



Parent-Student Handbook

AUGUST 2025 - JULY 2026

One campus, One community
Preparing, inspiring, and empowering learners;
one moment at a time.



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DISTRICT OFFICE

Dr. David L. Russo, *Superintendent of Schools*
Dr. Dominick Lupo, *Assistant Superintendent for Curriculum and Instruction*
Courtney L. Whited, *Business Manager/CSBO*

Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, IL 60712
Phone: 847-675-8234
Fax: 847-675-4207
Website: www.sd74.org
First Student, Inc. Bus Company: 847-637-0786

TODD HALL SCHOOL

Grades: Pre-Kindergarten - 2
Christopher N. Harmon, *Principal*
Jessica Tarnoff, *Administrative Assistant*

3925 W. Lunt Avenue
Lincolnwood, IL 60712
Phone: 847-675-8235
Fax: 847-675-9378

RUTLEDGE HALL SCHOOL

Grades: 3 - 5
Aliaa Ibrahim, *Principal*
Arleen LaRosa, *Administrative Assistant*

6850 N. East Prairie Road
Lincolnwood, IL 60712
Phone: 847-675-8236
Fax: 847-675-9320

LINCOLN HALL MIDDLE SCHOOL

Grades: 6 - 8
Mark Atkinson, *Principal*
Joseph Segreti, *Assistant Principal*
Carol Krikorian and **Alex Saravia**, *Administrative Assistants*

6855 N. Crawford Avenue
Lincolnwood, IL 60712
Phone: 847-675-8240
Fax: 847-675-8124

To email an SD74 staff member:

Use the first initial of their first
name with their full last name,
followed by @sd74.org.

Example: drusso@sd74.org



TABLE OF CONTENTS

DISTRICT INFORMATION	1
Non-Discrimination Policy	1
Building Access	1
Attendance Boundaries/Re-Enrollment	1
Board Members	1
Board Meetings	2
SCHOOL PERSONNEL	2
Superintendent of Schools	2
Assistant Superintendent for Curriculum and Instruction	2
Business Manager	2
Director of Special Education	2
Director of Technology	2
Director of Communications and Community Relations	2
Principals	2
Assistant Principal	2
Teachers and Support Staff	2
Substitute Teachers	2
Classroom Teacher Qualifications	2
GENERAL SCHOOL INFORMATION	3
School Admissions	3
Place of Residence	3
School Hours	4
Extended Hours for Student Support	4
Recess	4
School Lunch Program	4
Homeless Students	5
Kindergarten Entrance/Grade Placement	5
Transfers	5
Withdrawal from School	5
K-8 Refund Schedule	5
Book Rental and Fees	5
Infosnap	6
District Web Store	6
Visitors in the Buildings	6
Home/School Communication	6
District 74 Messaging System	7
Compliment/Complaint Inquiry	7
Parent-Teacher Conferences/Portfolio Nights	7
School Information on the Web	7
Curriculum	7
Grade Level Learning Standards	7
Curriculum Night	8
Assessment	8
Homework	8
Homework Guidelines	8
Field Trips	9
School Property	9
Student Personal Property	9
Distribution of Non-Curricular Material by Students	9
Lost and Found Centers	10
SPECIAL SERVICES	10
Response to Intervention	10
Benchmark Day	10
Social and Emotional Needs of Children and Families	10
Special Education	11
Discipline of Special Education Students	11
Behavioral Interventions	11
Project GATE (Gifted and Talented Education)	11
English Learners (EL)	12
Bilingual Education	12
Deaf, Hard of Hearing, Blind, or Visually Impaired Students	13
HEALTH	13
Communicable and Chronic Infectious Disease	13
Food Allergies	13
Health Examinations, Immunizations, and Exclusion of Students	14
Dental Examinations Required	14
Eye Examinations	15
Vision and Hearing Screenings	15
Health and Emergency Information	15
Medication or School Health Services	15
Illness/Accident/Injury	15
Excused from Physical Education	16
Head Lice	16
Non-Smoking Policy	16
CPR and AED Training	16
Suicide and Depression Awareness and Prevention	16



WELLNESS	16
Student Wellness	16
Goals For Nutrition Education and Nutrition Promotion	16
Birthday Recognition	17
School Celebrations/Rewards	17
Healthy Snacks	17
ATTENDANCE	17
Death in the Immediate Family	17
Student Illness	17
Medical Appointment	17
Religious Holiday	17
Court Appearance	18
Vacations	18
Excessive Absenteeism/Truancy	18
Parents Out of Town	18
Home and Hospital Instruction	18
Leaving the School Grounds	18
Late Arrival/Early Departure Procedures	18
Loitering	19
Make-Up Work	19
Good Standing	19
Report Cards	19
Promotion/Retention	19
Promotion to High School	19
Graduation	19
EXTRACURRICULAR PARTICIPATION/ATTENDANCE	20
Extracurricular Activities Academic Eligibility Criteria (Lincoln Hall Students Only)	20
Expectations for Eligibility for Extracurricular Participation	20
Extracurricular Athletics	20
SAFETY PROCEDURES	21
School Safety Drills	21
Sex Offender Website	21
Hazardous and Infectious Materials	21
Asbestos Management Plan	21
EMERGENCY PROCEDURES	21
Fire	21
Shelter-in-Place	21
Lockdown	21
Emergency Closings	22
STUDENT RIGHTS AND RESPONSIBILITIES	22
Non-Discrimination Procedures/Complaint Process	22
Bullying, Intimidation, and, Harassment Prohibited	22
Bullying Prevention and Response Plan	23
Harassment of Student Prohibited	25
Sexual Harassment Prohibited	25
Making a Complaint; Enforcement	25
Teen Dating Violence Prohibited	25
DRESS CODE	26
District Expectations	26
Clothing/Accessories Not Permitted	26
POSITIVE BEHAVIOR INTERVENTIONS and SUPPORTS (PBIS)	26
STUDENT CONDUCT AND DISCIPLINE	27
Student Discipline	27
Prohibited Student Conduct	27
Disciplinary Measures	29
Weapons	30
Re-Engagement of Returning Students	30
Required Notices	30
Delegation of Authority	30
Student Handbook	30
Out-of-School Suspension Procedures	31
Expulsion Procedures	32
SEARCH AND SEIZURE	33
School Property, Equipment, and, Personal Effects of Students	33
Students	33
Seizure of Property	33
Notification Regarding Student Accounts or Profile on Social Networking Websites	33
LOCKERS	34
Acceptable Use	34
Locker Searches	34
Locker Maintenance	34
Locks	34



TRANSPORTATION	35
Bus Routes	35
Use of Video Cameras on School Buses	35
Bus Rules and Regulations for Students	36
Bus Suspension	36
Bus Changes/Late Bus Rules	36
Bus Transportation for Field Trips	37
Parent Vehicle Safety	37
No Cell Phones in a School Zone Law	37
Transportation of Students by a School Employee	37
STUDENT RECORDS	37
Release of Student Records & Challenge Procedures	38
Directory Information	38
STUDENT INFORMATION MEDIA RELEASE	39
Notification of Rights under the Protection of Pupil Rights Amendment	39
Surveys or Evaluations	40
Instructional Materials	40
Information for Marketing Purposes	40
Physical Examination or Screening	41
Notification	41
DISTRICT NETWORK AND INTERNET ACCESS	41
Internet Accessibility	41
Prohibited Conduct When Using the District Electronic Network	42
Software Applications	42
DISTRICT EMAIL FOR STUDENTS	42
Privileges and Responsibilities	43
Disciplinary Actions	44
No Expectation of Privacy	44
Code of Conduct At A Glance	44
Disclaimer	44
CODE OF CONDUCT AT A GLANCE	45
LINCOLN HALL ELIGIBILITY POLICY	46
EMERGENCY CLOSING INFORMATION	47

***In cases where Board policy changes during the school year, revised Board policy will be followed.
Board policies are available on the District's website and in the Superintendent's office.***



DISTRICT INFORMATION

Non-Discrimination Policy

7:10 - Equal Education Opportunities

2:260 - Uniform Grievance Procedure

It is the policy of the District not to discriminate based on color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in its educational programs or employment policies as required by the Illinois School Code and federal law.

The non-discrimination policy also applies to students' access to courses and programs, athletics and physical education, guidance and counseling, financial assistance, remuneration, and other matters related to student personnel.

Inquiries regarding compliance with State and federal law, including Section 504 of the *Rehabilitation Act of 1973*, should be directed to:

Dr. Dominick Lupo

Assistant Superintendent for Curriculum and Instruction
Lincolnwood School District 74
6950 N. East Prairie Road Lincolnwood, IL 60712

Aliaa Ibrahim

Rutledge Hall Principal
Rutledge Hall School
6850 N. East Prairie Lincolnwood, IL 60712

Building Access

8:70 - Accommodating Individuals with Disabilities

Individuals with disabilities are provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities. They will not be subject to illegal discrimination. Individuals with disabilities should notify the Building Principal or the Superintendent if they have a disability, which will require special assistance. This notification should occur as far as possible before the school-sponsored function.

Attendance - Boundaries/Re-Enrollment

The District attendance boundaries coincide with the boundaries of the Village of Lincolnwood. Todd Hall serves children in grades Pre-K-2. Rutledge Hall serves children in grades 3-5. Lincoln Hall serves children in grades 6-8. Parent(s)/guardian(s) must re-register and prove residency for children, annually, to help the administration determine appropriate class enrollments and staffing.

Board Members

The philosophy, goals, policies, and budget of the School District are approved by the Board of Education. The Board consists of seven members elected from among the District's registered voters. The full term of office is four years. Four Board members are elected during an odd-numbered year and three are elected during the next odd-numbered year. The current members of the Board of Education are:

Board member:

Kevin Daly, *President*
Peter D. Theodore, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Ted Kwon
Jay Oleniczak
Rupal Shah Mandal

Term expiration:

April 2025
April 2025
April 2027
April 2027
April 2025
April 2027
April 2025



Board Meetings

The Board of Education conducts its regular monthly meetings during the first week of every month, and conducts special meetings as needed. These meetings are typically held at Lincolnwood Village Hall. Board agendas and Board packets are posted on the District website (www.sd74.org), and include official meeting minutes.

The meetings are open to the public and are also televised live to residents of the District on Comcast Channel 6, RCN Channel 49, and AT&T U-Verse Channel 99. They can also be viewed online on the Village of Lincolnwood's live cable channel (www.lincolnwoodil.org/312/Live-Cable-Channel) or the District's website. The Board encourages members of the community to attend its meetings.

SCHOOL PERSONNEL

Superintendent of Schools

Employed by the Board of Education to carry out the philosophy, goals, and policies of the District. The Superintendent of Schools also reviews the operation of the District and makes recommendations to the Board concerning programs, staff, activities, and budget.

Assistant Superintendent for Curriculum and Instruction

Responsible for curriculum, programming, instruction, and staff development. The Assistant Superintendent for Curriculum and Instruction works with the Superintendent of Schools to carry out the philosophy, goals, and policies of the District.

Business Manager

Responsible for the financial workings of the District including planning, budgeting, operations, human resources, and reporting.

Director of Special Education

Responsible for the operations of special education procedures, including student identification and service delivery.

Director of Student Services

Implements instructional programs and the coordination of resources for students receiving support from special services.

