and/or recess	Parent Contact  Loss of privileges, including lunch and/or recess (up to 3)	Parent Contact  ISS (up to 1 Day)  Restorative Process	Parent Contact  OSS 1 Day  Restorative Process	Parent Contact  OSS 2-10 days  Restorative Process

directives include refusing a District staff member's request to stop, present school identification, or submit to a search	Restorative Process	Restorative Process			
Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff	Restorative Process	Parent Contact	Parent Contact  Loss of privileges, including lunch and/or recess (up to 3)		
Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.	Parent Contact  ISS (up to 1 Day)  Restorative Process	Parent Contact  OSS 1 Day  Restorative Process	Parent Contact  OSS 2-10 days  Restorative Process		
Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault	Parent Contact  Loss of privileges, including lunch and/or recess (up to 3)  Restorative Process	Parent Contact  ISS (up to 1 Day)  Restorative Process	Parent Contact  OSS 1 Day  Restorative Process	Parent Contact  OSS 2-10 days  Restorative Process	
Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement.				

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.	Parent Contact  Loss of privileges, including lunch and/or recess  Restorative Process	Parent Contact  Loss of privileges, including lunch and/or recess (up to 3)  Restorative Process	Parent Contact  ISS (up to 1 Day)  Restorative Process	Parent Contact  OSS 1 Day  Restorative Process	Parent Contact  OSS 2-10 days  Restorative Process
Entering school property or a school facility without proper authorization	Restorative Process	Parent Contact			
In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency;	Loss of privileges; 1-10 day OSS, contacting legal authorities, expulsion				
Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants	Restorative Process	Parent Contact, Follow Chronic Absenteeism and Truancy Intervention Guide Parent Meeting; Follow Chronic Absenteeism and Truancy Intervention Guide			

<p>Being involved with any public school fraternity, sorority, or secret society</p>	<p>Parent Contact Loss of privileges, including lunch and/or recess Restorative Process</p>	<p>Parent Contact Loss of privileges, including lunch and/or recess (up to 3) Restorative Process</p>	<p>Parent Contact ISS (up to 1 Day) Restorative Process</p>	<p>Parent Contact OSS 1 Day Restorative Process</p>	<p>Parent Contact OSS 2-10 days Restorative Process</p>
<p>Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia</p>	<p>Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion</p>				
<p>Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.</p>	<p>Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion</p>				
<p>Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel</p>	<p>Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion</p>				
<p>Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee</p>	<p>Restorative Process</p>	<p>Parent Contact</p>			

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function,	Parent Contact Loss of privileges, including lunch and/or recess Restorative Process	Parent Contact Loss of privileges, including lunch and/or recess (up to 3) Restorative Process	Parent Contact ISS (up to 1 Day) Restorative Process	Parent Contact OSS 1 Day Restorative Process	Parent Contact OSS 2-10 days Restorative Process
Weapons	Loss of privileges; 1-10 day OSS, contacting legal authorities, expulsion				
<b>Vulgar, Abusive, Inappropriate Language</b>					
BULLYING, INTIMIDATION, VERBAL HARASSMENT, NAME-CALLING, CYBER-BULLYING	Parent Contact Loss of privileges, including lunch and/or recess Restorative Process	Parent Contact Loss of privileges, including lunch and/or recess (up to 3) Restorative Process	Parent Contact ISS (up to 1 Day) Restorative Process	Parent Contact OSS 1 Day Restorative Process	Parent Contact OSS 2-10 days Restorative Process
RACIAL/SEXUAL SLURS	Parent Contact Loss of privileges, including lunch and/or recess Restorative Process	Parent Contact Loss of privileges, including lunch and/or recess (up to 3) Restorative Process	Parent Contact ISS (up to 1 Day) Restorative Process	Parent Contact OSS 1 Day Restorative Process	Parent Contact OSS 2-10 days Restorative Process
SEXUAL HARASSMENT	Parent Contact Loss of privileges, including lunch and/or recess (up to 3) Restorative Processes	Parent Contact ISS (up to 1 Day) Restorative Processes	Parent Contact OSS 1 Day Restorative Processes	Parent Contact OSS 2-10 days Restorative Processes	

WEAPONS/EXPLOSIVES / COMBUSTIBLES/ARSON Possible Alternative Placement & / or Expulsion and Referral to Legal Authorities	1-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement.	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement.
---	--	---

**Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012(720 ILCS 5/24-1).

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.

**School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
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 Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

**Cell Phones**

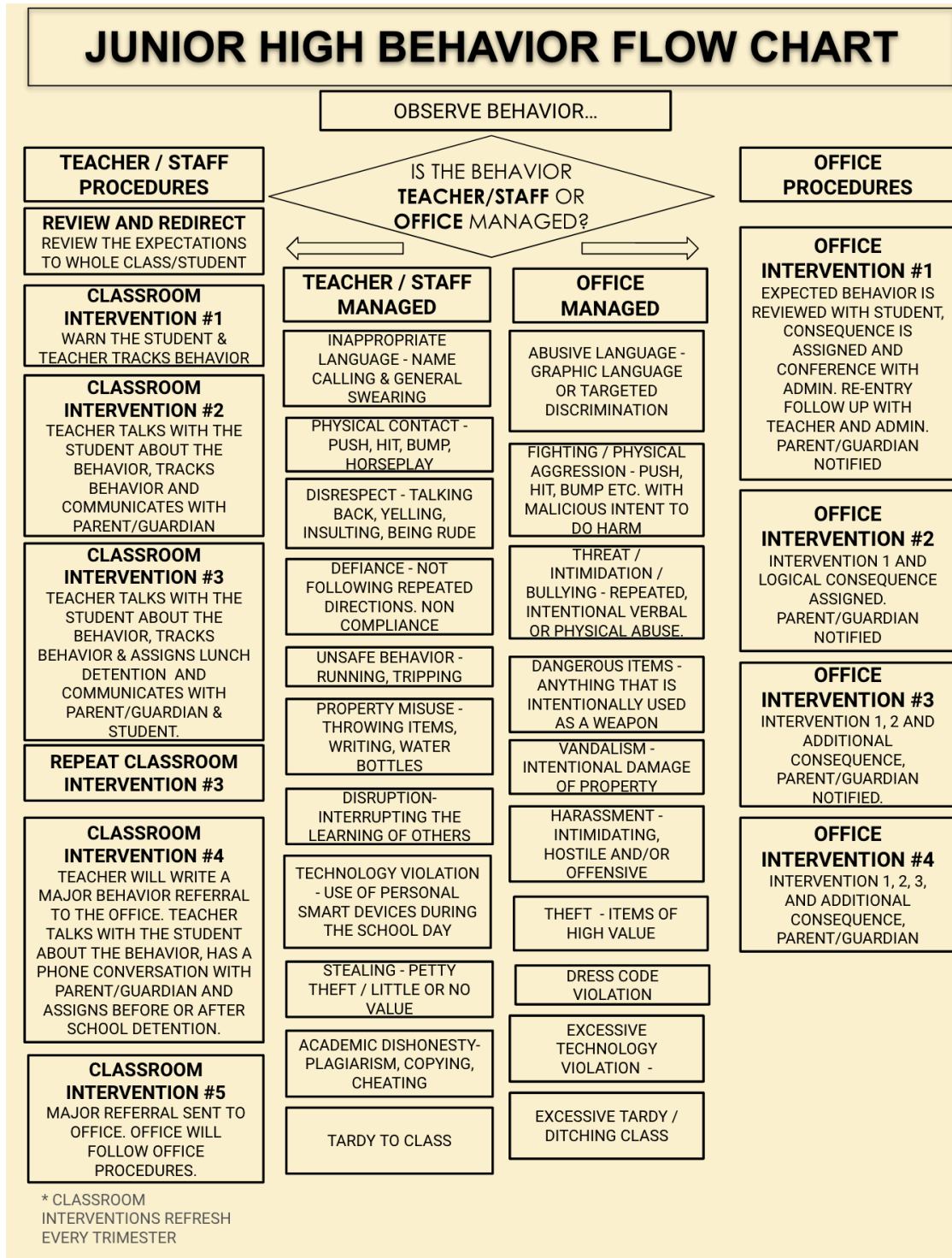
Using a Smart Device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, 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 the building principal, all smart devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.



