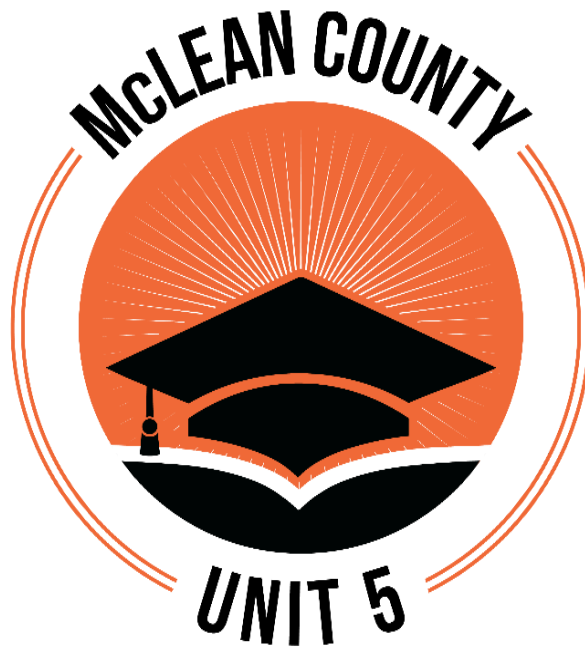


McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK



Kindergarten – 5th Grade



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised July 2024

Table of Contents

McLEAN COUNTY UNIT DISTRICT No. 5	1
McLean County Unit District No. 5 Contact Information	8
District and School Web Pages	8
Section 1 - Introductory Information and General Notices	9
Admission Requirements	9
Age Requirements	9
Admission Procedure	9
Visitors	10
School Volunteers	11
Animals on School Property	11
Invitations & Gifts	11
Equal Educational Opportunities and Sex Equity	11
Video & Audio Monitoring Systems	12
Accommodating Individuals with Disabilities	12
Birthday Treats	12
Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations	12
Prevention of Anaphylaxis	15
Sexual Abuse Response and Prevention Resource Guide	15
Secure Gun Storage	15
Section 2 - Attendance and Promotion	16
Attendance & Absences	16
Arrival and Dismissal Procedures	17
Leaving While School Is In Session	17
Student Absences	17
Tardiness	18
Prearranged Absences	19
Falsification of Attendance Information	20
Chronic Absenteeism	20
Withdrawal from School	20
Release Time for Religious Instruction/Observance	20
Emergency School Closings	21
Grading & Promotion	21
Homework	21
Make up Work, Advance Assignments, and Picking up Assignments	21
Home and Hospital Instruction	22
Section 3 - Student Fees	22
Fines, Fees, and Charges; Waiver of Student Fees	22

School Breakfast & Lunch Program	23
Section 4 - Transportation and Parking	25
Bus Transportation	25
Bus Assignment	25
Bus Service	25
Bus Conduct	25
Prohibited Bus Conduct	26
Bus Discipline	27
Private Transportation	27
Use of Video Cameras on School Buses	28
Bicycles	28
Pedestrians	28
Transportation for School Activities	28
Parking	28
Section 5 - Health and Safety	29
Immunization, Health, Eye and Dental Examinations	29
School Nurse	29
Health Information	29
Emergency Numbers	29
Illness or Accidents at School	29
School Insurance	30
Physicals and Immunizations	30
Dental Exams	31
Vision Exams	31
Vision and Hearing Screenings	32
Communicable Diseases	32
Care of Students with Chronic Health Conditions	33
Treats and Snacks	33
Head Lice	33
Bed Bugs	34
Physical Education Participation	34
Medication at School	34
Disability Assistance	38
Safety and Security	38
Safety Drill Procedures and Conduct	38
Reunification Site	39
Building Security	39
Section 6 - Discipline and Conduct	40
General Building Conduct	40