Director of Technology

Responsible for the planning and implementation of technology integration, equipment, operations, and staff development using technology as a tool for instruction.

Director of Communications and Community Relations

Oversees District and school communications and promotes the District through digital and print media.

Principals

The instructional leaders of the schools with responsibility for staff, students, programs, budgets, and activities.

Assistant Principal

Supports their respective Building Principal with administrative responsibilities and duties as an instructional leader as assigned.

Teachers and Support Staff

The District employs state-certified, highly qualified teachers and educational support personnel to provide instructional and support services to the students of the District.

Substitute Teachers

All of our substitute teachers are qualified and certified by the state. A substitute teacher follows plans left by the teacher to ensure continuous learning for our students.

Classroom Teacher Qualifications

5:190 - Certification

All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, physical education, reading or language arts, English, history, civics and government, economics, geography, foreign language, STEM, and mathematics) must meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.



GENERAL SCHOOL INFORMATION

School Admissions

7:50 - School Admissions and Student Transfers To and From Non-District Schools

7:100 - Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students

All students must register for school and prove residency each school year on the dates and at the place designated by the Superintendent. Parent(s)/guardian(s) of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate or other reliable proof, as determined by the State police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify police if a person enrolling a student fails to comply with the requirement within 30 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.
2. Proof of residence, as required by Board policy *7:60 - Residence*.
3. Proof of required immunizations and an Illinois state health examination, as required by State law and Board policy *7:100 - Health, Eye, and Dental Examination; Immunizations; and Exclusion of Students*, must be submitted by October 15th. Parent(s)/guardian(s) of students entering Kindergarten or an Illinois school for the first time are required to present proof of an eye exam from a licensed eye doctor submitted before October 15 of the school year. Parent(s)/guardian(s) of students entering Kindergarten, 2nd grade, and 6th grade are required to present proof of a dental examination by May 15, but we encourage all children to have a dental examination.

Place of Residence

7:60 - Residence

Parent(s)/guardian(s) are required to register their children for school and prove residency each school year. New student registration takes place continuously throughout the school year. Information may be obtained by calling the District office at 847-675-8234.

Only students who are residents of the District may attend a District school, except as otherwise provided by State and federal law and Board policy. A student's residence is the same as the person(s) who has legal custody of the student.

Any person(s) asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child; (b) the reason the child lives with him or her, other than to receive an education in the District; and (c) he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent(s), if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person(s) with whom their child is living; and (b) that the person(s) with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

If the Superintendent or designee determines that a student already enrolled is not a resident of the District, notice of the decision and an opportunity for a hearing shall be given. The notice shall state the tuition amount that is due and detail the specific reasons why the District believes that the student is a nonresident of the District. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the Illinois School Code. If requested, the hearing will be conducted by the Board of Education or a hearing officer appointed by the Board, and a decision shall be rendered in accordance with the procedures specified in the Illinois School Code. If, following the hearing, the Board of Education determines that the student is a non-resident of the District, the person who enrolled the student may appeal that decision to the Regional Superintendent of Schools as provided by the Illinois School Code.



School Hours

Todd Hall School

Pre-Kindergarten

- AM 8:25 a.m. – 11:10 a.m.
- PM 12:10 p.m. – 2:55 p.m.

Kindergarten, 1st, and 2nd Grade

- 8:25 a.m. – 2:55 p.m.
- *Half-day hours:* 8:25 a.m. – 11:25 a.m.

The Todd Hall office is open from 7:30 a.m. until 3:30 p.m. The office phone number is 847-675-8235.

Rutledge Hall School

- 8:00 a.m. – 2:45 p.m.
- *Half-day hours:* 8:00 a.m. – 11:05 a.m.

The Rutledge Hall office is open from 7:30 a.m. until 3:30 p.m. The office phone number is 847-675-8236.

Lincoln Hall Middle School

- 8:05 a.m. – 3:25 p.m.
- *Half-day hours:* 8:05 a.m. – 11:05 a.m.

The Lincoln Hall office is open from 7:30 a.m. until 4:00 p.m. The office phone number is 847-675-8240.

Extended Hours for Student Support

Extended supervised time is available, daily, in the Lincoln Hall Library for students who would like to work on or complete homework. Available daily times are 7:30-8:00 a.m. and 3:25-4:20 p.m. Students should have quiet work with them to work on during these times. Rutledge Hall homework help is also available to students daily from 7:30-8:00 a.m.

Recess

Weather permitting; students in Lincoln Hall, Rutledge Hall, and Todd Hall are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always make sure your child is dressed appropriately for outside recess. All students must be on the playground during outside recess unless otherwise determined by school staff. Students with a physician's note or a medical excuse will be allowed to remain in the building and provided an alternative, supervised activity during recess.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, playing music, etc., are usually allowed by the staff members in charge.

School Lunch Program

4:120 - Food Services

4:130 - Free and Reduced-price Food Services

6:50 - School Wellness

The District offers to all students at a minimal cost, fresh entrees cooked daily which include fresh fruits and vegetables. Students who bring their lunch may purchase skim chocolate milk, 1% white milk, or water. Also, a free salad bar is available to all students at Lincoln Hall and Rutledge Hall. Students are not permitted to go home for lunch. The prices and practices are subject to yearly review. Menus, including dietary information, are posted on the District website.

Free and reduced-priced lunches are available to families who qualify under State and federal guidelines. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines (family size and income standards), set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Additional information and applications are available in the District Office. You may contact the District's Business Office at 847-675-8234 for more information on how to apply for free and reduced-price lunches. Lunches will be served in the cafeteria beginning with the first full day of school. The menu will follow the dietary allowance requirements according to Lincolnwood School Board Policies and the Illinois School Code. Please use the District Web Store to replenish lunch funds.



Homeless Students

6:140 - Education of Homeless Children

Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison at (847) 675-8234. The District's Homeless Student Liaison works to ensure that homeless students are not segregated or stigmatized because of their homeless status.

Kindergarten Entrance/Grade Placement

7:50 - School Admissions

Children enrolling in Kindergarten must be five (5) years of age on or before September 1 of the year of enrollment. A child entering first grade must be six (6) years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through Kindergarten, was taught in Kindergarten by an appropriately licensed teacher, and will be six (6) years old on or before December 31. Specific grade/class placement is the sole responsibility of the administration whose decision shall be final.

Transfers

Students transferring to the District from another school district must present a Student Transfer Form (or the equivalent out-of-state form) from their previous school indicating whether or not they are "in good standing," and whether or not their health examination and immunization records are up-to-date. All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion and meet all applicable residency requirements before being enrolled in the District. In addition, transfer students must present a certified copy of the student's birth certificate, complete health examination and immunization records, and any other necessary enrollment documents.

Students who plan to move out of District 74 should contact their school office as soon as possible, providing the expected departure date. On the final day of attendance, the student will be given a transfer form. Student records will be released directly to the new school upon request. Copies of health records may be released directly to parent(s) for presentation to the new school.

Withdrawal from School

Students withdrawing or transferring from school shall initiate the process in the school office. All textbooks, other school property, and unpaid fees are to be presented to the school secretary. Refund checks to parent(s)/guardian(s) will be sent upon receipt of a written request from the parent(s)/guardian(s). Refunds will be given on non-consumable textbook rentals as follows:

K-8 Refund Schedule

K-8 Refund Schedule		
Withdrawing within	All School Fees	Lunch
First 12 weeks	66%	100% refund of the remaining balance in your account.
Second 12 weeks	33%	
Third 12 weeks	No refund	

Book Rental and Fees

4:140 - Waiver of Student Fees

6:210 - Instructional Materials

Textbooks are furnished to pupils on a rental basis. Fees are assessed and determined on course consumables and non-textbook activities. This amount is payable at the time of enrollment. If a book is lost, misused, or damaged, the child's parent(s)/guardian(s) must pay for the book.



If the parent(s)/guardian(s) fails to pay for textbook rental, supplemental materials, and other fees, the District may refer them to a collection agency. District practice provides that the cost of collections through the collection agency is charged to the parent(s)/guardian(s). A processing fee will be charged for late payment of fees. The District retains the right to restrict participation in extracurricular activities and field trips until all outstanding sums have been paid in full.

Registration fees will be waived for students who: (1) are eligible for free lunches; (2) are currently receiving Illinois Public Aid; or (3) otherwise qualify for a waiver pursuant to Board policy 4:140.

Students receiving fee waivers are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. There is no exemption for bus enrollment fees.

The Superintendent or designee will notify the parent promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Infosnap

Infosnap is a secure, online registration system for all students, Pre-Kindergarten through 8th grade, for re-registration and new registration to District 74. Infosnap can be accessed online through the District's website. The user should complete all information fields required by District 74. Users also have the option to upload medical forms, residency forms, and other necessary forms. **All student registration must be completed through Infosnap.**

District Web Store

The District Web Store is a secure, online payment system that allows families to pay school fees 24 hours a day, seven days a week, without leaving their homes. Lincolnwood School District 74 accepts Visa, MasterCard, Discover, and electronic checks online or by phone.

Users go to www.sd74.org and click the dollar sign icon (\$) to access the District Web Store. Here you will be able to pay the following fees:

- Registration (incl. iPad fee for 6th-8th grades)
- Lunch accounts
- Sports, clubs, and musical fees
- Pre-K payments
- P.E. uniforms
- Band/orchestra
- Graduation fees
- 1:1 iPad damage claim deductibles

Visitors in the Buildings

8:30 - Visitors to and Conduct on School Property

All visitors must present a valid picture ID (e.g. driver's license) at the office and obtain a visitor's pass. All IDs will be checked through a management system that screens and tracks visitors.

Parent(s)/guardian(s) shall be permitted reasonable access to their child's classroom and District facilities and programs during the school day. Parent(s)/guardian(s) shall arrange visits to their child's classroom and/or District facilities and programs through the Building Principal. As the first priority of the District is the provision of educational services to students, parent(s)/guardian(s) visitation will not be permitted during times when such visitation would interfere with instruction.

When a student forgets his/her lunch, homework, musical instrument, etc., parents may bring these items to the school office. This will ensure that classrooms and the instructional process will not be disrupted. Please be sure students have everything they need before leaving home.

The District also provides equal access to hold meetings in its facilities by organizations so long as the organization requests to hold meetings on District property pursuant to District policy.

Home/School Communication

District 74 encourages open communication between parents and teachers. If there is a concern to discuss with a teacher, please call and make an appointment to meet before or after school. To email a child's teacher, use their first initial followed by their last name and then followed by @sd74.org. An online staff directory may be found on the District's website (www.sd74.org).

Ongoing communication between home and school is vital in providing a quality education to students. A variety of information is sent home to inform parents about curricular and extracurricular events and topics. Check your child's school website often. Also, District 74's newsletter, *Tuesday Newsday*, will be delivered to the email address the District has on record.



District 74 Messaging System

District 74 utilizes a communication broadcast system that enables school personnel to notify all households and parents by phone and electronic mail within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. When used, the service will simultaneously call the main home phone number and email address maintained in our student information system and will deliver a recorded message. Please be sure to update your phone numbers and/or email addresses if anything changes, so that the District has your current information on file.