**Behavior Flow Chart for Junior High Schools**



**Junior High Administration/Office Managed Incidents**

This Discipline Matrix serves as an administrative guide to the behavioral offenses per Board Policy 7:190; consequences may also include parent contact or conference, restorative practices, reteaching, behavior plan, social work, search of student upon entry to the building, check in/check out, removal of privileges, contact of authorities, removal from environment. Administrative discretion may be exercised as appropriate. Opportunities for reteaching and restorative practices may be implemented by school administrators, social workers, or teachers.

This table provides a range of possible consequences. All student misconduct and possible consequences are not limited to what is included in this table.

**KEY: ISS - In-School Suspension, OSS: Out of School Suspension, Detention - before, during OR after school.**

This discipline matrix serves as a guide for school administration of the most common behavior offenses; discretion may be exercised as appropriate					
Students who are untruthful and/or withhold information in investigations with school administration may receive additional consequences.					
Type of behavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.	1-3 days OSS 1 day ISS Parent Meeting	2-4 days OSS 1 day ISS Contact local authorities Parent Meeting	4-6 days OSS 1 day ISS Contact local authorities Parent Meeting	5-10 day OSS Possible expulsion or Alternative placement	
Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students 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	1-3 days OSS 1 day ISS Parent Meeting	2-4 days OSS 1 day ISS Contact local authorities Parent Meeting	4-6 days OSS 1 day ISS Contact local authorities Parent Meeting	5-10 day OSS Possible expulsion or Alternative placement	

Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement.				
Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.	Warning and conversation with student	Warning, parent contact, parent pick up of device	Detention, plan for student, check phone in with staff member in the beginning and end of day	Detention, plan for student, check phone in with staff member in the beginning and end of day. ISS and/or OSS	ISS and/or OSS with individualized plan for student to check phone in with staff member in the beginning and end of day
Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.	Warning	Warning and parent contact	Lunch detention	Lunch detention	Before or after school detention
Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search	Before or after school detention	1 day ISS	1 day OSS, 1 day ISS, Parent Meeting	2 days OSS, 1 day ISS, Parent Meeting	3 days OSS, 1 day ISS, Parent Meeting
Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial	Lunch Detention; resubmit assignment	Before or after school detention; resubmit assignment	1 day ISS; resubmit assignment	1 day OSS, 1 day ISS, Parent Meeting, resubmit assignment	2 days OSS, 1 day ISS, Parent Meeting, resubmit assignment

intelligence technology in place of original work unless specifically authorized by staff					
Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct.	1-3 days OSS; 1 day ISS; Parent meeting	3-5 days OSS, 1 day 1SS; Parent meeting	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement		
Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault	1-10 days OSS, report to authorities, parent meeting, and expulsion or alternate placement.				
Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited	5-10 days OSS, report to authorities, parent meeting, and expulsion or alternate placement.				
Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.	Before or after school detention; replacement of damaged item	1 day ISS; replacement of damaged item	1 day OSS; 1 day ISS; parent meeting; replacement of damaged item	2 days OSS; 1 day ISS; parent meeting; replacement of damaged item	3 days OSS; 1 day ISS; parent meeting; replacement of damaged item
Entering school property or a school facility without proper authorization	Contact local authorities				

<p>In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency</p>	<p>5-10 days OSS, report to authorities, parent meeting, and expulsion or alternate placement.</p>	
<p>Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants</p>	<p>Restorative Process</p>	<p>Parent Contact, Follow Chronic Absenteeism and Truancy Intervention Guide Parent Meeting; Follow Chronic Absenteeism and Truancy Intervention Guide</p>
<p>Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia</p>	<p>Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion</p>	
<p>Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.</p>	<p>Loss of privileges;1-10 day OSS, contacting legal authorities, expulsion</p>	
<p>Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel</p>	<p>Loss of privileges; 5-10 day OSS, threat assessment, contacting legal authorities, expulsion</p>	

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function	Warning	Warning and parent contact	Lunch detention	Lunch detention	Before or after school detention
<b>Vulgar, Abusive, Inappropriate Language</b>					
Bullying, intimidation, verbal harassment, name-calling, cyber-bullying	1-3 days OSS; 1 day ISS; Parent meeting	3-5 days OSS, 1 day 1SS; Parent meeting	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement		
Racial/sexual slurs	1-3 days OSS; 1 day ISS; Parent meeting	3-5 days OSS, 1 day 1SS; Parent meeting	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement		
Sexual harassment	1-3 days OSS; 1 day ISS; Parent meeting	3-5 days OSS, 1 day 1SS; Parent meeting	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement		
Weapons/explosives/combustibles/arson	5-10 day OSS, report to authorities, parent meeting, and expulsion or alternate placement.				

**Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012(720 ILCS 5/24-1).

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.



### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
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 Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

### **Cell Phones**

Using a Smart 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 the building principal, all smart devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

### **Distribution of Non-Curricular Materials by Students**

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 and/or any virtual platforms that creates/encompasses any of the following situations:

1. Will cause 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, 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 Board of Education policy;
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.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed is primarily prepared by students and approved by building administration.

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/posting such material intending for it to be accessed or distributed at school.

### **Drug-Free Schools**

Consistent with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or at any school-related events. Drugs include any tobacco/vape product, alcoholic beverage, anabolic steroid, any unlawful controlled substance as defined by Illinois law, and any substance that could be considered a “look-a-like” controlled substance. Any student who violates this policy is subject to discipline, up to and including expulsion. When appropriate the District will refer the student to resources that can assist the student in addressing drug or alcohol related abuse problems.

### **Erin’s Law**

Illinois House Bill 6193, known as Erin’s Law, requires public schools to implement an age-appropriate sexual abuse awareness and prevention curriculum for all students in grades Pre-K- 12. To meet this mandate, District 135 offers a presentation to all grade levels. The age-appropriate presentations emphasize healthy and safe relationships through interactive activities and discussions. Prevention programs are also backed up in our District by the teaching of fundamental social and emotional skills that help children develop their abilities to know and express themselves, have positive relationships, and make good choices. Please contact the [Department of Teaching and Learning](#) with any concerns or questions.

### **Exemption from PE Requirements**

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

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

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





**Faith’s Law**

On December 3, 2021, Governor Pritzker signed Faith’s Law, P.A. 102-0676 (HB 1976), into law. Faith’s Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

Illinois House Bill 1785, known as Faith's Law, is committed to providing a safe and inclusive learning environment for all students. Discrimination, harassment, and bullying will not be accepted in any form. Students are expected to conduct themselves in a respectful and responsible manner at all times. Any violations of this policy will result in disciplinary action, up to and including suspension or expulsion. Students who experience or witness any form of discrimination, harassment, or bullying are encouraged to immediately report it to a staff member or through the use of our Safe to Help platform.

Faith’s Law also requires ISBE, by July 1, 2023, to create and post on its website a resource guide that will function as a centralized source of guidance about sexual abuse response and prevention for students, parents/guardians, and educators. Starting at the beginning of the 2023-2024 school year, school districts must annually notify parents of ISBE’s resource guide and provide copies of the guide to parents/guardians upon request or make the guide available on their website.

[Faith’s Law on Orland School District 135’s website](#)

Guidelines for Specific Boundary Areas (5:120, AP2) Employee-Student Boundaries

Boundary Area	Inappropriate	Appropriate
Emotional	Favoring certain students by inviting them to your classroom at non-instructional times to “hang out.” Favoring certain students by giving them special privileges. Engaging in peer-like behavior with students. Discussing personal issues with students.	Inviting students who need additional instructional support to your classroom for such additional support. Conducting one-on-one student conferences in a classroom with the door open.
Relationship/Power	Meeting with a student off-campus without parent/guardian knowledge and/or permission. Dating, requesting, or participating in a private	Meeting with a student off-campus with parent/guardian knowledge and/or permission,

	<p>meeting with a student (in person or virtually) outside your professional role.</p> <p>Transporting a student in a school or private vehicle without administrative authorization.</p> <p>Giving gifts, money, or treats to individual students.</p> <p>Sending students on personal errands.</p> <p>Intervening in serious student problems instead of referring the student to an appropriately trained professional.</p> <p>A sexual or romantic invitation toward or from a student.</p> <p>Taking and using photos/videos of students for non-educational purposes.</p>	<p>e.g., when providing pre-arranged tutoring or coaching services.</p> <p>Transporting a student in a school or private vehicle with administrative authorization.</p> <p>Taking and using photos/videos of students for educational purposes, with student and parent/guardian consent, while abiding by student records laws, policies, and procedures.</p>
<p>Communication</p>	<p>Initiating or extending contact with a student beyond the school day in a one-on-one or non group setting.</p> <p>Inviting students to your home. Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose. Privately messaging students by any means.</p> <p>Maintaining intense eye contact. Making comments about a student’s physical attributes, including excessively flattering comments.</p> <p>Engaging in sexualized or romantic dialog.</p> <p>Making sexually suggestive comments directed toward or with a student.</p>	<p>Limiting communication to what is necessary for educational and/or extracurricular activities.</p> <p>Using District-approved methods for communicating with students.</p>