General Expectations	41
Arrival time	41
School Dress Code	41
Student Behavior Philosophy	42
Fighting	49
Vandalism/Damage to Property or Loss of School Property	49
Prevention of and Response to Bullying, Intimidation, and Harassment	50
Bullying Prevention and Response Plan	51
Sexual Harassment Prohibited	53
Making a Complaint, Enforcement	56
Theft or Possession of Stolen Property	57
Delegation of Authority	57
Cafeteria Rules	57
Field Trips	57
Section 7 - Internet, Technology, Publications	58
Acceptable Use of the District's Electronic Networks	58
Non-School-Sponsored Publications/Websites	62
Guidelines for Student Distribution of Non-School-Sponsored Publications	62
Annual Notice to Parents about Educational Technology	64
Section 8 - Search and Seizure	65
Search and Seizure	65
School Property and Equipment as well as Personal Effects Left There by Students	66
Students	66
Seizure of Property	66
Section 9 - Special Education	66
Request to Access Classroom or Personnel for Special Education Evaluation or Observation	68
Related Service Logs	68
Section 10 - Student Records, Privacy	69
Student Privacy Protections	69
Surveys by Third Parties	69
Surveys Requesting Personal Information	69
Instructional Material	70
Complaints About Curriculum, Instructional Materials, and Programs	70
Student Records	71
Definition	71
Categories of School Student Records	71
Inspection and Access	72
Confidentiality	73
Challenging Student Records	73

Directory Information	74
Destruction of School Student Records	74
Adverse Action	74
Section 11 - Parental Rights and Notifications	75
Teacher Qualifications	75
Standardized Testing	75
Sex Education Instruction	75
Erin’s Law- Child Protection	76
Homeless Child’s Right to Education	76
Parental Involvement (Title 1)	76
English Learners	77
School Visitation Rights	78
Pesticide Application Notice	78
Mandated Reporters	78
Asbestos Management Plans	78
Transfer to Another School	78
Student Handbook	79
Sex Offender Notification Law	79
Sex Offender & Violent Offender Community Notification Laws	79
Title IX – Civil Rights	80
Title IX Grievance Procedure	80
Parent/Guardian Involvement	81
Parent-Teacher Conferences	81
Parent Groups	81
Volunteers and Visitors	81
Protective Orders and Divorce Decrees	81
Enforcement of Visitation Rights	82
Online Privacy Statement	83
Student Authorization of Acceptable Use of Electronic Networks	85
Acceptable Use Letter to Parents/Guardians	86
Exhibit	88
Exhibit Request for Authorized Personnel to Perform a Procedure at School	88

McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District website https://www.boardpolicyonline.com/?b=mclean_5 or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our elementary program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: www.unit5.org ~ General E-mail: [DISTRICT@UNIT5.ORG](mailto:district@unit5.org)

**District and School Web Pages*****McLean County Unit District No. 5***

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, and current district events. Visit our local elementary schools' websites for more information about each school.

Benjamin Elementary School

<https://benjamin.unit5.org/>

Carlock Elementary School

<https://carlock.unit5.org/>

Fairview Elementary School

<https://fairview.unit5.org/>

Glenn Elementary School

<https://glenn.unit5.org/>

Colene Hoose Elementary School

<https://colenehoose.unit5.org/>

Northpoint Elementary School

<https://northpoint.unit5.org/>

Parkside Elementary School

<https://parkside.unit5.org/>

Prairieland Elementary School

<https://prairieland.unit5.org/>

Brigham Elementary School

<https://brigham.unit5.org/>

Cedar Ridge Elementary School

<https://cedarridge.unit5.org/>

Fox Creek Elementary School

<https://foxcreek.unit5.org/>

Grove Elementary School

<https://grove.unit5.org/>

Hudson Elementary School

<https://fairview.unit5.org/>

Oakdale Elementary School

<https://oakdale.unit5.org/>

Pepper Ridge Elementary School

<https://pepperridge.unit5.org/>

Sugar Creek Elementary School

<https://sugarcreek.unit5.org/>

Towanda Elementary School <https://towanda.unit5.org>

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year.** Please see https://www.boardpolicyonline.com/?b=mclean_5 for current information.