Compliment/Complaint Inquiry

3:30 - Chain of Command

So that a compliment/concern of a parent is addressed by the appropriate official(s), the Board of Education requires the following procedure:

If parents have a compliment/concern about their child, the parent will:

1. First, contact the child's teacher;
2. If not satisfied, contact the Building Principal who will submit a written report to the Superintendent with respect to the contact and any follow-up activity;
3. If not satisfied, contact the Superintendent who will prepare a written report with respect to the contact and any follow-up activity; and
4. If not satisfied: 1) submit a written communication to the Board of Education as set forth in 2:140, or 2) attend a Board of Education meeting and address the Board of Education at the audience to visitors segment of the meeting; or 3) request a closed session meeting to address the Board of Education if allowable under 2:200.
5. Parents shall be provided with copies of the written reports required in 2 and 3 above irrespective of whether requested by the parent. The written reports shall contain sequential identification numbers in chronological order and will be submitted to the Board of Education as directed by the Board of Education.

Parent(s)/guardian(s) also may file a complaint with a District Complaint Manager pursuant to Board policy 2:260 - *Uniform Grievance Procedure*, if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

Parent-Teacher Conferences/Portfolio Nights

Parent-teacher conferences are formally scheduled each year in the fall and spring. Conferences offer an opportunity for parents and teachers to share information related to the academic, social, emotional, and personal growth of each child. Portfolio Nights are held in the spring at Lincoln Hall. Students share their academic progress over the year. These are important events to ensure the academic success of every child. You are strongly encouraged to attend.

School Information on the Web

School information is available on the District's web page at: www.sd74.org. Visit our website regularly for current news and announcements.

Curriculum

6:60 - Curriculum Content

6:210 - Instructional Materials

The District curriculum contains instruction on subjects required by State law and its regulations. Our curriculum is reviewed and updated using a 6-year Review Cycle. The curriculum is aligned with State and national standards. Parents are always welcome to view instructional materials. For more information contact the Assistant Superintendent for Curriculum and Instruction at 847-675-8234.

Grade-Level Learning Standards

Grade-level learning standards identify the essential knowledge and skills that should be taught and learned at each grade level. Grade-level learning standards have been developed for Pre-Kindergarten through 8th grade and cover all content areas. Standards are reviewed and updated annually.



Curriculum Night

Curriculum Night is an event that takes place early in the school year, providing parents the opportunity to meet their child's teachers, find out about the curriculum and homework expectations, review parent participation guidelines, and receive information on teachers' classroom expectations. During this informative evening, parents will learn how students spend their school day.

Assessment

6:340 - Student Testing and Assessment Program

The District Student Assessment Program provides information for determining individual student achievement and guidance needs, curriculum and instructional effectiveness, as well as school performance measured against District student learning standards and statewide norms. The District Assessment System conforms to the schedule required by State law.

Homework

6:290AP - Homework

Homework is academically related assignments, which support learning in one of four ways: pre-learning, checking for understanding, practice, or processing.

- **Pre-learning:** Homework is used to provide an introduction to a topic or background for a more in- depth lesson.
- **Checking for Understanding:** Homework is used to have students show the classroom teacher what they know and understand at this point (i.e. answering sample math problems, recording journal responses on a science experiment, identifying literacy devices in a short passage).
- **Practice:** Homework is used to practice a skill previously learned.
- **Processing:** Homework is used to have students reflect on concepts that were discussed in class.

Homework Guidelines

The following guidelines are meant to serve as a general, flexible framework within which the individual teacher should exercise her/his professional judgment. Consistency throughout the District in the assignment of homework will enable the students to react more positively to this kind of work. Gradual increases in the time spent on homework assignments as they progress through the grades should be encouraged. Individual students will work at different rates. ***The following are average amounts of homework suggested at each grade. It is highly recommended that students read independently daily. This is not included in the following guidelines.***

Kindergarten

- 10-15 minutes per day
- 3 times per week

Grade 4

- 40-50 minutes per day
- 4 times per week

Grade 1

- 10-20 minutes per day
- 4 times per week

Grade 5

- 50-60 minutes per day
- 4 times per week

Grade 2

- 20-30 minutes per day
- 4 times per week

Grade 6

- 60-70 minutes per day
- 4-5 times per week

Grade 3

- 30-40 minutes per day
- 4 times per week

Grade 7-8

- 70-90 minutes per day
- 4-5 times per week

Teachers will:

- Teach homework how-to skills such as: how to get organized, how to use an assignment notebook, and how to locate and organize information.
- Coordinate assignments with other team members to avoid overload.
- Prepare students for homework in the same manner as they would present an assignment in class.
- Set specific due dates for completion of assignments.
- Review, evaluate and, when appropriate, return assignments with feedback in a timely fashion.
- Encourage students to utilize suggested time guidelines to study and review subject matter, in addition to completing written assignments.



Teachers will communicate to parents:

- General expectations for homework.
- How make-up and late assignments are handled.
- How homework is evaluated.
- Consequences of failing to complete assignments.
- The importance of two-way communication on homework issues.

Students will:

- Remember that homework is a high priority and responsibility.
- Listen carefully to assignment directions and adhere to due dates.
- Write down assignments and bring home the required materials.
- Set aside a specific time and place to do homework with necessary materials.
- Review homework prior to turning it in.
- Utilize suggested time guidelines to study and review subject matter, in the absence of written assignments.
- Seek assistance, if needed, as a personal responsibility.

During the school year, students are involved in evening programs or celebrating holidays. These may include school-sponsored activities, band/orchestra programs, etc. In these situations, teachers are to be flexible and sensitive to the time constraints of that particular evening when assigning homework.

Field Trips***6:240 - Field Trips***

Field trips to nearby points of interest are scheduled by various classroom teachers/teams throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parent(s)/guardian(s) of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for any associated field trip costs. All non-participating students shall be provided with an alternative experience. Any field trip may be canceled without notice due to danger to students, staff, or chaperones. Monies deposited may be forfeited.

School Property

The schools and grounds are for educational use. Children should be reminded that they are to treat school property, including instructional materials, furniture, equipment, and buildings, with respect. Students are allowed to ride bikes, skateboard, or rollerblade to and from school, but will be required to walk once they are on school grounds.

Student Personal Property

The District is not responsible for lost, damaged, or stolen personal property brought to school or a school activity. Students are advised not to bring valuables to school. Students should make sure lockers are fully locked. Engraving of personal calculators, computers, and other valuables is recommended.

Distribution of Non-Curricular Material by Students***7:310 - Restrictions on Publications***

Students are prohibited from creating, distributing, and/or accessing at school any publication 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 libelous material, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to the 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, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in Kindergarten through 8th grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.



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

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.

Lost and Found Centers

There are lost and found centers for students at each school. Lost books and personal items can be retrieved from these locations. Students are encouraged to report stolen items to the school office.

SPECIAL SERVICES

Response to Intervention

6:110 - Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The District has implemented a system to identify and support all students in our schools. The process, called **Response to Intervention (RtI)**, helps teachers to better identify and provide interventions to students who are not making the progress that is expected. RtI utilizes a problem-solving approach that helps staff to: identify the problem a student is having, develop a plan for assisting, implement the plan, and then evaluate its effectiveness.

Response to Intervention is mandated by State law. "Each District shall implement the use of a process that determines how a child responds to scientific, research-based interventions as part of the evaluation procedure." Teachers and staff will observe students, give formal and informal assessments, and provide leveled support to those students who are struggling academically. The result will be improved teaching and learning experiences to increase student performance levels.

Benchmark Day – Fall/Winter/Spring Curriculum-Based Assessments

These assessments give us a snapshot of each student to help us differentiate instruction.

Social and Emotional Needs of Children and Families

7:250 - Student Support Services

Our teachers and school social workers provide support to our students when emotional or social needs interfere with learning. Through teaching, small groups, and individual consultation, the school social worker provides preventive and intervention measures that facilitate the daily progress of the student. The school social workers also provide ongoing consultation for students and families experiencing more long-term challenges. School social workers are available to parents and students. Please feel free to contact them for a phone consultation or meeting.

Educational and psychological testing services and the services of a school psychologist are provided as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.



Special Education

6:120 - Education of Children with Disabilities

District 74 ensures that a free and appropriate public education (FAPE) is available to each child with a disability who resides and is enrolled in the District as required by Article 14 of the Illinois School Code, the *Individuals with Disabilities Education Act (IDEA)*, Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act*.

Nondiscriminatory screening and identification procedures are used to identify all children with disabilities between the ages of 3 to 15 who reside within the District's boundaries. Appropriately credentialed personnel who participate in ongoing staff development perform such procedures. Information and records obtained/maintained as the result of the identification, evaluation or provisions of special education students shall be kept confidential pursuant to the requirements of the *Illinois School Student Records Act* and the federal *Family Educational Rights and Privacy Act*. Any concerned person, including District personnel, the parent(s)/guardian(s) of the child, or an employee of the Illinois State Board of Education, may initiate referrals for an individual and full evaluation. For questions regarding Special Education, please contact the Director of Special Education at (847) 675-8234.

Discipline of Special Education Students

7:230 - Misconduct by Students with Disabilities

A student with a disability under the IDEA, Section 504 of the *Rehabilitation Act of 1973*, the Illinois School Code and who has a current Individual Educational Program (IEP) or Section 504 Plan will be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. However, when a student's disability prevents him or her from conforming to school rules and expectations, special considerations and procedures will be employed to the extent required by law.

A student with a disability may be suspended for no more than 10 cumulative school days during one school year in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disability. No student with a disability shall be suspended for more than 10 cumulative school days or expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A manifestation determination team will determine if the student's conduct was a manifestation of the student's disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be disciplined, up to and including expulsion, pursuant to the discipline procedures applicable to all students, except that such disabled student shall continue to receive educational services during such period of expulsion.

Behavioral Interventions

7:230 - Misconduct by Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students with disabilities. The committee shall review the Illinois State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. All students shall be informed annually of the existence of this policy and the behavior intervention procedures. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with Individual Education Plans (IEPs) within 15 days after their adoption or amendment by the Board of Education, or at the time an Individual Education Plan (IEP) is first implemented for a student. At a student's annual Individualized Education Plan (IEP) review meeting, a copy of this policy and procedures shall be reviewed and given to the parents/guardians. A copy of the policy and procedures shall be available upon request of the parents/guardians.

Project GATE (Gifted and Talented Education)

6:135 - Accelerated Placement Program

The Illinois School Code (105 ILCS 5/14A-15) provides encouragement, assistance, and guidance to school districts in the development and improvement of educational programs for gifted and talented children and children eligible for accelerated placement as defined in Section 14A-20 and 14A-17 of the School Code. School districts shall continue to have the authority and flexibility to design education programs for gifted and talented children in response to community needs, but these programs must comply with the requirements established in Section 14A-30 of the School Code.

The School Code defines "gifted and talented children" as: "Children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with other children of their age, experience, and environment."



A child shall be considered gifted and talented in any area of aptitude, and, specifically, in language arts and mathematics, by scoring in the top 5% locally in that area of aptitude." The School Code defines "accelerated placement" as: "the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child" and shall include, but need not be limited to, early entrance to Kindergarten or 1st grade, accelerating a child in a single subject, and grade acceleration (105 ILCS 5/14A-17).