	<p>Disclosing confidential information.</p> <p>Self-disclosure of a sexual, romantic, or erotic nature.</p>	
Physical	<p>Full frontal hugs.</p> <p>Invading personal space.</p> <p>Massages, shoulder rubs, neck rubs, etc. Lingering touches or squeezes. Tickling.</p> <p>Having a student on your lap.</p> <p>Physical exposure of a sexual, romantic, or erotic nature.</p> <p>Sexual, indecent, romantic, or erotic contact with a student.</p> <p>Assisting a young student or a student with special needs with a toileting issue without obtaining parent/guardian permission.</p>	<p>Occasionally patting a student on the back, shoulder, or arm.</p> <p>Momentary physical contact with limited force designed to prevent a student from completing an act that would result in potential physical harm to the student or another person or damage to property; or to remove a disruptive student who is unwilling to leave the area voluntarily.</p> <p>Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.</p>

### **Grading and Promotion**

<b>Grade Levels</b>	<b>Grading Scale</b>
Kindergarten - Second Grade	<p>4 - Demonstrates Strong Understanding/Learning</p> <p>3 - Demonstrates Understanding/Learning</p> <p>2 - Demonstrates Minimal Understanding/Learning</p> <p>1 - Demonstrates No Understanding/Learning</p>
Third - Fifth Grade	<p>A 100 - 90%</p> <p>B 89 - 80%</p> <p>C 79 - 70%</p> <p>D 69 - 60%</p> <p>F 59 - 50% or (0)</p>

Sixth - Eighth Grade	A+ 100-99% A 98 - 92% A- 91 - 90% B+ 89 - 88% B 87 - 82% B- 81 - 80% C+ 79 - 78% C 77 - 72% C- 71 - 70% D+ 69 - 68% D 67 - 62% D- 61 - 60% F 59 - 50% or (0)
----------------------	--

In grades 3 - 8, any assignment submitted by a student will receive a minimum of 50%. Unsubmitted assignments may receive a zero (0).

**Decaying Average** - As of the 2024-2025 school year, for grades 3-8, the District will no longer be utilizing a decaying average where more recent assignments are weighted more heavily than past assignments. For grades K-2, the decaying average will continue to represent development and learning.

**Grade Calculation Grades 3-5** - Homework assignments will be 5% of the overall grade. 95% of the grade will come from classwork, quizzes, and tests. Classwork that is started in class and assigned to be finished at home is considered “homework.”

**Grade Calculation Grades 6-8** - Homework assignments will be 10% of the overall grade. 90% of the grade will come from classwork, quizzes, and tests. Classwork that is started in class and assigned to be finished at home is considered “homework.”

**Feedback** - Feedback from the teacher to the student on the grade the student is getting, why that grade is being given, and what the student can do to improve is expected for grades going into the grade book and counting toward the final grade. Feedback may be oral or written.

**Whole Group and Small Group Instruction** - Both modes of instruction are expected. Throughout a marking period, it is the expectation that students receive a balance of instructional modes throughout their classes. The frequency with which students receive small group instruction may depend on student level of understanding and student progress. A common form of small group instruction in science is students working together in small groups in labs.

**Homework**

Students benefit most when homework reviews material that they have not yet mastered, and therefore need to practice, but that they are able to work on independently. Homework is given to help students practice a skill after the teacher has checked for understanding to assure students understand the skill.



Homework should be used for feedback about where students are in their development of a skill and need to go next to improve.

Homework is part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Department of Teaching and Learning shall provide guidance to ensure that homework:

- Is used to reinforce and apply previously covered concepts, principals, and skills;
- Is not assigned for disciplinary purposes;
- Serves as a communication link between the school and parents/guardians;
- Encourages independent thought, self-direction, and self-discipline; and
- Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

### **Learning Skills and Work Habits (Behavior)**

Grades can become confusing when they represent behaviors and academics. Appropriate grading is about being more clear when reporting behaviors and academics by reporting them separately. Learning skills, work habits, and behaviors are designated as, 'EXPECTATIONS' on the report card. On the report card, these expectations are separated into four categories. BE RESPONSIBLE, BE RESPECTFUL, BE ENGAGED, and BE SAFE, are the categories that are described in our Behavior Rubric. In each of these categories, your child will receive a '3,' '2,' or '1' as a score on the report card. The learning skills, work habits, and behaviors also reflect shared values among stakeholders in Orland School District 135's. For students receiving '2' or '1,' parents can expect phone calls from the teacher or teachers assigning the grade, explaining the behaviors and how to improve, in advance of the grade appearing on the report card.

#### **Be Responsible**

- Submits assignments on time
- Submits assignments following directions
- Prepared with materials
- Learns from mistakes and accepts responsibility

#### **Be Respectful**

- Participates well in small and/or large group activities
- Speaks with appropriate timing and tone
- Polite and kind to others
- Reciprocates respect with adults and peers
- Honest
- Shows appreciation for themselves and others

#### **Be Engaged**

- Attends class
- Participates in class discussion and/or activities
- Participates in setting and monitoring goals
- Responds to feedback and guidance

**Be Safe**

- Demonstrates self control with hands, feet, objects, and personal space
- Takes responsibility for own actions
- Uses technology in accordance with District policy and procedures
- Respects the personal property of others

**STUDENT SUCCESS INDICATORS FOR LEARNING SKILLS, WORK HABITS AND BEHAVIOR - POSSIBLE SCORING MARKS ON REPORT CARD**

- **Consistently Successful - 3 (highest)**
- **Sometimes Successful - 2**
- **Rarely Successful - 1 (lowest)**

**Differentiated Assessment and Grading Model for IEPs and 504s**

**Accommodations**

<b>Expectation Used</b>	<b>Assessment Strategy</b>	<b>Reporting Procedure</b>
Use the grade-level criterion or standards	Assess the student’s performance using the accommodation(s) with no additional changes	No change is needed to the report card or transcript grades

**Modifications**

<b>Expectation Used</b>	<b>Assessment Strategy</b>	<b>Reporting Procedure</b>
Determine a modified, achievable, comparably rigorous expectation	Determine the intervention and specific scale of measure for use on classroom assessment tasks . Everyone on the team uses the same intervention and scale of measure for this skill.	Grades reflect performance on the modified expectation. Note the grade was based on a modified expectation on the report card and transcript. (see comments on report card)

**Extracurricular Activities and Eligibility**

Parents, students, and all spectators are expected to show good sportsmanship and conduct themselves in an appropriate, respectful fashion at all activities related to the District and specific schools. Attendance at and participation in activities, whether as an athlete or fan is a privilege. The exercise of such privilege is subject to proper behavior. The school board’s rules pertaining to rules of conduct and sportsmanship for athletic and extracurricular school events apply broadly to all spectators, students, and participants in the athletic and extracurricular event. Any person who violates the rules may be asked to leave, or denied admission to future school events. Students 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; and
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 cannabis in any form or paraphernalia.
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form in any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.

Academic and behavioral standing for students participating in sports or extracurriculars is checked each week, on Fridays, and applies to the following week, Monday through Friday.

A student may be determined to be ineligible for the week if; failing any class, and/or receiving two or more D's and/or receiving a '1' in Learning Skills and Work Habits [behavior].

A student with an 'F' in academics and/or two or more 'Ds' and/or a '1' in a category of behavior (responsibility, safety, respect, or engagement), may be deemed ineligible, Monday through Friday of the following week. Final determination rests with the building administration.

Effective, timely, and actionable feedback must be provided and documented to the student by the teacher issuing the academic and/or behavioral grades. This means that the student has been explicitly guided on how to improve in both areas of scholastic standing.

The feedback from the teacher(s) issuing the academic and/or behavioral grades must be provided by the end of school hours on the Friday of the eligibility check.

The student's parents must also receive documented notification from the teacher(s) issuing the grades by the end of school hours on the Friday of the eligibility check and provided feedback for how the student may improve.

Students on Individualized Education Plans (IEPs) or 504 Plans may not be deemed ineligible for receiving an 'F' in academics and/or two or more 'Ds' and/or a '1' in a category of behavior (responsibility, safety, respect, or engagement), if they are on an IEP or 504 in the area for which they are receiving those grades.