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the Building Principal will determine whether the child is placed in kindergarten or first grade.

Admission Procedure

Students enrolling in the District for the first time must present:

- Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

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

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

All school volunteers must complete the “Volunteer Information Form and Waiver of Liability” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:

Board Policy 7.10, *Equal Educational Opportunities*

Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

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

Cross Reference:

Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

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

Cross Reference:

Board Policy 8.70, *Accommodating Individuals with Disabilities*

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student

- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

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

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

- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

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

Cross Reference: Board Policy 4.165

Prevention of Anaphylaxis

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

Cross Reference:

7:285, Food Allergy Management Program

7:285-AP1, Administrative Procedure ~ Implementing a Food Allergy Management Program

Sexual Abuse Response and Prevention Resource Guide

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

Secure Gun Storage

The Board of Education of McLean County Unit 5 has adopted a resolution directing the Superintendent to include information in student handbooks about safe gun storage and the legal obligations regarding the secure storage of firearms.

Unsecured firearms put children and staff at risk in our schools and beyond. Adults may be liable both criminally and civilly when a child gains unsupervised access to firearms which are not appropriately and securely stored.

According to the Everytown for Gun Safety Support Fund, "#NotAnAccident Index,"

<https://everytownresearch.org/maps/notanaccident/>, every year, nearly 350 children under the age of 18

unintentionally shoot themselves or someone else. That is roughly one unintentional shooting per day. More than 1,200

children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.

One study found that although 70 % of parents believe their teen cannot access the gun(s) in their home, more than one-third were contradicted by their child's report. The study also found that in households where parents said their child could not access a firearm, 21.8% of their children indicated that they could access a firearm within 5 minutes and 14.9% indicated that they could access a firearm in more than 5 minutes but less than 1 hour. Research shows that secure firearm storage practices are associated with up to an 85% reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects children in the home as well as students throughout the school district and community.

Nothing in the foregoing shall be read to establish an implied or contractual right of action for a victim of gun violence.

1. Everytown for Gun Safety Support Fund, “#NotAnAccident Index,” <https://everytownresearch.org/maps/notanaccident/>. Analysis includes incidents that occurred between 2015 and 2019.
2. Id.
3. Johnson RM, Barber C, Azrael D, Clark DE, Hemenway D. Who are the owners of firearms used in adolescent suicides? *Suicide and Life-Threatening Behavior*. 2010;40(6):609-611.
4. Id.
5. Salhi C, Azrael D, Miller M. Parent and Adolescent Reports of Adolescent Access to Household Firearms in the United States. *JAMA Netw Open*. 2021;4(3):e210989. doi:10.1001/jamanetworkopen.2021.0989
6. Id.
7. <https://everytownresearch.org/solution/responsible-gun-storage/>

Section 2 - Attendance and Promotion

Attendance & Absences

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross Reference: Board Policy 7.70, <i>Attendance and Truancy</i>
--

Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER 7:30 AM** unless other arrangements have been made with the principal or students are participating in supervised activities. **There is no school supervision prior to 7:30 AM.** The opening bell rings at 7:40 and students are expected to be seated and ready to begin at 7:45. School is dismissed daily at 2:30 PM.

Leaving While School Is In Session

When a student needs to leave school early, parents/guardians should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. For students who are required to attend school there are two types of absences: excused and unexcused as defined below.

Excused Absences

Absences for the reasons listed below are considered “valid causes” and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness(including up to 5 days per school year for mental or behavioral health of the student) or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety
7. Court (subpoenaed as witness)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound “Taps” if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

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

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation
10. Court (personal reasons)

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the school's Attendance Line before 7:45 a.m. to explain the reason for the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 9:45 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

Tardiness

All students are expected to be in their classroom seats when school begins and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are late to school must sign in at the office.

Truancy

A "truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the school office to request a Prearranged Absence. Please note that pre arranging an absence does not excuse absences that would otherwise be unexcused.

Parent/Guardian Role

According to the Illinois School Code, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving at school on time. Article 26 of the School Code recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (e) participating in a community sponsored activity such as gymnastics, a play, or church related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.