District 74 has a comprehensive K-8 program that is in compliance with Illinois state guidelines. District 74 offers a continuum of gifted services including:

- Math/Reading Enrichment (K-1)
- GATE Reading (2-8)
- GATE Math (2-8)
- Advanced Reading (3-5)
- Accelerated Mathematics (3-8)
- Advanced Reading/Language Arts (6-8)

Identification Process: Each component of gifted programming will have its own identification tools. The identification process will be a two-step process, where (1) all students in the District are screened and (2) students who qualify move to the second round of testing. The identification tools are as follows:

Step One:

- NWEA/MAP data
- FASTBridge data

Step Two (Required for GATE Reading/Math):

- CogAT (Cognitive Abilities Test)

Appeals Process: If for some reason the Identification Process does not show a true picture of a student's ability, a teacher or a parent may initiate the Appeal Process in the spring. Appeal applications may be requested from the Building Principal or they are available on the District website during the appeal window.

English Learners (EL)

6:160 - English Learners

In compliance with Illinois Administrative Code (23 IL Adm. Code 228.15), all students are to have a Home Language Survey completed when entering the District for the first time. The purpose is to identify students who have a language background other than English. When a Home Language Survey indicates another language is spoken in the home, the District is required to screen the student for English proficiency within 30 days of enrollment.

Identified students are placed in EL Programming based on their English Language Proficiency in four domains; listening, speaking, reading, and writing:

- Level 1: Survival English Class/Language/Literacy Class
- Levels 2-4: Language/Literacy Class
- Level 4-5: Writing Support Class
- Levels 5-6: Monitor Exited Student for Two Years

Parents will receive notification of their child's eligibility and the services that will be provided. Parents must provide written revocation of services if they do not wish their child to participate in the program. The state requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.

All identified students take the State ACCESS test annually to monitor progress in English proficiency.

Bilingual Education

According to the Illinois School Code (105 ILCS 5/14C-3), once a school site has 20 or more identified students of the same language attending that building, the school district is required to provide bilingual services in that language. These services must be provided by a teacher who is EL-endorsed and has the Bilingual certification.

Once a student's English proficiency level is identified, these students will be placed in classes according to their English proficiency and taught by a teacher who is state-certified and has a bilingual endorsement in that language.

Parents will receive notification of their child's eligibility and services that will be provided via a letter from the school. Parents must provide written revocation of services if they do not wish their child to participate in the program. The state requires non-participating students to take the ACCESS test annually until an exit composite score of 4.8 is achieved.



Deaf, Hard of Hearing, Blind, or Visually Impaired Students

All students who are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audio-logical, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at <http://www.illinoisdeaf.org/>. There are also schools, other than the Illinois School for the Deaf and the Illinois School for the Visually Impaired, that provide similar services.

Contact the Director of Special Education at 847-675-8234 about these services for your student.

HEALTH

Students are encouraged to practice good hygiene by frequently washing their hands and covering their mouths and noses when coughing or sneezing, and to cough or sneeze into their sleeve at the elbow.

Students should not attend school if any of the following conditions are present:

- Temperature of 99.7 degrees or higher
- Vomiting
- Diarrhea
- Incessant or deep cough
- Red eye(s) with discharge and/or crusting on lashes, pain or irritation
- Unexplained rashes
- Contagious illnesses (including but not limited to strep throat, conjunctivitis (pink eye), chicken pox, impetigo, hand, foot, and mouth disease).

Symptoms should be absent before the student returns to school. When a student has been absent from school three (3) or more days due to illness, the school may require a doctor's note before the student can return to school. *See Attendance section.*

Communicable and Chronic Infectious Diseases

7:280 - Communicable and Chronic Infectious Disease

Please notify the school nurse or Building Principal immediately if your student has contracted a communicable and chronic infectious disease so the school can take proper measures to prevent further transmission of the disease. The student may be excluded from school consistent with Illinois Department of Public Health ("IDPH") procedures. In addition, consistent with IDPH procedures, the District will report all suspected reportable communicable and chronic infectious diseases to the local health department. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies.

Food Allergies

4:120 - Food Services

7:285 - Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the District's Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. For students with food allergies, please contact the health office so that protocols consistent with the District's Food Allergy Management Program can be developed. If your child has a diagnosed food allergy and you choose not to have medications accessible in the health office or carried by your child, a waiver needs to be signed and kept on file in the health office. A doctor's note must be provided before any changes can be made to a student's allergen plan and list.



Health Examinations, Immunizations, and Exclusion of Students

7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

District 74 enforces State law and Lincolnwood Board of Education policies with respect to the required health examinations and immunizations. A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

- Within one year before entering Pre-Kindergarten, Kindergarten, or 1st grade when entering school for the first time;
- Upon entering 6th grade; and
- Whenever a student first enrolls in a District 74 school, regardless of the student's grade.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140 - *Education of Homeless Children*, governs the enrollment.

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

- Religious reasons if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee signed by both parent and physician detailing the grounds for objection and the specific immunization and/or examination to which they object;
- Medical reasons if a physician provides written verification;
- Eye examination requirement if the student's parent(s)/guardian(s) show 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
- Dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Dental Examinations Required

7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

By May 15 of each school year, all children in Kindergarten, 2nd grade, and 6th grade must present proof that they have received a dental exam from a licensed dentist. If a child in the second or sixth grade fails to present proof by May 15, the school will request that the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.



Eye Examinations

7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Parent(s)/guardian(s) of students entering Kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of Kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. After October 15, the school still must receive the student's proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision and Hearing Screenings

Vision screenings will begin in the month of October for the following students: Pre-Kindergarten, 2nd grade, 8th grade, transfer students, students in Special Education, and teacher referrals. Hearing screenings will also be done for Pre-Kindergarten, Kindergarten, 1st grade, 2nd grade, 3rd grade, students in Special Education, transfer students, and teacher referrals.

Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Health and Emergency Information

Health information, emergency contacts, and telephone numbers must be updated by parent(s)/guardian(s) at registration and as information changes. First aid for minor injuries which occur at school will be provided in the health office. Paramedics will be called in an emergency. Health insurance is available at cost to all students enrolling in District 74 schools. If you have additional questions, please call your child's school office.

Medication or School Health Services

7:270 - Administering Medicines to Students

It is District 74's policy that prescription and non-prescription medication should be administered in the home; however, we recognize that at certain times medication must be administered during the school day so that children can attend school. The District will not administer any medication without documented permission from the parent(s) or guardian(s) and a written order from a physician detailing the medication, dosage, and schedule for administration. Parents may obtain the required form from the school office or the school website. Non-prescription medication, such as acetaminophen (Tylenol), cough drops, and medicated creams, also require parents' permission and a written order from a physician.

A student may possess and self-administer asthma medication or epinephrine auto-injector medication prescribed for use by the student on school grounds, at school activities, while under the supervision of school personnel, or before and after normal school activities, when: (a) the medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication; (b) the student's parent(s) or guardian(s) and student's healthcare provider have provided the school with written authorization for the self-administration and/or self-carry of asthma medication or epinephrine auto-injector; and (c) the student's parent(s) or guardian(s) have signed and submitted the District's "Hold Harmless and Indemnity Agreement for the Self-Administration of Asthma Medication and Epinephrine." Parents of students with specialized health needs may request an individualized health plan to be developed by the school nurse, parent(s), and/or other appropriate school personnel.

The student's parent or guardian must deliver all medications personally to a school representative in its original package, properly labeled by a pharmacy or a physician. The District reserves the right to reject any request for the administration of medication in the school. Students in possession of prescription or non-prescription medications in violation of this policy may be subject to disciplinary action.

Illness/Accident/Injury

If a student is injured or becomes ill at school, the child will be cared for temporarily by school personnel and the parent will be notified. If parent(s)/guardian(s) are unavailable, those listed as emergency contacts will be notified. School personnel will render first aid only. If school personnel deem necessary, paramedics will be called. **NOTE: The District is not responsible for expenses incurred as a result of an illness, accident, or injury.**



Excused from Physical Education

7:260 - Exemption from Physical Education

A student may be excused from physical education based on a medical reason or religious prohibition. A student may be excused from physical education classes for a maximum of two days with a note from his/her parent(s) or guardian(s) and the approval of the school nurse. A signed doctor's note is required for students who need to miss more than two days of classes. Any student who has been excused from physical education class by a doctor for an extended period must obtain a written, signed doctor's release to return to physical education and submit it to the school nurse before resuming participation in physical education classes.

Students who are absent from school or excused from physical education classes due to medical reasons are not allowed to participate in after-school activities on those days. Students requiring the nurse's assistance during the day resulting in missing classes not be allowed to attend after-school activities. A student excused from physical education based on religious reasons must provide a signed statement from a member of the clergy that corroborates the religious reason for the request.

Head Lice

Lice infestations may occur in any age group, but it is more common among elementary school children. It is not considered to be a health risk or a disease. Lice are usually passed from person to person by direct head contact but can also be spread through shared objects (combs, clothing, barrettes, hats, etc.). Sharing or exchanging of these items should be discouraged. Students may be checked at school for the presence of lice if symptoms are present. We encourage parents to learn about head lice and check their children regularly for the presence of live lice and nits (see www.cdc.gov for more information). This is the best way to detect head lice throughout the year. Identification and treatment of lice is a parent's responsibility. The school will not do routine school screenings. Please inform the school when head lice are detected on your child.

Non-Smoking Policy

7:190 - Student Behavior

8:30 - Visitors to and Conduct on School Property

The District is a smoke-free campus. Smoking or use of tobacco products is not permitted in any of the schools or on school grounds.

CPR and AED Training

Many District employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video, which can be found at www.ihsa.org/Resources/Sports-Medicine/CPR-Training.

Suicide and Depression Awareness and Prevention

7:290 - Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

WELLNESS

6:50 - School Wellness

4:120 - Food Services

Student Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the *Child Nutrition and WIC Reauthorization Act of 2004* and the *Healthy Hunger-Free Kids Act of 2010 (HHFKA)*. During the school day, all grades will be required to engage in physical education consistent with Illinois law, unless other exempted.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster a positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60 - Curriculum Content.



Birthday Recognition

Given the District's focus on wellness and good nutrition, as well as the prevalence of various food allergies in our student population, please refer to the below examples for alternative ideas for birthday celebrations. **NOTE: All birthday party invitations should be delivered outside of school premises.**

- Donating a book to the classroom or library;
- Donating a board game or computer game to the classroom, grade level, or school;
- If a birthday remembrance is to be distributed to members of the class, suggested non-food items are: pencils, bookmarks, pencil erasers, etc.

School Celebrations/Rewards

Occasionally, students will be offered a treat as part of a school-wide celebration or reward. The administrator will be notified and shall work closely with school personnel and the parent community to provide safe, appropriate avenues for these moments.

Healthy Snacks

Students who are permitted by classroom teachers to bring a snack to school should try to bring a healthy snack. Some examples include fresh fruit, fresh vegetables, dried fruit, fruit bars, pretzels, baked chips, and rice cakes.

ATTENDANCE

7:70 - Attendance and Truancy

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in Kindergarten or higher are also required to attend school while in session during the regular school term. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

A parent or guardian is to telephone the school office within 30 minutes of the start of school to report a child's absence. Parent(s)/guardian(s) who do not telephone the school will be contacted. Parent(s)/guardian(s) must provide at least one but not more than two telephone numbers at which they may be reached by the school regarding absence notification. If attempts to reach the student's parent(s)/guardian(s) are unsuccessful, other emergency contacts for the student will be called.