**Students must be present during regular school hours to participate in after school activities or events.**



### **National Junior Honor Society Eligibility**

The National Junior Honor Society adheres to its bylaws. From the bylaws, the academic and behavioral eligibility is as follows;

Candidates eligible for election to the chapter shall maintain an average of all As or Bs for academics across all content areas.

Candidates eligible for election to the chapter shall have a majority of 3s, and no 1s, for behavior across all content areas.

### **Harassment and/or Violation of Civil Rights**

Orland District 135 believes in the multi-cultural, multi-ethnic, and multi-racial community of Orland Park. We must be aware that what we say, do, allow to happen, or fail to stop has the power to harm or to help others. Remarks and actions that negatively impact others are not acceptable. All individuals will be held accountable for the following:

- a. Intimidation: Presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment, such as:
  - name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks;
  - offensive graffiti, symbols, posters, pictures, cartoons/caricature notes, book covers, or designs on clothing;
  - phone calls, emails, text messaging, and/or messages on communication platforms;
  - touching of a person or a person's clothing and/or property;
  - words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation;
  - stalking;
  - discrimination
  
- b. Harassment: engages in behavior, unwelcome by the recipient, which threatens a person and impairs the learning process, impinging upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person's: gender, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance, physical/mental capacity.
  
- c. Hate Crime: commits any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part, by racial, religious, ethnic, handicap or sexual orientation prejudice, or which otherwise deprives another person of their constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.





### **Homeless Child's Right to Education**

The residency, enrollment and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of housing, financial hardship or similar causes, or those who lack a regular, fixed and adequate nighttime residence. A homeless student is generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which the student was last enrolled or the school in the attendance area where the homeless student currently lives. A homeless student cannot be required to attend a separate school for the homeless. The district may be responsible for comparable services, including transportation, education and meals for the student, based on the student's circumstances. For any questions or issues related to the enrollment of a homeless student, the parent should contact the homeless liaison official for the district.

When a child loses permanent housing and becomes a homeless person 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.

**District 135 Homeless Liaison - Mrs. Jennifer Nichols - [jnichols@orland135.org](mailto:jnichols@orland135.org) 708-364-3357**

### **Human Growth and Development Curriculum**

Students will not be required to take or participate in any class or course in comprehensive human growth and development education 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 human growth and development education class or course.

### **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. Please contact the Department of Curriculum with any requests.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled in November to discuss student progress. The dates are on the school calendar. Additional conferences may be arranged at the request of the individual teacher or parent.



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

In compliance with school code, 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.

Senate Bill 100 (SB100) requires positive intervention before and in conjunction with any disciplinary exclusion, placing a priority on helping students, rather than just excluding them. SB100 mandates that educators, school administrators, staff, and school board members receive professional development training on culturally responsive, developmentally appropriate disciplinary action, and effective classroom management strategies.

### **Remote Learning**

If the Governor declares a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent may mandate remote learning days or blended remote learning days (hybrid of in-person and remote schooling) in lieu of solely in-person schooling. The district's remote and blended remote learning day plan, which addresses a wide range of issues from remote instruction accessibility to accommodations for special student populations, [is provided on the District's website.](#)

### **Social Emotional Support**

The school provides social emotional support for students. Social emotional support is embedded throughout the school day in connection to the SEL standards as prescribed by the State of Illinois. The school social workers are available to those students who require additional assistance. Additional information can be [found on the District's website.](#)

### **Student Records**

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the



District receives a request for access.

2. 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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.
3. These rights are denied to any person against whom an order of protection has been entered concerning the student.
4. 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.
5. 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 principal 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.
6. 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.
7. 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.
8. 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 prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

9. 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.
10. 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.
11. The right to a copy of any school student record proposed to be destroyed or deleted.
12. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 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
13. The right to prohibit the release of directory information.
14. Throughout the school year, the District may release directory information regarding students, as permitted by law and in compliance with Board policy.
15. 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 principal within 30 days of the date of this notice.
16. 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.
17. 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.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington DC 20202-460



### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child(ren)'s teachers and paraprofessionals, including the following items:

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

### **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;
4. Any communication platform in or out of school; or
5. 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
6. When a threat is made by a student regarding a threat to themselves or others, a threat assessment may be administered by staff. If the results of that threat assessment are determined to be moderate or high, law enforcement and DCFS may be contacted.

## **ENGLISH LEARNERS**

### **English Learners Program**

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.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of



their children, and (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.

For questions related to this program or to express input in the school's English Learners program, contact District 135 EL Director - Mrs. Jennifer Nichols - [jnichols@orland135.org](mailto:jnichols@orland135.org) 708-364-3357

## **HUMAN RESOURCES & BOARD POLICY**

### **Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis-infused product* to be administered to a student by certain individuals. For a list of qualified individuals, [please refer to policy 7:270](#). Smoking and/or vaping medical cannabis is prohibited. Approved products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. The product must be administered in a manner that is not disruptive to the educational environment or cause exposure to other students. A school employee shall not be required to administer the product.

### **Automated External Defibrillator**

In accordance with [Policy 4:170](#), the District has at least one automated external defibrillator (AED) available at every physical fitness facility on the premises. Along with the AED on-site, the District has a trained AED user on staff during business hours and available during activities or events sponsored and conducted by the District. Each AED is probably tested and maintained in accordance with rules developed by the IDPH.

### **Bullying Prevention and Response**

According to [policy 7:180](#), bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or



other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a 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 orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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' or students' person or property
2. Causing a substantially detrimental effect on the student's or student's' 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.

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

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

Complaint Managers for the District are the Assistant Superintendent for Teaching and Learning, and the Director of Human Resources.

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 school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Public Act 103-0047

In early June, Governor Pritzker signed [Public Act 103-0047](#) into law. This law, which went into effect on



June 12, 2023, included several amendments to the Illinois bullying prevention statute, 105 ILCS 5/27-23.7.

The Illinois legislature added language that explicitly prohibits bullying on the basis of physical appearance, socioeconomic status, academic status, pregnancy, parenting status, and homelessness, which were categories that previously were not listed.

In addition, and of critical importance to school administrators, schools are now required to have procedures in place to inform parents or guardians of any alleged incidents of bullying that their student may be involved in, or instances of self-harm determined to be the result of bullying, within 24 hours after the school administration is made aware of the students' involvement in the incident or self-harm. The school must make diligent efforts to notify parents or guardians, including by utilizing all contact information the school has available or that can be reasonably obtained by the school within 24-hours.

### **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. Please view [policy 5:230](#) for more information regarding corporal punishment.

### **DCFS - Mandated Reporter**

Per Board Policy and Illinois School Code, any District employee who suspects or receives knowledge that a student may be abused or neglected shall immediately report such a case to the Illinois Department of Children and Family Services. The employee also shall promptly notify the Superintendent and Principal that a report has been made.

### **Equal Opportunity**

In accordance with [policy 7:180](#) and [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.

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

According to [policy 7:190](#), "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.

### **IHSA Hands-Only CPR and AED Training**

Public Act 098-0305 requires the IHSA to be given a CPR training video to post on its website so that staff at IHSA-member schools can watch it. The act also indicates school districts shall notify parents and encourage them to view the video, too. The following is a link to the act on the General Assembly's website: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0305&GA=98>

You can find the video here: [www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx)

### **Refusal of Medication**

According to [Policy 7:190](#), 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.

### **School Visitation Rights Act**

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. Letters verifying participation in school events may be requested from the building administration.

### **Sex Equity**

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the District Complaint Managers.

### **Sex Offenders and Violent Offenders**

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: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.



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

Any time that a convicted child sex offender is going to be present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office at least 24 hours in advance of being 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.

### **Sexual Harassment Policy**

The district is committed to creating an environment free of sexual harassment. Accordingly, the District has developed a comprehensive sexual harassment policy which can be viewed here: [Policy 2:265](#).

### **Student Privacy Protections**

#### Surveys by Third Parties

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

#### Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.



- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian. Income other than that required by law to determine program eligibility. The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Teen Dating Violence**

[Policy 7:185](#) states that engaging in teen dating violence at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Title IX**

Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities and it complies with Title IX of the Education Amendments of 1972 and its implementing regulations concerning everyone in the District’s educational programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Sexual harassment as defined in Title IX is prohibited. Sexual harassment includes but is not limited to touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person’s alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### **Visitors to the School**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering any building to check in and obtain a pass. All visitors must present an I.D. that will be checked by the district’s visitor management system upon entering the building . Requests to visit the school or a class shall be directed to the office personnel. Students may not bring visitors or guests to school without first contacting the principal and obtaining permission. Further information is available by [reviewing Policy 8:30](#).