Falsification of Attendance Information

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention or suspension from school.

Chronic Absenteeism

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse and the student's counselor. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. .

Withdrawal from School

Parents must notify the principal of their student's intent to withdraw. On the student's last day of attendance he/she must report to the office before school. After all financial obligations have been met, he/she will be eligible for a refund of the unused portion of Book Rental charges. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

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

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

Cross Reference:

Board Policy 7.80, *Release Time for Religious Instruction/Observation*

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the local radio stations if you suspect that early dismissal is a possibility. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

School report cards are issued to students at the end of the year. Student performance is available through the online portal at any time. Progress reports are available at the end of October and February. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference:
Board Policy 6.280, *Grading & Promotion*

Homework

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

Make up Work, Advance Assignments, and Picking up Assignments

A parent/guardian may phone the school before 9:15 AM to pick up assignments and books in the office after school that same day. Requests made after 9:15 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend or teachers may make work available through electronic means.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

Home and Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

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

Cross Reference:

Board Policy 6.150, *Home and Hospital Instruction*

Section 3 - Student Fees

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular program of the school district due to the inability of their parent 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

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

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

Within 30 days, the Building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Building Principal.

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

Cross Reference:

Board Policy 4.110, *Transportation*

Board Policy 4.140, *Waiver of Student Fees*

Administrative Procedure 4.140-AP 1, *Fines, Fees, and Charges – Waiver of Student Fees*

Exhibit 4.140-E1, *Application for Fee Waivers*

Exhibit 4.140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

School Breakfast & Lunch Program

Breakfast and lunch are served in every school, every school day, unless there is an emergency early dismissal.

Menus and meal prices are listed on the Unit 5 webpage. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during

the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference:

Board Policy 4.130, *Free and Reduced-Price Food Services*

Section 4 - Transportation and Parking

Bus Transportation

The district provides free bus transportation to and from school for all students living 1.5 miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or within one and one-half miles from his or her assigned school where walking to school or

to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parents/guardians may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents or the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 - Attendance and Promotion "Emergency School Closings".

Bus Conduct

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in Board 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

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

- Scan their Bus ID when they board the bus and when they exit the bus.
- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the superintendent 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.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the Building Principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the Building Principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Building Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral to the superintendent for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Bicycles

Bicycles may be parked in the bicycle racks located at the school. Bicycles should always be locked when unattended.

Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

Transportation for School Activities

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

Parking

The school has many locations available for school visitor parking.

Those dropping off and picking up children may do so in the drop off lane location during the following hours: 7:30 AM until 7:40 AM and after 2:25 PM.

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

Cross Reference:

Board Policy 4.110, *Transportation*

Administrative Procedure 4.170-AP3, *School Bus Safety Rules*

Board Policy 7.220, *Bus Conduct*

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at:

www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s)he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on the link below or check with your health care provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at:

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/religious-exemption-form-081815-040816.pdf>

The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Illinois law requires all children in **kindergarten or enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the first day of the school year.

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal; an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at:
<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/religious-exemption-form-081815-040816.pdf>
2. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.

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.

Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.
- Any other health condition that in the professional, clinical judgment of the School Nurse places that student or others in the school community at a health or safety risk. In the absence of the Certified School Nurse, this determination may be made by the building principal or his/her designee.

Care of Students with Chronic Health Conditions

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

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

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

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables.

Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Board Policy 6.50, *School Wellness*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

Bed Bugs

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease. Policy #7.250-AP1 Administrative Procedure - Bed Bug Protocol will be followed to provide a healthy, pest-free environment.

Physical Education Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE.

An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Medication at School

Students should not take medication during school hours or during school-related activities 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 a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when: (1) the school nurse or a delegated school employee administers or supervises a student's self-administration of limited over-the-counter medications; or (2) the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen[®], an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician; no District employee shall 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. A parent/guardian may opt-out from the administration by or supervision of a student's self-administration by the school nurse or delegated school employee of limited over-the-counter medications during online registration or by completing Exhibit 7.270-E9, [Parent/Guardian Opt-Out from Administration or Self-Administration of Limited Over-the-Counter Medications](#).