Students may be excused from school for personal illness or medical appointments, death in the immediate family, family emergency, observance of a religious holiday, certain court appearances, and other approved prearranged absences.

Death in the Immediate Family

When a death in a student's immediate family occurs, parent(s)/guardian(s) are encouraged to contact the school via telephone or written communication as soon as possible.

Student Illness

Parents must call the school within 30 minutes of the start of the school day to report a child's absence due to illness. When a student has been absent from school for three (3) or more days due to illness, the school may require a doctor's note before the student can return to school.

Medical Appointment

Parent(s)/guardian(s) are encouraged not to make medical appointments for students during the school day unless absolutely necessary. Parents requesting their child to be excused for medical appointments may be required to bring documentation of the medical appointment to the office upon picking their child up from school and/or immediately following the doctor's appointment. This documentation must include the date and time of the requested dismissal, doctor's name and phone number, and parent/guardian signature. Failure to follow this procedure will result in an unexcused absence.

Religious Holiday

7:80 - Release Time for Religious Instruction/Observance

A student may be released from school as an excused absence, to observe a religious holiday or for religious instruction. The student's parent(s)/guardian(s) must give prior written notice to the Building Principal before the student's anticipated absence.



Court Appearance

Parents requesting their child be excused due to a court appearance may be required to bring documentation from the appropriate authorities in order for the absence to be excused.

Unauthorized, Unexcused Vacations

Parents are highly discouraged from taking vacations outside of the District's planned vacation times. Time out of school can be detrimental to a child's progress, growth, and success in school. It is not the responsibility of the teaching staff to prepare work before a trip. Students who are on vacation for more than 10 consecutive, regularly scheduled school days will be dropped from rosters. Upon return, parents will need to re-register their child(ren).

Excessive Absenteeism/Truancy

A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. (A person who willfully attempts to encourage a child to not attend school is guilty of a Class C misdemeanor.) Schools may implement one or more of the following consequences:

1. Parent or guardian conference;
2. Student and/or family counseling;
3. Information about community agency services;
4. All future absences must be verified by a physician or dentist;
5. Restriction or prohibition on the participation in extracurricular or intramural activities, field trips or other activities.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the North Cook Intermediate Service Center. The Board of Education, Superintendent, District administrators, and teachers shall assist and furnish such information as they have to aid truant officers. No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Parents Out of Town

It is the responsibility of parent(s)/guardian(s) to inform the office if they will be unavailable for some time. The authorized person appearing in the student's emergency contact information must call the office if the student is absent from school. If another adult is designated by the parent(s)/guardian(s) to excuse their child from school, the parent/guardian must notify the office in writing or by phone to identify the other adult prior to the parents/guardians leaving. Failure to follow the above procedures will result in an unexcused absence for the student.

Home and Hospital Instruction

6:150 - Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Leaving the School Grounds

Once a student has arrived on school grounds, at no time is he/she to leave the school grounds during the school day unless approved by the parent, Building Principal, or designee.

Late Arrival/Early Departure Procedures

Parent(s) or guardian(s) are responsible for making sure students arrive at school on time every day. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than a District 74 school bus, will be counted as tardy.

Excessive tardiness is considered to be three or more tardies per trimester. For an early release, a parent or guardian must sign out the student.



Loitering

Outside supervision before and after school start and end times respectively is provided only during the designated times below. Parents are asked to not allow their children on campus during unsupervised times.

Todd Hall.....	8:10 a.m. – 8:25 a.m. and 2:55 p.m. – 3:10 p.m.
Rutledge Hall.....	7:45 a.m. – 8:00 a.m. and 2:45 p.m. – 3:00 p.m.
Lincoln Hall.....	7:45 a.m. – 8:05 a.m. and 3:25 p.m. – 3:40 p.m.

All students not participating in school-sponsored activities must exit the building and school grounds immediately upon dismissal.

Make-Up Work

The responsibility for making up missed work rests with the student. When a student is absent for one day, the assignments should be obtained from a classmate or the teacher as soon as possible the following day. If the absence is two days or longer, homework may be obtained by calling the office and requesting all assignments be sent to the office. Parent(s)/guardian(s) must make arrangements to pick up books and assignments by calling the school office by the morning of the absence. The student will have five days upon return to complete all missing work. Parents will be notified if excessive work is missing.

If a test or an assignment is long-range (five days or more, such as a research paper, project, or report), the teacher may use their discretion in setting due dates, accepting late work, and determining make-up conditions. Students who have an excused absence on the due date of a long-range assignment can receive full credit if they turn in the assignment on the day they return to school. In the event of a prolonged excused absence, special arrangements may be made to extend the period allowed for the assignment. A student who is in attendance the day before a scheduled test/quiz shall take the test/quiz the first day he/she returns to school. At Lincoln Hall and Rutledge Hall, students may access most work on their learning management system and can also email their teachers.

Good Standing

A student in good standing has full rights to participate in activities of the school, academic, co-curricular, and extracurricular, subject to any restrictions which apply to all students. A student is not in good standing during the period of time they are under suspension or expulsion, regardless of whether they may be allowed to attend school. A student not in good standing may **not** participate in any school activity, contest, practice, ceremony, dance, or trip, whether academic, co-curricular, or extracurricular, except as may be allowed by the Building Principal.

Report Cards

Report cards are issued at trimesters. All reports will be issued through the email that you provided at the time of registration. We encourage families to work with their student(s) to review the information presented on the report cards.

Promotion/Retention

6:280 - Grading and Promotion

A child may not be promoted based on age or any other social reason unrelated to his/her academic performance. EL (English Learners) students may not be retained solely on English language proficiency. Decisions regarding promotion, retention, or remediation shall be based on a student's successful completion of the curriculum, attendance, and performance based on standardized achievement tests, and other District criteria. Decisions to retain a student shall be made by the Building Principal after consultation with the teacher, parents, and members of the building support team (i.e., social worker, instructional resource staff, etc.), pursuant to Board policy.

Promotion to High School

To be eligible for promotion, a student must fulfill the following requirements:

1. Pass the Constitution test as required by Illinois law.
2. Have all required schoolwork completed (no incomplete grades).
3. Achieve a level of learning "D" or above in all subjects, as indicated by report card grades.

Graduation

Graduation exercises and activities, including the graduation ceremony, are considered privileges. If an 8th grade student has displayed poor behavior or has not fulfilled the requirements under *Promotion to High School* above, they may be excluded from promotion exercises such as the graduation ceremony and/or 8th grade end-of-year activities. Student diplomas may be withheld until the student successfully completes all requirements for promotion.



EXTRACURRICULAR PARTICIPATION/ATTENDANCE

Participation in any and all extracurricular activities is dependent upon school attendance, academic performance, and behavior. Students who are not in attendance for a half-day of school attendance will not participate in that day's extracurricular activities.

Extracurricular Activities Academic Eligibility Criteria (Lincoln Hall Students Only)

6:190 - Extracurricular and Co-Curricular Activities

Extracurricular activities are a privilege, not a right. The District provides opportunities for students to develop talents beyond the classroom. These extracurricular activities are optional school-sponsored activities that meet regularly and are not part of an academic class. Therefore, they are not graded.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy certain academic standards and must comply with the activity's rules and the student conduct code in order to be eligible to participate in extracurricular activities. The sponsor of the activity will distribute eligibility criteria.

Expectations for Eligibility for Extracurricular Participation

In order to participate in extracurricular activities, the student must be in good behavioral standing. Students may not participate in an extracurricular activity on days when they are fulfilling a disciplinary consequence. If misbehavior becomes repetitive, a student may be ineligible to participate in extracurricular activities. Sponsors will further explain expectations.

Participants **may not leave school grounds and return for the activity**. Participants must stay in the supervised area(s) provided, either in the cafeteria or with a teacher in his/her classroom.

Extracurricular Athletics (Lincoln Hall Students Only)

6:190 - Extracurricular and Co-Curricular Activities

7:240 - Code of Conduct for Participants in Extracurricular Activities

7:300 - Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. Middle School students must meet the academic criteria set forth in the Board policy on school-sponsored extracurricular activities.
3. Middle School students only: No less than five (5) business days prior to trying out practicing or participating, the student must obtain a sports physical examination by a licensed physician, certifying in the form that the student's health status allows for extracurricular active athletic participation. The sports physical examination is valid for one year from the date of the examination and must be on file in the School Nurse's office.
4. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305 - *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee shall, subject to local, State, federal, and District confidentiality requirements, maintain the necessary records to ensure student compliance with this policy.

Failure to meet these requirements will result in a student not being allowed to tryout or participate in the activity.



SAFETY PROCEDURES

School Safety Drills

4:170 - Safety

One of the District's priorities is maintaining a safe and secure learning environment for all students, staff, and visitors. Periodically, we will have drills at each of our buildings during the school year focusing on safety procedures. In each classroom, signs are posted clearly explaining what staff and students must do in case of emergencies. Our schools work closely with the police and fire departments, always striving for orderly and efficient drills that help students and staff be better prepared in the unlikely event of an emergency.

Sex Offender Website

4:170 - AP Criminal Offender Notification Laws

The Illinois Sex Offender Community Notification Law requires Building Principals or teachers of public or private elementary or secondary schools to notify parents that information about sex offenders is available to the public. This sex offender information is available at <http://www.isp.state.il.us>.

Hazardous and Infectious Materials

4:160 - Environmental Quality of Buildings and Grounds

When school is in session, the Building Principal will notify students and parent(s)/guardian(s) in their building at least four (4) business days before a pesticide application in or on school buildings or grounds is applied.

Asbestos Management Plan

The District will provide notice to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on District property. The plan is available for review at each school and in the District office during normal business hours.

EMERGENCY PROCEDURES

4:170 - Safety

Fire

These procedures should be followed any time the fire alarm is sounded:

1. Students, staff, and visitors will use the fire exits that are posted in each room or a safe alternative exit.
2. All students must remain silent throughout the entire alarm.
3. Students shall walk, not run.
4. Doors should be closed after everyone has left the room(s).
5. Students will be escorted by their teachers to a safe distance from the building.
6. Teachers will stay with their classes at all times and take attendance at their designated safe areas.
7. No one shall return to the building until the all-clear signal is given by the Building Principal or person in charge.

Shelter-In-Place

When a shelter-in-place warning is issued, the District students will be moved to designated safe areas as posted in each classroom. Students will remain in safe areas until that warning is lifted, even if the warning extends beyond the normal school day. No student will be allowed to leave the school premises during a tornado warning. Students are not to talk, run, or push at any time during a drill.

Lockdown

In the event of a situation where the safety of our students is being threatened, the District will institute a lockdown procedure. At that point, students will be directed to safe areas of the classroom and/or school by the staff and they will remain quiet until the "all clear" signal is given. No one except for police officials will be allowed to enter the building during a lockdown.

PLEASE DO NOT CALL THE SCHOOL, BUILDING PRINCIPAL, OR THE SUPERINTENDENT, OR ATTEMPT TO COME TO THE SCHOOL during a lockdown situation. Phone lines must be kept open for emergency communications. Communication will be made to families as quickly as possible consistent with the District's emergency management/safety plan.



