

# **Hawthorn School District 73**

## **Student Handbook**

2025-2026



## STATEMENT OF EXPECTATION

Hawthorn Community Consolidated School District 73's mission statement is "Learning For All. Every One. Every Day." That statement guides the activities of all members of the Hawthorn Community Consolidated School District 73 ("Hawthorn" or the "District") community -- board members, administrators, teachers, parents/guardians, students and the wider community. Our goal is to go the extra mile to help our students achieve academic and life success both today and into their future.

In order to create a positive, supportive learning environment for all members of the learning community, Hawthorn follows the rules, guidelines and procedures set forth in this Student/Parent Handbook. Hawthorn also looks to current laws and state and federal rules and guidelines with regard to appropriate student and staff behavior. Schools may also develop and communicate procedures specific to their populations. If a specific situation is not included in this Handbook, the matter will be handled on a case-by-case basis taking into account current law, common sense, best practice and other resources that apply to the matter under consideration.

In general, it is Hawthorn's expectation that all individuals behave respectfully and safely. Actions that are harmful to yourself or to others, or which otherwise disrupt the learning environment, will not be tolerated. This expectation applies not only within the school building, during the school day, and during school related activities, but also outside the school day and in any instance where a student or staff member is involved in a situation that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

**Board Policy:** Hawthorn follows applicable federal and state statutes and guidelines, including those set out by the U.S. Department of Education, Illinois State Board of Education, U.S. Department of Health and Human Services, and other applicable organizations. Hawthorn also follows best-practice industry procedures. The complete Hawthorn Community Consolidated School District Board Policy Manual is available on the Hawthorn website.

**MISSION:** It is the mission of Hawthorn Community Consolidated School District 73 to ensure learning for all.

**VISION:**

- PEOPLE - We believe an exemplary district develops and engages learners and learning leaders through purposeful systems and structures.
- PROFESSIONAL LEARNING COMMUNITIES (PLCs) - We believe an exemplary district accelerates learning by implementing Professional Learning Communities system wide.
- POSITIVE CULTURE - We believe an exemplary district creates a culture of learning, enhancing stakeholder engagement and satisfaction.

The District website offers additional information, including access to each school website as well as teacher contact information, updated calendars, school board meeting agendas and meeting announcements.

**Handbook Availability and Amendment:** This Handbook is a summary of the District's rules and expectations; and is not a comprehensive statement of school procedures. This Handbook is available on the District website, [www.hawthorn73.org](http://www.hawthorn73.org). It is also available in our schools and the District office. The District reserves the right to amend this Handbook during the school year without notice. Please refer to the most updated copy, as indicated by the revision date.

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## HAWTHORN SCHOOLS AND OFFICES

### **Hawthorn District Office**

841 West End Court, Vernon Hills, IL 60061

Phone: 847-990-4200; Fax: 847-495-7641

<http://www.hawthorn73.org>

### **Elementary North (1 – 5)**

301 Hawthorn Parkway, Vernon Hills, IL 60061

Phone: 847-990-4500; Fax: 847-320-9233

Health/Attendance: 847-990-4524

<http://en.hawthorn73.org>

M,T,TH,F Hours: 8:25 a.m. - 3:25 p.m.

W Hours: 8:25 a.m. - 2:40 p.m.

### **Elementary South (1 – 5)**

430 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4800; Fax 847-443-5871

Health/Attendance: 847-990-4815

<http://es.hawthorn73.org>

M,T,TH,F Hours: 8:35 a.m. - 3:35 p.m.

W Hours: 8:35 a.m. - 2:50 p.m.

### **Aspen Elementary (1 – 5)**

500 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4300; Fax: 847-239-5606

Health/Attendance: 847-990-4314

<http://as.hawthorn73.org>

M,T,TH,F Hours: 7:50 a.m. - 2:50 p.m.

W Hours: 7:50 a.m. - 2:05 p.m.