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

School District Supply of Undesignated Limited Over-the-Counter Medication

The Superintendent or designee may maintain a supply of undesignated limited over-the-counter medications in the name of the District and provide or administer them as necessary consistent with Policy 7.270. This may include but is not limited to: normal saline skin cleanser, Lubriderm lotion, anti-itch cream, eye irritation relief drops, contact solution, orajel, antibiotic ointment, first aid and burn cream, and numbing wipes.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) will ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication* Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Safety and Security

Safety Drill Procedures and Conduct

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

Cross Reference:

Board Policy 4.170, *Safety*

Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following elementary schools:

School

Reunification Site

Benjamin	Eastview Christian Church
Carlock	Eastview Christian Church
Cedar Ridge	Eastview Christian Church
Colene Hoose	Eastview Christian Church
Fairview	Eastview Christian Church
Fox Creek	Eastview Christian Church
Glenn	Eastview Christian Church
Grove	Eastview Christian Church
Hudson	Eastview Christian Church
Northpoint	Eastview Christian Church
Oakdale	Eastview Christian Church
Parkside Elem.	Eastview Christian Church
Pepper Ridge	Eastview Christian Church
Prairieland	Eastview Christian Church
Sugar Creek	Eastview Christian Church
Towanda	Eastview Christian Church

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Section 6 - Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A

teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting with the hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Arrival time

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:30 p.m. each day.

School Dress Code

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locs, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats and sunglasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing which fails to adequately cover the body will not be permitted.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the principal **before** wearing the items to school.

Cross Reference:

Board Policy 7.160, *Student Appearance*

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free and drug free learning environment; (3) keep school property and the property of other secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parent/guardian are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference: Board Policy 7.125, *Student Discipline Philosophy*

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that:

- (1) Ensure the safety and dignity of students and staff;
- (2) Maintain a positive, weapons-free and drug-free learning environment;
- (3) Keep school property and the property of others secure;
- (4) Address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- (5) Teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale 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.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless

the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's or licensed practitioner's prescription.
- d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
- e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
- f. Any inhalant, regardless of whether it contains an illegal drug
- g. 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.
- 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 tablet or powdered form.
- i. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or 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.
- j. 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.

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.

4. Using, possessing, controlling, or transferring a knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other

similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer or electronic mobile device, commonly known as “sexting.”

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
 - (b) Use of the device is provided in a student’s IEP; or
 - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
 9. 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. 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.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
 11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person’s personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, a school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an 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.
21. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions, supports and progressive discipline, 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose a disciplinary consequence.

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.

Disciplinary Measures

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

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

6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7.200, *Suspension Procedures*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Weapons

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office or the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

The Superintendent, Building Principal, Associate Building Principal, Assistant Building Principal or School Administration manager (SAM) is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:

Board Policy 7.190, *Student Behavior*

Board Policy 7.125 Student Discipline Philosophy

Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Academic Dishonesty

Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

Any student engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or emerging technologies (***including but not limited to generative artificial intelligence technology***) in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering

report cards, or wrongfully obtaining test copies or scores will be subject to consequences, including possible reduction of grade, loss of credit and/or other appropriate consequences.

First Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified. Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting may be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents may result in a suspension of up to ten days and a possible recommendation for expulsion from school.

Vandalism/Damage to Property or Loss of School Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will be held responsible for the loss of school property. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. In the case of vandalism or damage of property, the offender may be reported to appropriate law enforcement agencies.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

Complaint Manager: Name: M. Curt Richardson
and Address: 1809 West Hovey Ave; Normal IL 61761
Nondiscrimination Email: richardmc@unit5.org
Coordinator: Telephone: (309) 557-4082

Complaint Manager: Name: Dayna Brown
Address: 1809 West Hovey Ave; Normal IL 61761
Email: brownda@unit5.org
Telephone: (309) 557-4032

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

information regarding services that are available within the District and community, such as counseling, support services, and other programs.