Emergency Closings

The Superintendent is authorized to delay the start of school, close District schools, or dismiss students early from school in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school's schedule shall be changed. Parents will be notified by the District's Messaging System phone system if school will be closed or delayed. Parents are required to provide up-to-date contact information. All school activities will be canceled in the event of emergency closings.

IMPORTANT: Parent(s)/guardian(s) should have a family emergency plan in case schools are dismissed early, the start of school is delayed, or school is canceled (location of house key, alternative shelter, telephone number to call, etc.). Students and childcare providers must be aware of the plan.

PLEASE DO NOT CALL THE SCHOOL, BUILDING PRINCIPAL, OR THE SUPERINTENDENT. Phone lines must be kept open for emergency communications.

STUDENT RIGHTS AND RESPONSIBILITIES

Non-Discrimination Procedures/Complaint Process

2:260 - Uniform Grievance Procedure

2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Students, parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by State or federal law, the State or federal constitution, or Board policy.

A Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably consistent with the procedures outlined in Board policies *2:260 - Uniform Grievance Procedure* and *2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

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 Non-Discrimination 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*, in accordance with Board policy *2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Non-Discrimination Coordinator/Complaint Manager: Complaint Manager:

Dr. Dominick Lupo

Assistant Superintendent for Curriculum and Instruction
Lincolnwood School District 74
6950 N. East Prairie Road | Lincolnwood, IL 60712
dlupo@sd74.org
847-675-8234

Aliaa Ibrahim

Rutledge Hall Principal
Rutledge Hall School
6850 N. East Prairie Road | Lincolnwood, IL 60712
aibrahim@sd74.org
847-675-8236

Bullying, Intimidation, and Harassment Prohibited

7:180 - Preventing 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 based on actual or perceived race, color, national, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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



4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or 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 cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or student's 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 web login 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 communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures mean a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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 District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who have 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.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of all students 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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - 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, school administrator, or designee of the report of the 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 and 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 act 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. The Superintendent or designee shall use interventions to address bullying, which may include but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
8. 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.
9. 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.
10. 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.
11. 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.
12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
14. 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 of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. 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.



Harassment of Students Prohibited

7:20 - Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully (cyber-bully) a student on the basis of actual or perceived: race; color; national origin; military status, including unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, digital, or electronic, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Sexual Harassment Prohibited

2:265 - Title IX Sexual Harassment Grievance Procedure

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 engages in other verbal or physical conduct 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:
 - o Substantially interfering with a student's educational environment;
 - o Creating an intimidating, hostile, or offensive educational environment;
 - o Depriving a student of educational aid, benefits, services, or treatment; or
 - o Making a 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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Title IX Coordinator, Non-Discrimination Coordinator, Building Principal, Assistant Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

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

Teen Dating Violence Prohibited

7:185 - Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.



DRESS CODE

District Expectations

7:160 - Student Appearance

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Student dress and good hygiene are the responsibility of both the student and parent(s)/guardian(s). Students must wear appropriate clothes for every activity in which they participate at school or during school-related activities. Clothing should be clean, comfortable, loose enough, long enough, modest, in good taste, and suitable for school and school activities. Realizing that dress, appearance, and grooming styles change continually, the administration reserves the right to determine what is appropriate dress for school. The determination will be based on whether a student's dress, appearance, and grooming may create health or safety concerns, or if the student's dress causes a disruption thereby affecting the educational function of the school. Situations involving inappropriate clothing will be resolved on an individual basis by the Building Principal or his or her designee. When necessary, parents may be notified. In the event that a student's parents object to the student's compliance with this dress code policy on religious grounds, such compliance may be excused after the parents present a signed statement of objection detailing the grounds for the objection.

Clothing/Accessories Not Permitted:

- Any apparel that could cause danger to students or damage to any school property such as clothing with rivets or shoes with heel/toe plates.
- Flip-flops and clogs are discouraged for safety reasons. Toes should be covered and shoes should at least have a back strap. Socks are recommended.
- Clothing, backpacks, or other objects containing words or art with "double meanings" or insinuations, or which promote alcohol, drugs, tobacco, sex, violence, weapons, gangs, racism, or prejudice.
- Any insignia, style, jewelry, or accessories, which identifies an organization dedicated to the mistreatment of any person or group of people, religious, or ethnic group.
- Clothing with offensive words, obscenities, or which advocates illegal practices.
- Clothing that is excessively loose and/or drags on the floor in a manner that could impede the mobility of the student.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

District 74 has adopted a school-wide behavior management system called PBIS (Positive Behavior Interventions and Supports). PBIS is an approach to discipline that emphasizes prevention, reduces problem behaviors, and improves academic performance. The District-wide expectations are:

- Be Respectful
- Be Responsible
- Be Safe

There are four components to PBIS:

1. **Setting expectations** -- Each building has developed a matrix that outlines school expectations. The expectations are posted in different locations around the school including each classroom. Each child should be familiar with the expectations listed on the matrix and should follow these during the school day.
2. **Teaching expectations** -- All students and staff will participate in teaching stations during the first week of school to learn the expectations in each environment (classroom, hallway, lunch room, recess, bathroom, bus). Students review the expectations after winter break.
3. **Reinforcing and celebrating success** -- Positive student behavior will be acknowledged daily by all staff members. Tickets can be turned in to participate in special activities and raffles. All school celebrations will be held regularly.
4. **Re-teaching expectations** -- When a student does not follow an expectation, it will be re-taught to the student. Teachers will teach mini lessons to re-teach appropriate behaviors. Students who demonstrate major problem behaviors or three or more minor problem behaviors will receive an office referral. The Building Principal will manage all office referrals. All office referrals will be archived. This information will be used to show the program's effectiveness.

Parents can reinforce the school expectations and celebrate children's successes. Additional information can be found on the District website.



STUDENT CONDUCT AND DISCIPLINE

Student Discipline

7:190 - Student Behavior

Students are expected to be on time to school and classes, be prepared for class each day, complete assignments on time, respect the rights and property of others, and follow the directions of staff members and all rules and procedures outlined in this handbook.

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 may be subject to disciplinary action for engaging in prohibited student conduct whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

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, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - o Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - o Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - o 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.
 - o Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - o Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - o 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.
 - o "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - o 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 "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education Program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying rules of student conductor 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.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. 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 (as described in Board policy 7:180 - *Prevention of and Response to Bullying, Intimidation, and Harassment*), bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185 - *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. 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.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. 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.



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

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

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 psycho-stimulant 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 include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may 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, educational, environmental, or public safety needs. The District will not provide transportation. The school administration shall use this option only 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 policy 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 may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement 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.

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 expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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



Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of *Title 18 of the United States Code* (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the *Criminal Code of 1961* (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a bully club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph above may be modified by the Superintendent, and the Superintendent'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, 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.

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 of 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 1000 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 behavior. Teachers, other certificated [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, Assistant Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

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' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment. Students and their parent(s)/guardian(s) must acknowledge receipt of the student handbook in some form upon receipt of the handbook.



Out-of-School Suspension Procedures

7:200 - Suspension Procedures

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.



Expulsion Procedures

7:210 - Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing, and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After a presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board also shall consider:
 - a. The egregiousness of the student's conduct;
 - b. The history of the student's past conduct;
 - c. The likelihood that such conduct will affect the delivery of education for other students;
 - d. The severity of the punishment; and
 - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services.



SEARCH AND SEIZURE

7:140 - Search and Seizure

To maintain order 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 liaison police officers.

School Property, Equipment, and Personal Effects of 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 or without a search warrant. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent 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, electronic devices, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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



LOCKERS

Lockers are assigned for student use on school premises. School lockers are the property of Lincolnwood School District 74, and students must abide by the following rules regarding locker use:

Acceptable Use

Students may use lockers to store school supplies and personal items needed at school. Lockers shall not be used to store drugs or drug paraphernalia, beverages containing alcohol, weapons, flammable substances, destructive or explosive devices, dangerous or noxious chemicals, stolen items, tobacco products including cigarettes and snuff, obscene materials, overdue or unreturned library books, gym or athletic equipment, or any other object or material that violates school policy or might reasonably disrupt the school environment.

Students may be disciplined, up to and including suspension or expulsion, for a violation of this locker policy. Students must use their assigned lockers only. Students using unassigned lockers may be disciplined according to school policy.

Students decorating lockers must obtain a pass from a teacher that is located near the locker for supervision purposes. The pass must be obtained the day prior to decorating. Only 2-3 students may decorate one locker. Students must have their own supplies.

Locker Searches

School lockers are owned and controlled by the District. To ensure the health, safety, and general welfare of students, lockers may be searched by school officials pursuant to the District's discipline and search/seizure policies (described earlier in this Handbook and Board policy 7:140 - *Search and Seizure*). School officials may request the assistance of law enforcement officials to search lockers.

If contraband is discovered in a locker, the possession of which is prohibited by State or federal law or local ordinance, law enforcement officials shall be notified. School officials shall assist law enforcement officials in the prosecution of any person found with contraband in school or on school property. Recovered contraband may also be used in student discipline proceedings (e.g., expulsion hearing or suspension review hearing) and/or returned to the proper owner or place.

Appropriate disciplinary measures, in accordance with the disciplinary policies of the District, shall be taken against any student found in violation of a school or School Board policy or rule.

Locker Maintenance

Students must keep their lockers clean, orderly, and locked at all times. Students whose lockers need repair must immediately report this to the main office. Maintenance staff may access lockers to make repairs requested by a student or the Building Principal, or as part of the regular locker maintenance schedule. In addition, custodial staff may access lockers to clean or disinfect at the direction of the Building Principal, or as part of the regular locker housekeeping schedule. Custodial staff may open a student's locker at their own initiative if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food or wet clothes, for the purpose of cleaning or disinfecting the locker.

Locks

Students must use the lock assigned to them by the District, and cannot use their own locks on school lockers. Unauthorized locks will be removed without notice and destroyed. The District will maintain a master list of combinations and master key in order to gain access to lockers as needed pursuant to this policy and the District's search/seizure policies.



TRANSPORTATION

4:110 - Transportation

Only students whose parent(s) or guardian(s) have registered them for school transportation may ride the bus to and from school. Parent(s)/guardian(s) are responsible for the safety and well-being of their children before they board the bus in the morning, and after they leave the bus in the afternoon. **NOTE: Students in grades Pre-K through Grade 2: Parents must be at their student's bus stop to pick them up. Bus drivers will not let these students off the bus without a parent/guardian waiting.**

School rules apply to all students at school bus stops and while going to and from school. If you have any concerns or questions, call the District's dedicated bus phone line at 847-675-8234.

Bus Routes

Students are expected to use their assigned school bus unless parents provide a written request for changes. All requested changes must be approved by the Building Principal or designee.

Students must follow school rules and behave in an appropriate manner on the school bus and at the bus stop. Students who violate school rules on the bus or at the bus stop may be disciplined, according to the District's general discipline policies (described in this Handbook). Students guilty of gross disobedience and misconduct (e.g., significant or repeated violation of school or bus rules) may be suspended from riding the school bus for a designated period of time and may be suspended or expelled from school. A parent or guardian will receive written notice of a school bus suspension and has the right to a review hearing.