## **INSTRUCTIONAL TECHNOLOGY**

Orland School District 135 students will be issued a device including an iPad, protective case, Apple Power Adapter and USB cable. To receive a district-owned device, the parent must complete the following during the registration/re-registration process:

- Permit Orland School District 135 to create user accounts for child
- Review and acknowledge receipt of the Orland School District 135 Device/Loss Plan



Parents can opt-out of take home privileges by completing the Orland Device Take Home Opt-Out digital form on the Instructional Technology page [on the Orland 135 website](#). Once completed, your child will have access to device in the classroom, but will not be permitted to take the device home.

### **Acceptable Internet Use**

These procedures are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, devices issued to students by the District. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies will be involved.

### **Acceptable Use**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Artificial Intelligence**

Students should understand that AI is a tool that can help them solve problems and make their lives easier. They should also learn about the ethical and social implications of AI. The handbook emphasizes the importance of using AI responsibly and ethically.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access before being granted unsupervised use.

The Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.



The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or applicable Board policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

As a condition of being allowed access to the Internet and the school district's electronic mail communication through the use of district computers or district means of access, students shall consent to monitor and inspection by school staff and administration of all student use of district computers and district means of access. This includes any and all electronic mail communications made or attempted to be made or received by students and all materials accessed, uploaded, installed, downloaded, or transmitted by students. Students will be provided passwords by the system administrator. Students should never share their credentials with others. Students that feel their passwords have been compromised should submit a help desk ticket to request a new password. Students shall not modify, install, upload or download software without school authorization. In particular, students shall not modify or disable, or attempt to modify or disable, any filtering, blocking, management software installed on district devices or the district's computer system.

### **Camera**

Students must use good judgment when using the camera. Any use of the camera in the bathrooms or locker rooms will be treated as a violation of the Acceptable Use Policy. Taking photos, video or audio recording of others without their permission or the possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.

### **Cyberbullying**

Cyberbullying is a serious issue that can have lasting consequences for both the victim and the perpetrator. By following these rules and treating others with respect and kindness online, we can create a safer and more positive digital community for everyone.

- Do not use technology to harass, intimidate, or threaten another person.
- Do not send hurtful messages or images, spread rumors, or share private information without consent.
- Conduct yourself appropriately online, just as you would in person.
- Do not engage in cyberbullying, even if you are provoked or encouraged to do so by others.
- Report any instances of cyberbullying to a staff member or administrator immediately.
- Respect the privacy and personal information of others, including their passwords and online profiles.
- Do not share or post inappropriate content online, including images or videos that could be considered bullying, harassing, or offensive.
- Be aware of the potential consequences of cyberbullying, including disciplinary action and legal consequences.
- Think before you post or send anything online. If you are unsure whether something is appropriate or could be hurtful to others, err on the side of caution and don't post it.



- Follow all school rules/guidelines regarding technology use, including the Acceptable Use Policy.

### **Device Care**

It is the responsibility of the student and his/her parents/guardians to exercise reasonable care of the device at all times. This includes, but not limited to, keeping the device in a safe location, preventing unauthorized use, keeping the device in the case and otherwise reasonable steps to prevent the device from damage. Do not attempt to gain access to the internal electronics or repair the device. If a device fails to work or is damaged, report the problem to the school's help desk as soon as possible.

- If technical difficulties occur from unauthorized software/apps, the device will be restored from backup or reset to factory defaults. The district does not accept any responsibility for the loss of data, software or documents that are deleted during this process.
- Devices should never be left in a hot/cold car or similar environment, as damage to the device/battery will result.
- The iPad comes in a protective case. Students must use the district issued protective iPad case. Any damage occurring when not in the district issued case will not be covered under the [“Device Damage/Loss Plan”](#) and student will be responsible for full repair/replacement costs.
- Avoid applying liquids to the device. The device can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the screen. Use of unapproved cleaners may remove the protective film covering the face of the screen.
- While the screen is scratch resistant, the screen will scratch. Avoid using any sharp objects on the screen. Do not leave items in the device when you close the case. The iPad screen is glass and is vulnerable to cracking. Never place heavy objects on top of the device and never drop your device. Careful placement in your backpack is important.

### **Device Guidelines**

- If a student is permitted to take the device home, it is the expectation that the student returns the device the next day fully charged. Students that do not bring their device or fail to charge it will NOT be issued another device. Repeated incidents of the student not having the device fully charged for school may lead to student losing the privilege to take the device home.
- Using all technology resources and devices, including all provided accessories in a responsible and appropriate manner. Obeying school and district rules concerning behavior and communication.
- While on the Internet, students shall not reveal personal information for themselves or other students.
- Contact a district staff member about any security problems; including receiving an email containing inappropriate or abusive language or if the subject matter is questionable.
- Monitoring all personal information and activity on all accounts, network login, email, and Google. Students are responsible for backing up personal data on the iPad using the student's Google drive.
- Understand and agree to follow parent guidelines on where, when and for how long device can be used outside of school.



- Report any damage or malfunction to the school and parent immediately.
- Report inappropriate behavior or content to an adult immediately.
- Do not allow anyone else to use your device unless directed by a teacher.
- Think *before* you post, share, say, reply. etc.

### **Device Vandalism**

Vandalism is any attempt to harm or destroy hardware, software, or data on the device, another user, the Internet, or any other network. This also includes modifying the device in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the device.

### **Filter**

All district owned devices are filtered both on network and off. Although the district has very strict filter settings at all grade levels, no filter can block 100% of inappropriate content. In the event a student finds inappropriate content, the student must contact a district staff member immediately. The school district may filter or block any additional material beyond the internet filter provider's recommendation that the district deems to be inappropriate. The presence of filters or blocks do not relieve the student and/or parent/guardian responsibility of any board policies or relieve the parent of their responsibility for supervising the student's use outside of school. Parents/guardians will receive weekly usage reports from the filter provider and can block additional sites outside of school directly from the district's internet filter provider. See the [Instructional Technology pages](#) on the district website for additional details.

### **Indemnification**

The student and parents/guardians release, hold harmless, defend and indemnify the district from any claims, liability, or money damages (including attorney fees) brought by a third person, student, or parents/guardians against the district related to the student's use of the device or the student's or parents'/guardians' breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or enforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

### **Internet Safety**

Technology protection measures shall be used on each District device with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Administration. The Administration shall enforce the use of such filtering devices. An administrator, supervisor, or another authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:





1. Ensure staff supervision of student access to online electronic networks, Restrict student access to the inappropriate matter as well as restricting access to harmful materials,
2. Ensure student and staff privacy, safety, and security when using electronic Communications,
3. Restrict unauthorized access, including “hacking” and other unlawful activities, and
4. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

### **Network Security**

Network security is a high priority. If the user can identify a security problem on the device, the user must notify a district staff member immediately. Students must keep accounts and passwords confidential. Users should not access another individual’s account. An individual identified as a security risk will be denied access to the device.

### **Ownership**

Orland School District retains ownership of the device, accessories and accounts provided to students. The device must be turned over to district staff upon request for inspection, maintenance or support actions. Student must provide device passcodes upon request by any staff member.

### **Privacy**

Users have no reasonable expectation of privacy in any or all uses of District technology resources. All users of the Internet and network agree to comply with The Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).

### **Prohibited Student Conduct**

The user is responsible for his or her own actions and activities involving the use of a district issued device. Some examples of unacceptable uses are as follows:

- Downloading unauthorized apps, videos, music, images or any other media
- Transmitting any material in violation of any State or Federal law
- Accessing another student’s or school files without authorization
- Bypassing the district’s Internet Web filter by any means
- Using the device for any illegal activity
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Violating copyright laws, credit card fraud, electronic forgery, or other forms of illegal identity theft
- Disrupting the school environment
- Using the device while privileges are suspended or revoked
- Vandalizing hardware, software, or device/accessories
- Modifying the device in any way other than as instructed by district staff





- “Jail-breaking” (process of removing limitations imposed by the manufacturer) the device to alter firmware, software and/or the operating system
- Possessing, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person
- Adding or using any personal accounts on device not provided to the student by the school district

### **Return of Device**

The student must return the device and accessories when requested or when no longer enrolled in the district. This includes automatic withdrawal due to extended absences. The device and accessories must be in the same condition as the district issued it. Devices and/or accessories not returned within 24 hours will be subject to discipline and student will be assessed for any missing or damaged equipment as described in this document.