### **Townline Elementary (1 – 5)**

810 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4901; Fax: 847-474-9138

Health/Attendance: 847-990-4914

<http://tl1.hawthorn73.org>

M,T,TH,F Hours: 8:35 a.m. - 3:35 p.m.

W Hours: 8:35 a.m. - 2:50 p.m.

### **Hawthorn School for Young Learners (K)**

637 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4750; Fax: 847-549-7822

Health/Attendance: 847-990-4755

<http://hsyl.hawthorn73.org>

M,T,TH,F Hours: 8:15 a.m. - 3:15 p.m.

W Hours: 8:15 a.m. - 2:30 p.m.

### **Hawthorn School of Dual Language (K – 5)**

Housed at Townline: 810 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4900; Fax: 847-474-9138

Health/Attendance: 847-990-4915

<http://dl.hawthorn73.org>

M,T,TH,F Hours: 8:35 a.m. - 3:35 p.m.

W Hours: 8:35 a.m. - 2:50 p.m.

### **Middle North (6 – 8)**

201 Hawthorn Parkway, Vernon Hills, IL 60061

Phone: 847-990-4400; Fax: 847-321-7104

Health/Attendance: 847-990-4415

<http://msn.hawthorn73.org>

M,T,TH,F Hours: 7:35 a.m. - 2:35 p.m.

W Hours: 7:35 a.m. - 1:50 p.m.

### **Middle South (6 – 8)**

600 N. Aspen Drive, Vernon Hills, IL 60061

Phone: 847-990-4100; Fax: 847-262-4842

Health/Attendance: 847-990-4118

<http://mss.hawthorn73.org>

M,T,TH,F Hours: 7:35 a.m. - 2:35 p.m.

W Hours: 7:35 a.m. - 1:50 p.m.

### **Hawthorn Early Learning Center at Lincoln**

200 W. Maple St., Mundelein, IL 60060

Phone: 847-949-2720; Fax: 847-566-0123

<http://ls.hawthorn73.org>

M,T,TH,F Hours: AM: 8:30a.m. – 11:00 a.m.

PM: 12:45 p.m. – 3:15 p.m.

W PM: 12:30 p.m. - 3:00 p.m.

### **John Powers Center for Hearing Impaired (SEDOL)**

201 Hawthorn Parkway, Vernon Hills, IL 60061

Phone: 847-986-7000; Fax: 847-680-8918

<http://www.sedol.us/schools/john-powers-cente>

## CONTACT INFORMATION

Hawthorn works hard to foster an environment of communication among students, parents/guardians, staff, administrators, board members, and the wider community. If a parent/guardian has a question or concern about their student, please contact the student's teacher. All of our staff members have email accounts and in-classroom telephones with voicemail. Contact information is listed on the District website ([www.hawthorn73.org](http://www.hawthorn73.org)), on each school website, and in the information provided by your school.

### Board of Education

Robin Cleek, President – [cleekr@hawthorn73.org](mailto:cleekr@hawthorn73.org)  
George Fievet, Vice President – [fievetg@hawthorn73.org](mailto:fievetg@hawthorn73.org)  
Julie Clifford, Secretary – [cliffordj@hawthorn73.org](mailto:cliffordj@hawthorn73.org)  
Joel Finfer – [finferj@hawthorn73.org](mailto:finferj@hawthorn73.org)  
Karl Borchers – [borchersk@hawthorn73.org](mailto:borchersk@hawthorn73.org)  
Michael Engle – [englem@hawthorn73.org](mailto:englem@hawthorn73.org)  
Stepanie Peters- [peterss@hawthorn73.org](mailto:peterss@hawthorn73.org)