However, while a bus suspension is in effect, the parent or guardian is responsible for transporting the child safely to and from school.

Use of Video Cameras on School Buses

7:220 - Bus Conduct

Electronic visual and audio recordings may be used on school buses in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

The content of the electronic recordings maintained for student disciplinary matters are treated as student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative interest may view the electronic recordings. In most instances, individuals with a legitimate educational or administrative interest will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing it will be treated like other evidence in the proceeding.



Bus Rules and Regulations for Students

7:220 - Bus Conduct

While on the school bus, students must follow rules or directives issued by the bus driver to ensure a safe trip. Bus behavior will be monitored by video surveillance. Any violation by a student may be reported by the bus driver to the Building Principal. In addition to regular school rules, the following rules apply to students on the school bus and/or at bus stops:

1. Each student shall be seated immediately upon entering the bus, (and in some cases, in a seat assigned by the driver or school official) and must fasten his/her seat belt. Seat belts must remain fastened while on the bus.
2. Remain seated at all times while the bus is moving. Do not line up in the aisle to exit buses before buses have stopped moving and before drivers have given students permission to stand and exit buses.
3. Loud or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner. Keep head, hands, and arms inside the bus at all times.
5. Keep aisle clear and free of objects.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. All students who are required to cross a street before boarding or while leaving a school bus shall move at least 10 feet in front of the bus before crossing the street.
8. Students should be waiting at their designated boarding stations when the school bus arrives. Generally, buses will run very close to the same time each day. Bus drivers need to be reasonable about waiting at a bus stop but need not wait an extended length of time.
9. Students are required to ride the bus to which they are assigned. Changing buses in an emergency will be allowed only by a temporary student bus pass issued by the Building Principal.
10. Obey the driver's directions promptly and cooperatively. Students causing discipline problems may face suspension from the bus and/or school.
11. No eating, drinking, or littering is allowed on the bus.
12. No medication, except authorized asthma medication and EpiPens, will be allowed to be transported to or from school by students riding on school buses.
13. No animals may be transported to or from school by bus.
14. Large items, projects, dangling key chains, or items that could be harmful to others or damage property, are not allowed on the bus.
15. Any item that could be considered a distraction or cause a dangerous situation is not allowed on the bus.

Bus Suspension

7:220 - Bus Conduct

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for violating the above-listed bus expectations or engaging in gross disobedience or misconduct as set forth in Board policy 7:190 - *Student Behavior*, and in Board policy 7:220 - *Bus Conduct*. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

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

Bus Changes/Late Bus Rules

Students must ride their assigned bus. In case of an emergency requiring a student to ride a different bus or walk to a different destination after school, the parent or guardian must provide the Building Principal with a note in advance explaining the emergency. If the Building Principal agrees to the parent's or guardian's emergency transportation request, a temporary student bus pass will be issued to the student. The student must present this pass to the bus driver upon boarding the bus. The Building Principal's decision is final.

Lincoln Hall students riding "late buses" (i.e., buses making a second route after school is dismissed) must have a late bus pass in order to ride the late bus. Such students must meet immediately after school with a teacher. All school rules apply after school during this extension of the school day. Late bus riders should bring all necessary articles (e.g., books, coats, etc.) with them when meeting with the teacher and may not ride the bus of another school.



Bus Transportation for Field Trips

At times, students will be allowed to ride school buses for field trips when parents have provided written permission.

Parent Vehicle Safety

Parents should show extreme caution on or near school grounds, reduce speed, increase vigilance, and be alert for children crossing near vehicles. Parents should make sure their children are legally restrained by seatbelts or in car safety seats when arriving at school and when leaving school grounds. Parents may not use cell phones while driving in school zones. Parents are required to follow all drop-off and pick-up procedures.

No Cell Phones in a School Zone Law

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. There are exceptions for a person engaged in highway construction or maintenance, emergencies, and when the phone is in voice-operated mode.

Transportation of Students by a School Employee

No school employee may transport students in school or private vehicles unless authorized by the Administration, and the student's parent(s)/guardian(s).

STUDENT RECORDS

7:15 - *Student and Family Privacy Rights*

7:340 - *Student Records*

6:140 - *Education of Homeless Children*

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The District will maintain a record of all reviews and releases of a student's school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Student records are divided into two categories:

- Category 1: The student permanent record consists of basic identifying information concerning the student, evidence required under Section (5)(b)(1) of the *Missing Children's Records Act*; academic transcript, attendance record, health record, record of release of permanent information. The permanent record shall be kept for 60 years after graduation, transfer, or permanent withdrawal.
- Category 2: The student temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified that is not required to be in the student permanent record, including a record of release of temporary record information, family background information, home language survey, State test scores from grades K-8, any biometric information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act*, intelligence test scores, psychological evaluation reports, special education records, teacher anecdotal records, health-related information, accident reports, aptitude test scores, elementary and secondary achievement level test results, participation in extracurricular activities, honors and awards received, records associated with plans developed under section 504 of the *Rehabilitation Act of 1973*, disciplinary information, and any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. The temporary record shall be kept for five years after graduation, transfer, or permanent withdrawal.



Release of Student Records & Challenge Procedures

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental/guardian consent for the release of student records is not required, but the parent/guardian may inspect, copy, and challenge information in the student records, prior to it being transferred to another school district. The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Information contained in student records may be given to persons authorized or required by State or federal law to obtain such information. Parent(s)/guardian(s) must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy, and/or challenge such information, as provided for by law. Except that the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

Unless the District has actual notice of a court order, order of protection, or other legal document (e.g., parenting plan) prohibiting access to a student's school student records, divorced or separated parents/guardians are both permitted to inspect and copy their student's school student records.

Parent(s)/guardian(s), or any person designated as a representative by them, have the right to inspect and copy of any school student record proposed to be destroyed or deleted. Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first. Upon graduation, transfer, or permanent withdrawal of a student from a school, the Building Principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

Parent(s)/guardian(s) may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. Parent(s)/guardian(s) wishing to challenge information in their child's school records should write to the District requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials, by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform the parent(s)/guardian(s) of the date, time, and location of the hearing, and their rights and the procedures for the hearing. The decision of the Hearing Officer shall be given in writing to the parent(s)/guardian(s) and the District. Either the parent(s)/guardian(s) or the District may appeal the Hearing Officer's decision to the Regional Superintendent's Office and this must be done within 20 school days of the decision.

Directory Information

The District may release directory information as permitted by law, but a parent/guardian shall have the right to prohibit the release of directory information concerning the parent's/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:

- Student name, address, grade level, and birth date and place;
- Parent/guardian name(s), address(es), email address, and phone number;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study;
- Period of attendance in school;
- Student photos, video, or digital image

If a parent/guardian prefers that his/her child's directory information not be released, the parent/guardian must notify the Building Principal in writing by September 30 of each school year. No directory information will be released within this time period, unless the parent(s)/guardian(s) is specifically informed otherwise. Also, when registering in Infosnap, parents have the ability to choose information that can or cannot be released.



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

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

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

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

STUDENT INFORMATION MEDIA RELEASE

7:340 - Student Records

7:15 - Student and Family Privacy Rights

Students may occasionally appear in photographs and video images taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures and video images in various publications, including the school yearbook, school newspaper, and school website. In addition, while the school limits access to school buildings by outside individuals, there may be occasions where news media, photographers, or other outside entities take and/or publish photographs or video images of students while on school grounds or at school-related activities. School staff members may provide the names of students to members of the media, photographers, etc., in these instances at the discretion of school staff members. No photograph highlighting individual faces of students will be used for commercial purposes, absent specific consent of the eligible student/parent/guardian. District 74 Communications may provide information including student names and/or photos and videos to news media outlets for a news article being published unless parent/guardian has revoked consent for the release of directory information.

Restricting the release of student information may exclude the student from all news articles, school or District newsletters, videos (e.g., holiday programs), yearbooks, student directories, memory books, and related publications. The District releases student information with student safety in mind. Accordingly, the District's website will identify students by first name or first name and last initial only. Personal information such as home address, phone number, and names of family members will not be used on the website. In addition, information regarding the physical location of students (other than at a particular school or school activity) will not be released. Parents who do not wish to have their child's photo used for such purposes should indicate their preference on Infosnap.

Student teachers are often placed in classrooms throughout the District. Videotaping their classroom lessons, including the classroom students, is an education licensure requirement from the Illinois State Board of Education. Parents who do not want their child videotaped for a student teacher's education requirements must submit a letter, stating their request to not have their child participate to their child's school office by September 2.

Notification of Rights Under the Protection of Pupil Rights Amendment

6:10 - Educational Philosophy and Objectives

7:15 - Student and Family Privacy Rights

Pursuant to the federal Protection of Pupil Rights Amendment ("PPRA") and Board policy 7:15, all surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10 or assist students' career choices. 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.



Surveys or Evaluations

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.

Before a school official or staff member administers or distributes any survey or evaluation (created by any person or entity, including the District) to a student containing one or more of the following items, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may inspect the survey or evaluation and may opt their child out of participating in the survey or evaluation:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, 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 eligibility for participation in a program or for receiving financial assistance under such program).

Instructional Materials

A student's parent/guardian may inspect, upon request, any instructional material used as part of their child's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Information for Marketing Purposes

No school official or staff member shall 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. To the extent a student's personal information is to be collected, disclosed, or used for marketing, sales, or other distribution, the student's parent(s)/guardian(s) will be notified. Upon request, the student's parent/guardian may opt their child out of participating in the activity.

The above paragraph does not apply 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:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- 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.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- 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.



Physical Examination or Screening

A student's parent(s)/guardian(s) will be notified prior to the administration of any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students. Upon request, the student's parent/guardian may opt their child out of participating in the physical examination or screening. This does not apply to any physical examination or screening that is permitted or required by applicable State law, including physical examinations or screenings that are permitted without parental notification; administered to a student in accordance with the *Individuals with Disabilities Education Act* (20 U.S.C. §1400 et seq.); or is otherwise authorized by Board policy.

Notification

The Superintendent or designee, at least annually at the beginning of the school year, shall notify parents/guardians of the specific or approximate dates during the school year when the above-described activities are scheduled or expected to be scheduled, as well as how to request inspection and/or opt out of a particular activity.

DISTRICT NETWORK AND INTERNET ACCESS

6:235 - Access to Electronic Networks

Internet Accessibility

The District offers students access to the District's electronic network, including the Internet, as part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of District email addresses must be consistent with this section and is addressed further below. The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60 - *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

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

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

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

Each student and his or her parent(s)/guardian(s) annually must sign the Electronic Information, Services, and Networks Use Agreement before a student is granted use of the District's electronic network, including the Internet.