### **Revocation of Use**

The use of the device and network is a privilege, not a right. The district may revoke the student’s privileges to use the device and related services at any time it deems appropriate, including when a student violates this agreement, district policy or district procedures.

### **Software Applications (Apps)**

The apps and operating system originally installed must remain on the device in usable condition and be easily accessible at all times. Students shall not download or install software on any district-issued device.

### **Stolen Property Report**

District owned devices not returned will be reported to the Orland Park Police as stolen property. Unauthorized persons in possession of district property are subject to prosecution which could result in felony charges.

### **Student Accounts**

The Administration shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. 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 Data**

Pursuant to state law, the District will provide written agreements, between the District and third parties which receive personal information of students, on the District's website. If any student data is breaches, the District will notify parents of students whose information was compromised within thirty days or as soon as the notice will not interfere with a law enforcement investigation, if local law enforcement determines the notification would do so.

Student data security is important to us. Orland School District 135 strives to provide our students the best learning experience possible. This requires the district to partner with companies to provide services such as digital curriculum, testing and various other instructional supports. Some of these supports require Orland 135 to share certain student data in order to allow the service to function properly. Before partnering with each company, Orland School District verifies the vendors are FERPA, COPPA and Illinois Student Online Personal Protection Act (SOPPA) compliant. Additionally, Orland School District 135 only provides the minimum amount of data required to maintain service functionality for each application. [Learn more and view a list of all services D135 has agreements with here.](#)

## **Student Device Security**

Orland School District 135 uses [Securly](#) as its web filter tool on district owned devices. This cloud based tool will enable the district to monitor and filter all web content on district owned devices both on the school network and at home.

## **RISK MANAGEMENT, SAFETY, TRANSPORTATION**

### **Bus Conduct**

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the building principal 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 alternate transportation.

### **Detainment and Questioning of Minor Students on School Grounds**

Pursuant to state law, before detaining and questioning a student on school grounds who is under eighteen years of age and who is suspected of committing a criminal act, a law enforcement officer, school resource officer, or other school security personnel must (1) make sure notification or attempt to notify the student's parent or guardian is made, (2) document the time and manner of the notification or attempted notification, (3) make reasonable efforts to ensure the student's parent or guardian is present during the questions, and (4) if practicable, make reasonable efforts to ensure that a law enforcement officer training in promoting safe interactions with youth is present during the questioning. However, these requirements do not limit the authority of law enforcement to make arrests on school grounds and do not apply to circumstances where immediate actions would: (1) prevent bodily harm, (2) result in apprehension of an armed or fleeing suspect, (3) prevent destruction of evidence, and (4) address emergency and other dangerous situations. [The District policy can be found at Policy 7:150.](#)

### **Emergency Closings and Delays**

If the District or specific school must be closed or the opening delayed because of inclement weather, conditions or other exigent circumstances, the school will provide information regarding such emergency by the following means:

- Email
- Text Message
- District Website
- Local news and radio stations
- [Emergency Closing Center](#)

Parents and students are responsible for checking and informing themselves about emergency closings and delays.

### **Personal Transportation**

Personal transportation devices such as skateboards, scooters, rollerblades, hoverboards, and bicycles will not be allowed for use on school grounds. Students who use such devices to get to school must walk to the school carrying or pushing the device once arriving on school property.

### **Safety Drill Procedures**

Safety drills will occur at times established by the district and school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.



Drills will not be preceded by a warning to the students except law enforcement drills, notification will be sent out to families in advance.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, 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 any communication platform 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.

Students should not bring items of value to school or leave items of any value unattended or unsecured at school. The school is not able to ensure the safety or security of student property at school, and is not liable for any damage or loss of student property.

### **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.

### **Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents will be provided bus stop information prior to the start of school. Students are not permitted to ride a bus other than the bus to which they are assigned.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus



discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration

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

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

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

- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
- School devices should be in a backpack or other bag while on the school bus.
- Personal electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students.
- Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.
- 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.
- Never run back to the bus, even if you dropped or forgot something.
- 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.

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



transportation issues, [contact the Transportation Department](#).

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be recommended to the Board of Education for expulsion for a period of 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 board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapons 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 recommendation may be modified by the Board on a case-by-case basis.

### **Video Surveillance**

To promote the health, safety and well-being of students and staff, routine video and audio recordings are made. The district reserves the right to video record public access and areas in and about the school buildings for these purposes, as may be determined necessary by the district. Electronic recordings (video, digital, audio) made on school buses are not considered to be part of, nor treated as a student record.

## **STUDENT GUIDELINES**

### **Absences, Attendance and Truancy**

\*Guidance for this section is based on Board Policy 7:70, South Cook ISC recommendations, and ISBE attendance guidelines as reported on the Illinois School Report Card.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. The parent or guardian should call the school absentee hotline to explain the reason for the absence. If notification has not been made to the school on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted by phone, the school may reach out in other ways to ensure that the student is safe.

**Excused Absences:** A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students



absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

**Unexcused Absences:** All other absences not listed above, including family vacations, are considered unexcused. Students are allowed to make up any missed homework, projects, and tests upon their return to school from an unexcused absence. If taking a family vacation during school days, please use [this letter](#) to notify your school and review additional information.

**Chronic Absenteeism:** Student attendance is critical to the learning process. The state of Illinois considers students chronically absent if 10% or more of school is missed; this includes all excused and unexcused absences. Students who show patterns or indications of chronic absenteeism may require intervention. Intervention steps may include but are not limited to written parent notification, attendance contracts and plans, parent meetings, motivational groups, social work support, or other interventions. Chronic absenteeism, regardless of the reason, is impactful on student ability to demonstrate grade level proficiency of learning standards and can have long-term impact on students.

**Truancy:** A truant is any student who is absent from school without a valid cause. A chronic truant student is defined as one who is absent without cause for 5% or more days in the school year (9 days out of 180 days of student attendance).

Truancy is a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (as prescribed by Board policy) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including, but not limited to referral to the South Cook Truancy Department. This referral may result in notices of non-compliance, return to school deadline dates, and a court summons for a truancy hearing if the truancy persists. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Approved Snack List**

The approved snack list is available [on the District website](#). All snack items should be free of peanut products and nut oils. Please check nutritional labels before bringing any items to school. This snack list does not apply to individual student lunches. Students with food allergies should submit a completed Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form to the school nurse.

### **Dress Code and Appearance**

The final authority for judging the appropriateness of a student's appearance rests with the building administration. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, ethnicity, religion, cultural observance or body type. The following section is not all-inclusive. It is expected that attire is appropriate to wear while in



school or in attendance at school-sponsored activities.

### **Students Must Wear**

- A Top/Shirt (with straps or sleeves and fabric in the front, back, and on the sides).
- Bottoms/Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) that do not expose underwear and/or buttocks.
- Top/Shirt and bottoms/pants must be touching while walking or standing.
- Shoes/Footwear.
- Attire must be safe and therefore not be a hazard to the health or welfare of the student(s).

### **Students Cannot Wear**

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, drugs, drug paraphernalia, vaping, violent behavior, weapons or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Accessories, such as wallet chains, that could cause potential harm/injury to others will be prohibited.
- Hats, hoods, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day with the exception of headwear for religious, culture, school special events or medical purposes.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted.

Students who do not comply with the above guidelines will be given alternate clothing by the school (if available), asked to change into other clothing, or asked to call home to request that acceptable clothing be brought to school. If there is any doubt about dress and appearance, the building administration will make the final decision.

### **Field Trips**

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 school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive permission from a parent or guardian with the authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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





### **LOCKERS (applicable to junior high students)**

**Hall Lockers:** Each student will be assigned a hall locker. Students must keep this same locker all year, unless the principal grants permission for a locker change. Periodic inspections will be made to see that lockers are kept neat and orderly. Students need to keep lockers locked at all times. All personal items and books should be kept in the student's locker when not in use. Do not tamper with another locker, deface the locker in any way or permanently adhere anything inside the locker. Students should not give their locker combinations to anyone. The school is not responsible for stolen items.

**P.E. Lockers:** All students are issued a private locker for the purpose of storing PE uniforms and personal items for physical educational activities. Combination locks are supplied free of charge. A fee will be charged for the replacement of a lost or broken lock. In the event that required articles are lost, it will be the responsibility of the student to replace these items. The school is not responsible for any items that are stolen or not securely locked in their lockers.