7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification or areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
 - a. 2.260 ~ A student may use this policy to complain about bullying.
 - b. 6.60 ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6.65 ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
 - d. 6.235 ~ This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7.20 ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
 - f. 7.185 ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

- g. 7.190 ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7.310 ~ This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*

Board Policy 7.190, *Student Behavior*

Sexual Harassment Prohibited (Title IX)

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

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

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

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board Policy 2.260, Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/aboutus/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board Policy 7.190, Student Behavior.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2.260, Uniform Grievance Procedure).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross Reference Board Policy 2.270

Making a Complaint, Enforcement

Students are encouraged to report claims or incidents of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Complaint Manager:
and

Name: M. Curt Richardson
Address: 1809 West Hovey Ave; Normal IL 61761

Nondiscrimination Coordinator: Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Manager: Name: Dayna Brown
Address: 1809 West Hovey Ave; Normal IL 61761
Email: brownda@unit5.org
Telephone: (309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*

Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

Delegation of Authority

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

The Superintendent, Principal, Associate or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school

functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The superintendent may suspend a student from riding the bus in excess of 10 days for safety reasons.

Cafeteria Rules

- Students shall not save seats for other students.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

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

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. Permission to attend school field trips must be on file in the school office. Students may be prohibited from attending field trips for any of the following reasons:

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

Cross Reference: Board Policy 6.240, <i>Field Trips</i>
--

Section 7 - Internet, Technology, Publications

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

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

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

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by

the system administrator;

- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

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

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other

users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

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

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

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

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

a letter or memorandum.

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

Internet Safety

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

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

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

The system administrator and Building Principals shall monitor student Internet access.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Acceptable Use statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedure 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Non-School-Sponsored Publications/Websites

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the Principal, e.g, before the beginning or ending of classes at a central location inside the building.
3. The Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. 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 or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Cross Reference:
Board Policy 7.310, *Restrictions on Publications*

Annual Notice to Parents about Educational Technology

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

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

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

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

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

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians

- Other activities that are for the use and benefit of the school district

Section 8 - Search and Seizure

Search and Seizure

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

Access to Student Social Networking Passwords & Websites

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

Cross-references:

Board Policy 7.140, *Search and Seizure*

Board Policy 7.190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as 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.

Students

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Section 9 - Special Education**Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact your building principal.

Discipline of Children with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (“IDEA”) and the Illinois State Board of Education’s *Special Education* rules when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Isolated Time Out, Time Out, and Physical Restraint

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

Exemption from Physical Education Requirement

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services 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.

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

1. The time of year when the student’s participation ceases;
2. The student’s class schedule; and
3. The student’s future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

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

Cross Reference:

Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*

Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

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

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

PUNS (Prioritization of Urgency of Need for Services)**Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

_Carrie Chapman, Director of Special Education: 557.4400

Section 10 - Student Records, Privacy

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:

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

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

Instructional Material

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

Complaints About Curriculum, Instructional Materials, and Programs

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

complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Prohibition on Selling or Marketing Students' Personal Information

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

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

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

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

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript; Report cards
- (3) Attendance record;
- (4) Record of release of permanent record information; and
- (5) High school State assessment test scores;

And may also consist of:

- (1) Honors and awards received; and
- (2) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Indicated Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
- (6) Accident Reports
- (7) Health related information

And may also consist of:

- (1) Family background information;

- (2) Intelligence test scores, group and individual;
- (3) Aptitude test scores;
- (4) Reports of psychological evaluations;
- (5) Elementary and secondary achievement level test results;
- (6) Participation in co-curricular activities or athletics;
- (7) Honors and awards received;
- (8) Teacher anecdotal records;
- (9) Other disciplinary information;
- (10) Special education files;
- (11) Any verified reports or information from non-educational persons, agencies or organizations; and
- (12) Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be \$.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;

- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) accuracy;
- 2) relevance; or
- 3) propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the

Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The district routinely discloses “directory” type information without consent. Directory information is limited to: student’s name, address, gender, grade level, and birth date and place, and parents' names, mailing addresses, electronic mail addresses, and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Section 11 - Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- Whether the student’s teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

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

Cross Reference:

Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. The Superintendent or designee shall develop and supervise a student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See Board policy 6.280.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7.340, and its implementing procedures govern recordkeeping and access issues.