Prohibited Conduct When Using the District Electronic Network

When using or accessing the District's electronic network or computers, students may be subject to discipline, including, but not limited to, suspension, expulsion, or loss of network privileges, for the following conduct:

1. Invading the privacy of individuals, including, but not limited to, the unauthorized release of any student's or school staff's personal identifying information (such as personal addresses or telephone numbers).
2. Using the Internet in any way that is not reasonably related to the District's educational goals and objectives. This includes, but is not limited to:
 - o Chain letters.
 - o Unauthorized intentional downloads to a single computer, network drive, or external storage media, of movies or video files (unless specifically assigned); MP3s; shareware; freeware; pirated software; or other .exe or application files.
 - o Registration to receive email from listservs or other free subscription services for anyone other than the originating user.
 - o Participation in non-District chat rooms or any social media site.
3. Viewing, sending, or displaying offensive messages or pictures.
4. Viewing, sending, or displaying sexually explicit messages or pictures.
5. Viewing, sending, or displaying obscene language.
6. Harassing, insulting, or attacking others.
7. Damaging or attempting to damage computers, computer systems, computer networks, hardware, or software.
8. Violating copyright laws.
9. Using another's password.
10. Trespassing in another's folders, work, or files.
11. Employing the network for commercial purposes.
12. Posting anonymous messages.
13. Any behavior that causes a material disruption to the educational environment. In addition to disciplinary consequences, legal action may be taken where appropriate.

Software Applications

As part of each child's education in Lincolnwood School District 74, software applications are utilized for instructional purposes. Some examples of these online resources a child may use during the school year include: Google Apps for Education, Schoology, IXL, Pearson's literacy program, McGraw-Hill's mathematics program, Actively Learn, RazKids, and others. If parents prefer their child not to have access to any of these resources, please notify the Building Principal in writing by September 20, indicating which software application(s) that child should not use.

DISTRICT EMAIL FOR STUDENTS (Applicable to Students with iPads)

6:235 - Access to Electronic Networks

It is the encouragement of the Board of Education of Lincolnwood School District 74 to utilize technology tools in the education process. This includes student use of the District's electronic communication network and District-issued email accounts, which facilitate communication and the exchange of ideas and information in pursuit of the District's curricular, instructional, technological, and research goals. Therefore, the District issues District email addresses to students with District iPads.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. In alignment with the District electronic network and Internet access policy (Board policy 6:235, Access to Electronic Networks), the Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
2. The accuracy or suitability of any information that is retrieved through technology, including the District's electronic communication network and any District-issued email account;
3. Breaches of confidentiality; or
4. Defamatory material



Privileges and Responsibilities

The District's electronic network including, but not limited to, third-party resources like Google Docs for Education and iTunes U, is part of the curriculum and is not a public forum for general use. The District is in partnership with Google as the electronic communication network (webmail) provider. Users may access the District's electronic communication network and their District-issued email account only for educational purposes. The actions of users accessing networks through the District reflect on the District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Users are responsible for their behavior and communications using the District's computers and networks.

Users of the District's Electronic Communication System will:

1. Use or access their District-issued email account only for school-related emails and educational purposes.
2. Comply with copyright laws and software licensing agreements.
3. Understand that all email and network files are property of the District and are not private. All email messages sent or received on a District-issued email account may be monitored and are subject to review by authorized personnel. Messages relating to illegal activities will result in referral to District and law enforcement authorities.
4. Be responsible at all times for the proper use of the District's electronic communication and District- issued email account, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
5. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
6. Abide by the policies and procedures of networks and systems linked by technology.
7. Respect the rights of others to use equipment.
8. Use appropriate language and avoid offensive, abusive, obscene or inflammatory speech.
9. Communicate only with known Lincolnwood School District 74 staff or students.
10. Immediately report any suspicious or inappropriate electronic messages to a teacher or supervising staff member.

Users of the District's Electronic Communication System will not:

1. Access, submit, post, publish, display, or create any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, intimidating, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
2. Interfere with or disrupt Network use by other users; create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy the data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creating, or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Systems Administrator.
3. Use another Users' account or password.
4. Distribute User passwords, copyrighted or plagiarized material, or material protected as a trade secret.
5. Communicate with any parties outside of Lincolnwood School District 74 on a District-issued email account except for the purpose of education business within the District.
6. Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
7. Use the District's electronic communication network for non-school purposes, personal financial gain, or for any illegal purpose or activity.
8. Attempt and/or breach security measures or remove hardware/software, networks, information, or communication devices from the District or other network.
9. Use the District's electronic communication network while access privileges are suspended or revoked.
10. Attach or forward images or other files with content inappropriate for an educational setting.
11. Reveal personal contact information (address, phone number, etc.) or other private information about oneself or that of other students or District staff members without their express permission.
12. Mask, alter, or hide their identity, use another person's account, or otherwise misrepresent who they are.
13. Open emails from unknown or suspicious sources. Such emails and their attachments are the primary source of computer viruses and should be treated with utmost caution.
14. Use chat rooms, instant messaging, texting, Twitter, or other forms of direct electronic communication, unless said use is sponsored and/or granted by the District.
15. Read, delete, modify or copy the email of another user.
16. Send bulk and/or unsolicited email (SPAM).



Disciplinary Actions

Violations of this policy, or any administrative regulations and/or guidelines governing the use of the District's electronic communication network and District-issued email accounts, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion (in the case of students), or other appropriate legal or disciplinary action. Violations of local, State, or federal law may subject students to prosecution by appropriate law enforcement authorities. Any expenses incurred by virtue of violation of this policy, including but not limited to telephone long-distance, per-minute, or line charges, are the sole responsibility of the user.

No Expectation of Privacy

The District retains control, custody, and supervision of all computers, its electronic communication network, and all District-issued email accounts. The District reserves the right to monitor all computer and network activity by students. Users have no expectation of privacy for information transmitted or received via the District's electronic communication network or contained or stored on the District's computers, including, but not limited to, electronic mail messages and stored files. The District reserves the right to search, examine, and copy at any time and without prior notice or cause or suspicion the contents of any information stored on the District's network, including all District-issued email accounts. Students are not allowed to change the District-issued password.

Code of Conduct at a Glance

On the next page please find the Lincolnwood School District 74 code of conduct. In the effort to continue the One District • Three Schools • One Vision philosophy, using the same language for discipline as students move through the grades is important. However, please note that each school will introduce and implement these guidelines with the most age-appropriate understanding possible. Should you have any questions, please contact your child's teacher.

This Code of Conduct is intended to be consistent with the District's disciplinary policies and, in the event it is inconsistent, Board policy controls. Any disciplinary action in response to a violation of the District's policies and rules will be determined on a case-by-case basis and may include, without limitation, any of the consequences listed in the Code of Conduct and Board policy. Other interventions also may be utilized.

Disclaimer:

This Handbook is intended to describe school policy, practices, rules, and regulations and is a summary of Board policies governing the District. Board policies are available to the public at the District's Administration office and on the District's website. This Handbook may be amended at any time during the year without notice.



Code of Conduct at a Glance

Lincolnwood School District 74 believes in creating and maintaining, a safe and effective learning environment. We work to ensure that all students have the social/emotional skills needed to be successful in school. It is our goal to provide a school-wide climate that is positive and consistent, where behavioral expectations are modeled, taught and understood. Our Code of Conduct applies to all staff, students, and parents. We believe that respect, responsibility and safety are the basis of our school-wide system. These expectations will be applied fairly and consistently. Violations of local, State, or federal law may subject students to prosecution by appropriate law enforcement authorities. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

Level I Infractions (Minor Referral)	Level II Infractions (Major Referral)	Level III Infractions (Office Discipline Referral)
Include, but not limited to:	Three (3) Level I infractions will result in a Level II infraction. Include, but not limited to:	Include, but not limited to:
<ul style="list-style-type: none"> Disruptive actions/language <ul style="list-style-type: none"> Gum Excessive talking Dress Excessive tardiness Lack of preparation for class Off task Technology <ul style="list-style-type: none"> Improper use Academic dishonesty Verbal aggression Invasion of privacy Laser pointers Gang activity Interference/disruption of the educational environment 	<ul style="list-style-type: none"> Multiple Level I offenses Horseplay/Play fighting Inappropriate location Refusing to follow directions Disrespectful actions/language – Indirect, direct, personal Inappropriate gesture/actions Harassment/Hazing Skippping class Tobacco possession Invasion of privacy Gang activity Interference/disruption of the educational environment Technology <ul style="list-style-type: none"> Improper use 	<ul style="list-style-type: none"> Multiple Level II offenses Physical aggression Battery of staff Harassment/Bullying – Verbal, Physical Vandalism Theft/Burglary Possession of stolen property Weapons Drugs/Alcohol Threatening safety Invasion of privacy Gang activity Interference/disruption of the educational environment Technology <ul style="list-style-type: none"> Improper use
Teacher-directed consequences for Level I Infractions <u>may</u> include, but are not limited to the following:	Office-directed consequences for Level II Infractions <u>may</u> include, but are not limited to the following:	Office-directed consequences for Level III Infractions <u>may</u> include, but are not limited to the following:
<ul style="list-style-type: none"> Verbal warning/Redirection Parent communication - email, phone, note Temporary removal from classroom Lunch/Recess/After-school detention Academic/extracurricular eligibility consideration 	<ul style="list-style-type: none"> Parent communication - email, phone Lunch/Recess/After-school office-directed detention Academic/extracurricular eligibility consideration 	<ul style="list-style-type: none"> Parent communication - email, phone After-school office-directed detention In-School Suspension (ISS) Out-of-School Suspension (OSS) Removal from activities Expulsion (Board approved)

Adopted: Nov. 6, 2014



Lincoln Hall Middle School Eligibility Policy

All students who represent Lincoln Hall Middle School as a member of an interscholastic athletic team, or a member of the Lincoln Hall Middle School Musical or Play production will be held to the ***Extracurricular Eligibility Requirements***. There are two features to our eligibility policy that students, staff, and parents will be held accountable to know and comply with.

Academic Requirements

1. All student participants will be deemed eligible based on weekly grade reports. Students become ineligible if they earn either two D's and/or one F on the most current grade report. The ineligibility period will be from Tuesday through the following Monday. Student participants will not be allowed to participate in practices during the ineligibility period. Students will also not dress or participate in games/contests/performances during their period of ineligibility.

Beginning of the Trimester/EA Rotation Grace Period

1. All students shall be deemed eligible for two weeks beginning the second week of the trimester/EA rotation. This will allow student participants to be held responsible for their final trimester/EA rotation grades during the first week of the new trimester, and will also allow student participants to remain eligible when only a few opportunities for grades have been recorded.

Behavior Requirements

1. All student participants will be deemed eligible based on weekly write-up reports. Students become ineligible if they receive one Major write-up ***plus*** one Minor or Major write-up in a given week ***OR*** if they receive 3 Minor write-ups in a given week. The ineligibility period will begin immediately upon meeting the above criteria and last for a period of one week.
2. **Suspension** - All student participants will be deemed ineligible if they receive an In-School or an Out-of-School Suspension. The ineligibility period will be for the day(s) of the suspension period (practice, contest, and/or performance) ***plus*** one full week after the term of the suspension. (Students suspended on a Friday are ineligible that weekend.)

Student signature:

Parent/guardian signature:



Emergency Closing Information

In the event of inclement weather or other emergencies, school closings will be announced via:

1. SD74's communication system (email, phone, and/or text messaging)
2. SD74's website: www.sd74.org
3. The Emergency School Closing Center's website: www.emergencyclosingcenter.com
4. Local TV and TV station websites: Channels 2, 5, 7, 9, and/or FOX 32
5. Local radio stations: WGN 720 AM and/or WBBM 780 AM

Please do not call the school buildings or the District office.

Phone lines must be kept open for emergency, maintenance, transportation, and police calls.