### **Lost and Found**

Each school building has its own lost and found location(s). Please refer to your building staff to determine that location. Any items not claimed will be donated to a local charitable organization.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give notice to the school

Students excused for religious reasons will be given an opportunity to make up any assignments or assessment.

## **STUDENT SERVICES**

### **Accommodating Individuals with Disabilities**

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

### **Administration of Medication**

[According to policy 7:270](#), taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the



medication to the child by completing a “School Medication Authorization Form.”

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

### **Anaphylaxis and Administration of EpiPen**

#### **Stock Undesignated Epinephrine Law/Rules:** Updated 09/22/16

Law allows for administration of undesignated epinephrine auto-injector by a school employee or volunteer personnel who have been trained and have completed a competency test of knowledge of anaphylaxis and the ability to administer an EpiPen correctly. Such training shall be valid for a period of 2 years.

Prior to the administration of an undesignated epinephrine auto-injector, trained personnel must submit to his or her school's administration proof of completion of a training curriculum to recognize and respond to anaphylaxis.

An employee or agent of an authorized entity or other individual who has completed the training may:

1. provide an epinephrine auto-injector to any individual on the property of the authorized entity whom the employee, agent, or other individual believes in good faith is experiencing anaphylaxis, or to the parent, guardian, or caregiver of such individual, for immediate administration, regardless of whether the individual has prescription for an epinephrine auto-injector or has previously been diagnosed with an allergy; or
2. administer an epinephrine auto-injector to any individual on the property of the authorized entity whom the employee, agent, or other individual believes in good faith is experiencing anaphylaxis, regardless of whether the individual has a prescription for an epinephrine auto-injector or has previously been diagnosed with an allergy.

A school nurse or trained personnel may administer an undesignated epinephrine auto-injector to any person whom the school nurse or trained personnel in good faith believes to be having an anaphylactic reaction (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property or while being transported on a school bus. A school nurse or trained personnel may carry undesignated epinephrine auto-injectors on his or her person while in school or at a school-sponsored activity.

Students need to provide their own prescribed EpiPens to school. These EpiPens are not intended to replace a student's personally prescribed EpiPen. As per our School Board Policy 7:270...No one, including



without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

### **Dosage for Undesignated EpiPens**

One 2-pack of EpiPen Jr 0.15mg and one 2-pack of EpiPen 0.3mg will be stored in the nurse offices and inside the yellow Epi-locker. Another 2-pack of EpiPen Jr 0.15mg and 2-pack of EpiPen 0.3mg will be stored in an alarmed cabinet in the school hallway near the first floor AED.

EpiPen 0.3mg (yellow box) is intended for patients who weigh approximately 66 pounds or more.

EpiPen Jr 0.15mg (green box) is intended for patients who weigh approximately 33 to 66 pounds.

### **EpiPens are not prescribed for patients who weigh under 33 pounds.**

You may carry the Epi-locker with both strengths directly to the individual or remove and carry all 4 EpiPens from the alarmed hallway cabinet, and assess whether the individual weighs approximately 66 pounds or more (use yellow EpiPen 0.3mg) or approximately 33 to 66 pounds (use green EpiPen Jr 0.15mg) and then administer the appropriate dosage. A second dosage may be required before symptoms are alleviated.

If an EpiPen is administered, immediately activate the EMS system by calling 911, and notify the student's parent, guardian, or emergency contact, if known.

Post use, prescribing physician must be notified within 24 hours.

A post use report must be sent to ISBE within 3 days.

### **Asthma Action Plan**

Illinois Public Act 099-0843 requires schools to request from parents of students with asthma an Asthma Action Plan (AAP). Families are asked to have their primary care provider complete the form and return it, completed, to their child's school nurse annually.

## **Illinois Asthma Episode Emergency Response Protocol\***

*This document was prepared by the Illinois State Board of Education in collaboration with the Respiratory Health Association, Illinois Asthma Partnership, Chicago Asthma Consortium, and Illinois Department of Public Health. [Public Act 100-726](#) allows schools to maintain undesignated asthma medication.*

### **Purpose**

The purpose of this document is to aid a student experiencing asthma exacerbation as evidenced by wheezing, coughing, shortness of breath, chest tightness, and/or breathing difficulty.

### **70 Equipment and Supplies**

1. Prescribed quick-relief medication (albuterol, ProAir, Proventil, Ventolin, etc.). Many students have their own inhaler on their person, as allowed by state law PA 100-726. If asthma medication is not on the student, immediately summon school staff members who have access to the medication.
2. All equipment and supplies necessary for administering asthma medication (spacer, nebulizer machine, etc.)
3. Student's Asthma Action Plan (if available)

**Procedures**

Step	Condition	Action
1	<p><b><u>Asthma Episode</u></b> If student exhibits any of the following signs such as wheezing, coughing, shortness of breath, chest tightness, or difficulty breathing...</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess student for any asthma episode symptoms.</li> <li><input type="checkbox"/> Student report of “<b>needing my inhaler</b>” should be given primary weight even in the absence of other symptoms.</li> <li><input type="checkbox"/> Summon or notify school nurse of student’s condition regardless of severity of symptoms and report findings (if non-nurse is assisting student).</li> </ul>

All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a “trainer” for the student’s quick-relief medication OR the school’s undesignated asthma medication. Training should be provided by a Registered Nurse (RN) assigned to the school, if available or by reviewing the package insert of the asthma medication (the student’s or school’s undesignated supply).  
Illinois Asthma Episode Emergency Response Protocol updated 2022

**Behavior Intervention Policy**

The District has adopted behavior intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. The following board policy on the use of behavior interventions is available for review: [Policy 7:230](#).

**Communicable Disease**

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

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



***Exclusion from School:*** Susceptible students who have been exposed to a communicable disease shall be identified. Susceptible students are those with no history of the disease or vaccination. Susceptible students shall be excluded from school for a minimum of five days. Students will be allowed to make up any work missed on days they are excluded from school due to a communicable disease outbreak.

### **Concussion Safety Act**

In accordance with the Youth Sports Concussion Safety Act, the District established specific protocols to manage concussion and head injuries suffered by students. The implementation of this program includes;

Specific Directives found in Board Policy 7:305 Student Athlete Concussions and Head Injuries

- Establishment of the Concussion Oversight Team
- Parent/Guardian Information Sheet execution
- Return to Play Protocol
- Return to Learn Protocol
- Site Specific Emergency Action Plans
- Required Training for specified staff members

All staff members should become familiar with the signs and symptoms of concussion and immediately report any concerns related to this condition to the appropriate administrator. Staff shall notify parents/guardians of any student who exhibits symptoms consistent with that of a concussion. Staff should review the “Concussion Information Sheet” included in this plan in Appendix. This sheet provides a listing of the signs and symptoms of concussion.

# Concussion

## INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

### What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

### How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



**Plan ahead.** What do you want your child or teen to know about concussion?

### How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

#### Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to or after* a hit or fall

#### Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)



**CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.**

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

**What Are Some More Serious Danger Signs to Look Out For?**

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

**What Should I Do If My Child or Teen Has a Possible Concussion?**

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

**Children and teens** who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

To learn more, go to [cdc.gov/HEADSUP](http://cdc.gov/HEADSUP)



**Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.**

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

*Revised January 2019*



### **Diabetes**

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

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

### **Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 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 on the website](#).

### **Food Allergy Management Program**

School attendance may increase a student’s risk of exposure to allergens that could trigger a food allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students’ families, staff members, and students, helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. The District shall follow the Illinois State Board of Education food allergy guidelines, which can be found here: <https://www.isbe.net/Pages/Food-Allergy-Guidelines.aspx>.





### **Home and Hospital Instruction**

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Department of Special Education at 708-364-3331.

### **Immunization, Health, Eye & Dental examinations**

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 the following situations:

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.

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

### **Blood-Borne Pathogens**

The district is subject to Federal and State regulations to restrict the spread of pathogens including but not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.



Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for the District's request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

### **Communicable/Infectious Disease and Pests**

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Public Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Department of Health.

### **Eye Examination**

All students entering kindergarten or the 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 and sixth 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 the following reasons:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
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

### **Individual Education Plan**

For individualized education plan (IEP) meetings, the district must provide parents/guardians of the applicable student with the documents, such as evaluations and data, which will be considered at the meeting in advance. Three school days prior to a child's IEP, LEAS must provide parents/guardians with all written material that will be considered at an IEP meeting.

The parent/guardian can choose the method of delivery, such as mail or picking the documents up, and shall be notified, by the district, of their right to review and copy student records prior to an IEP meeting.