Cross Reference:

Board Policy 6.340, *Student Testing and Assessment Programs*

Sex Education Instruction

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

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

Cross Reference:

Board Policy 6.60, *Curriculum Content*

Administrative Procedure 6.60-AP1 *Comprehensive Health Education Program*

Exhibit 6.60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at <http://www.cfchildren.org/child-protection> or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at 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.

Cross Reference:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

Parental Involvement (Title 1)

Schools that are eligible for Title I services have an annual meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

If you have any questions, please contact the parent liaison for Title I services at the unit office, 309.557.4400

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Title 1 District Coordinator at the unit office, 309.557.4400.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Coordinator of Title I services at the unit office, 309.557.4400.

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

Cross Reference:
Board Policy 6.170, *Title I Programs*

English Learners

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

(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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Webb at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

School Visitation Rights

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the unit office 309.557.4000.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:

Board Policy 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

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

Cross Reference:

Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

Transfer to Another School

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

Cross Reference:

Board Policy 4.170, *Safety*

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for 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.

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

A violation of this law is a Class 4 felony.

Cross Reference:

Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police website.

- Illinois Sex Offender Registry on the Illinois State Police's website, <https://isp.illinois.gov/Sor>
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Cross Reference:

Board Policy 4.170, *Safety*

Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX,

“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309-557-4400

The Title IX Coordinator and 504 Coordinator may be reached at the same address.

- Attorney for the District--Title IX Coordinators
- Attorney for the District-- 504 Coordinator

Parent/Guardian Involvement**Parent-Teacher Conferences**

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parents/Guardians will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Please contact your school for contact names and meeting dates of your school's parent group.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and co-curricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:

Board Policy 6.250, *Community Resource Persons and School Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and School Volunteers*

Exhibit 6.250-E1, *Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

**McLean County Unit District No. 5
Exhibit**

Appendix**Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

1) Network Traffic Logs ~ In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

2) Website Visit Logs ~ District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

3) Cookies ~ Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

4) Information Voluntarily Provided by You ~ In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

McLean County Unit District No. 5

Exhibit

Student Authorization of Acceptable Use of Electronic Networks**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): _____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ **By:** _____

McLean County Unit District No. 5

Exhibit

Acceptable Use Letter to Parents/Guardians

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

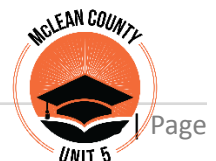
The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____ Date _____



McLean County Unit District No. 5
District 87/Unit 5



MEDICATION AUTHORIZATION FORM

Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone
------	---------------------------	------------	-----------------

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 while in school, at a school-sponsored activity, under the supervision of school personnel, or 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: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	PHONE:
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
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 that may arise at school?	
Yes	No

Date	Physician's Signature Only	Physician's Telephone
Nurse's Initials _____		

Exhibit

Exhibit Request for Authorized Personnel to Perform a Procedure at School

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to have a physician-prescribed procedure performed at school, the following information **must be provided**:

_____ is to have
(Name of Student)

_____ at _____
(Name of Procedure) (Time(s) of Day)

Special Instructions _____

Prescriber's Name (Print or Stamp) _____

Prescriber's Signature _____

Telephone _____ Date _____

Medication student takes at home or at school _____

TO THE PARENT OR GUARDIAN

I authorize McLean County Unit District No. 5 personnel to perform the procedure(s) prescribed above for my student:
_____. I acknowledge that it may be necessary for the procedure to be performed by an individual other than a school nurse, and specifically consent to such practices. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child, to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature _____

Address _____

Telephone _____ Date _____ Nurse's Initials _____