The district will inform parents and guardians of students with an IEP within twenty school days from the beginning of the school year or the establishment of an IEP of their ability to request related service logs for services administered under their child's IEP.

Pursuant to state law, the district will notify parents and guardians if their child has failed to receive services mandated by their child's IEP within ten school days after the IEP prescribes the student should have been receiving services. This notification will be provided to the child's parent or guardian within three school days of non-compliance with the child's IEP and must include information on the ability to request compensatory services.

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

Neither isolated time out, time out, nor physical restraint shall be used to punish or discipline a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education Rules ([23 Ill.Admin.Code 1.280](#), [1.285](#)).



### **Self-Administration of Medication**

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.



**School Medication Authorization Form**

To be completed by the child’s parent(s)/guardian(s) and kept in the school nurse’s office or, in the absence of a school nurse, the Building Principal’s office. A new form must be completed every year.

Student’s Name:		Birth Date:
Address:		
Home Phone:	Emergency Phone:	
School:	Grade:	Teacher:

To be completed by the student’s physician:

Physician’s Printed Name:		
Office Address:		
Office Phone:	Emergency Phone:	
Medication:		
Dosage:	Frequency:	
Time medication is to be administered or under what circumstances:		
Prescription date:	Order date:	Discontinuation date:
Diagnosis requiring medication:		
Intended effect of this medication:		
Must this medication be administered during the school day in order to allow the child to attend school or to address the student’s medical condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected side effects, if any:		
Time interval for re-evaluation:		
Other medications student is receiving:		

\_\_\_\_\_  
Physician’s signature

\_\_\_\_\_  
Date



For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

***If you agree please initial:*** \_\_\_\_\_  
 Parent(s)/Guardian(s) initial

***For all parents/guardians:***

1. By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices, and
2. I agree to indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

Parent/Guardian printed name	Parent/Guardian printed name
Parent/Guardian signature*      Date	Parent/Guardian signature*      Date

*\* Both parents and/or guardians, if available, should sign.*

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.  
 Approved: November 1998  
 Revised: January 22, 2007



## **Special Education**

All children with disabilities have the right to a free appropriate public education as provided under Illinois and federal law. It is the obligation of the school district to properly identify, evaluate and place such disabled children. For children aged 3-21, a child with a disability could include a condition resulting in a developmental delay, or identification of one or more of the following: autism, deaf-blindness, visual impairment, other health impairment, specific learning disability, serious emotional disturbance, hearing impairment, speech or language impairment or traumatic brain injury. Parents of disabled students are also entitled to a copy of procedural safeguards once a year, as well as with the initial referral of a student, or request by a parent, for an evaluation or request for a due process hearing. Any questions regarding the proper identification, evaluation or placement of any such children may be directed to the Student Services & Special Education Department.

## **Student Health and Emergencies**

### **Emergency Medical Authorization**

All students must have an Emergency Medical Authorization form completed and signed by his/her parents. Such form is also required in order to participate in any field trip or school related activity off school grounds. Failure to return the completed form to the school may jeopardize a student's educational program. More information regarding student health and emergencies can be accessed at the following link: <https://www.isbe.net/Pages/School-Health-Issues.aspx>.

### **Health Needs**

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the school that they attend.

### **Injury and Illness**

If a student suffers an injury or accident at school, they should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures. Student Athlete and Concussion protocol can be found in [Policy 7:305](#).

A student who becomes sick during the day at school should ask permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

### **Providing Care for Individuals with Head Lice**

#### **Key Points**

- **You can examine a person or child's head for lice infestation.**
- **Either prescription or over the counter medications can treat head lice infestation.**
- **If a child has head lice, they do not need to leave school early. Once they start treatment at home, they can return to school.**



## First steps

---

If your child has symptoms of head lice infestation, examine their head, especially behind the ears and at the nape of the neck, for crawling lice and nits. If you find crawling lice or nits, examine all household members for head lice every 2 – 3 days. Treat anyone with live (crawling) lice or nits within  $\frac{1}{4}$  inch or less of the scalp.

### **Head lice information for schools**

You do not need to send students with head lice infestation home early from school. Students with lice can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate to discontinue "no-nit" policies (a child being free of nits before returning to school) for the following reasons:

- Many nits are more than  $\frac{1}{4}$  inch from the scalp and are unlikely to hatch to become crawling lice, or may in fact be empty shells (i.e., casings).
- Nits bond to hair shafts and are very unlikely to transfer to other people.
- Unnecessary days off cause a burden to the students, families, and communities, and far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical professionals.

## Providing care

---

Follow and complete all treatment instructions and steps to successfully eliminate head lice.

CDC does not make recommendations on a specific product or products to use to treat individuals with lice. Both over-the-counter and prescription products are available. Contact your doctor, pharmacist, or health department for additional information about which product they recommend.

### **Reporting head lice**

Most health departments do not require reporting of head lice infestation. However, it is useful to share information with school nurses, teachers, parents of classmates, and others about contact with head lice to limit spread.



## Student Health Guidance for Going to School



# Health Guidance for Going to School

**Showing up to school every day is critical for children's well-being, engagement and learning.**

**Make sure to send children to school if they are:**

- Generally healthy and well.
- Participating in usual day-to-day activities.
- Children can even go to school if they:
  - Have a mild cold, which may include a runny nose and/or cough.
  - Have eye drainage without fever, eye pain or eyelid redness.
  - Have a mild stomachache.
  - Have a mild rash with no other symptoms.
  - Have head lice. Though they are annoying and should be treated, lice are not a reason to exclude a child from school.
  - Haven't had a fever overnight and they have not taken fever-reducing medicine during that time.

**Avoid keeping children at home unless they are too sick to participate. Please see the back of this handout for details. Note that in most situations, a health-care provider's note is not needed to return.**

---

**Children may also avoid school due to anxiety (symptoms may include decreased appetite, feeling tired, stomachache, headache etc). If you are worried that your child may be suffering from anxiety, talk with your teacher, the school nurse, social worker or other school staff to discuss the challenge and identify what can help your child stay in school.**

---

**If your child has a compromised immune system or is at high risk for complications from common illnesses, please talk to your school (school nurse if available) about developing a plan with you and your child's health-care provider to keep your child healthy and safe while attending school.**

*Please note: This document is not meant to take the place of local health department/school district guidance including about contagious illnesses such as Covid-19 and the flu.*

**Reasons to keep me home from school and what needs to happen before I can return**

<b>What is my symptom?</b>	<b>When should I stay home and when to seek medical care?</b>	<b>When can I return to school?</b>
<b>Fever</b>	I have a fever of 100.4°F (38°C) or higher. <b>Seek medical care</b> if I have fever and any of the following: ear pain, sore throat, rash, stomachache, headache or tooth pain.	If I have not had a fever overnight without the use of fever-reducing medication and I am feeling better.
<b>Vomiting and/or diarrhea</b>	If I have vomited 2 or more times in the last 24 hours. If my stool is watery and I may not make it to the toilet in time. <b>Seek medical care</b> if I have stomach cramping and fever, I have bloody or black stool, or I am showing signs of dehydration (tired and sleepy, dry mouth and not urinating at least once in the last 8 hours).	If I did not vomit overnight and I am able to drink liquids without throwing up. If my diarrhea has improved.
<b>Persistent cough or trouble breathing</b>	<b>Seek medical care</b> if I have a persistent cough, difficulty breathing or trouble catching my breath or if I develop a fever with the cough. These symptoms may be signs of Covid-19 or flu and should be evaluated by a health-care provider.	Once I am feeling better and I have been cleared for return by my health-care provider. If my symptoms were due to asthma, please make sure that I have permission to use breathing medication at school.
<b>Rash</b>	<b>Seek medical care</b> if the rash has blisters, is draining, is painful, looks like bruises and/or if I develop a fever.	Rash has healed or I have been cleared for return by my health-care provider.
<b>Eye irritation</b>	<b>Seek medical care</b> if I have eye swelling, eye pain, trouble seeing or an eye injury.	Once I am feeling better.
<b>Sore throat</b>	<b>Seek medical care</b> if I have drooling, trouble swallowing or a fever and/or rash.	Once I am feeling better. If I was prescribed an antibiotic by my health-care provider, then I can return 12 hours after the first dose, if I am without fever and I am feeling better.

*If you don't know whether to send your child to school or have specific concerns regarding your child's health, contact your child's health-care provider, a local urgent care or the school nurse.*