### District-level Administrators

Pete Hannigan, Ed.D., District Superintendent – [hanniganp@hawthorn73.org](mailto:hanniganp@hawthorn73.org)  
Allison Stein, Ed.D., Asst. Supt. of Teaching and Learning – [steina@hawthorn73.org](mailto:steina@hawthorn73.org)  
Jennifer Akin, Asst. Supt. of Finance & Business Operations – [akinj@hawthorn73.org](mailto:akinj@hawthorn73.org)  
Adam Palmer, Asst. Supt of Human Resources – [palmera@hawthorn73.org](mailto:palmera@hawthorn73.org)  
Alicia Corrigan, Asst. Supt of Student Services – [corrigan@hawthorn73.org](mailto:corrigan@hawthorn73.org)  
Lauren Boardman, Director of Teaching and Learning – [boardmanl@hawthorn73.org](mailto:boardmanl@hawthorn73.org)  
Stephanie Sidaway, Director of Teaching and Learning- [sidaways@hawthorn73.org](mailto:sidaways@hawthorn73.org)  
Nicole Mayfield Coy, Director of Multilingual Learning, [merrfieldcoyn@hawthorn73.org](mailto:merrfieldcoyn@hawthorn73.org)  
Megan Goldman, Director of Social, Emotional, and Behavioral Learning - [goldmanm@hawthorn73.org](mailto:goldmanm@hawthorn73.org)  
Debbie Dubin, Director of Student Services Lin,TL,DL,MS, – [dubind@hawthorn73.org](mailto:dubind@hawthorn73.org)  
Jennifer Scharfenberg, Director of Student Services AS, MN,EN – [scharfenbergj@hawthorn73.org](mailto:scharfenbergj@hawthorn73.org)

### Building-level Administrators

Katie Waggoner, Middle North Principal, [waggonerk@hawthorn73.org](mailto:waggonerk@hawthorn73.org)  
Kimberly Porzel, Middle North Assistant Principal, [porzelk@hawthorn73.org](mailto:porzelk@hawthorn73.org)  
Rob Natale, Middle South Principal, [nataler@hawthorn73.org](mailto:nataler@hawthorn73.org)  
Elizabeth Jacks, Middle South Assistant Principal, [jackse@hawthorn73.org](mailto:jackse@hawthorn73.org)  
Bill Fredricksen, Aspen Elementary Principal, [fredricksenw@hawthorn73.org](mailto:fredricksenw@hawthorn73.org)  
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Meghan Caby, School of Dual Language Principal, [cabym@hawthorn73.org](mailto:cabym@hawthorn73.org)

Maggie Kirst, School of Dual Language Building Assistant Supervisor, [kirstm@hawthorn73.org](mailto:kirstm@hawthorn73.org)

Lauren Watts, Elementary North Principal, [wattsl@hawthorn73.org](mailto:wattsl@hawthorn73.org)

Alyson Spagnoli, Elementary North Building Assistant Supervisor, [spagnolia@hawthorn73.org](mailto:spagnolia@hawthorn73.org)

Katherine O'Brien, Lincoln Early Learning Center Principal, [obrienk@hawthorn73.org](mailto:obrienk@hawthorn73.org)

Kimberly Stergios, Lincoln Early Learning Center Building Assistant Supervisor, [stergiosk@hawthorn73.org](mailto:stergiosk@hawthorn73.org)

## **ROLES AND RESPONSIBILITIES**

### **Board of Education Makes the Policy**

The duties of the Board of Education ("Board") are broad in scope. The Board's principal function is to set policy for the District and delegate implementation to the Superintendent.

A policy is a course of action or direction that the Board has decided it wants the District to take. The Board establishes policies that describe how the District will operate to accomplish its mission. The Superintendent, teachers and school staff function within the parameters of the Board's policies. The Board then acts as the observer, monitor and evaluator of the Superintendent. After the Board establishes strategic direction for the District and sets policy, the Board delegates implementation of these matters to the Superintendent. The Superintendent has responsibility to oversee all day-to-day operations of the District.

The Board has these important responsibilities:

- The Board hires the Superintendent

- The Board meets the needs of students and community through the District's mission and vision.

- The Board develops and monitors policies and strategic plans.

- The Board monitors and approves finances.

- The Board supports the Superintendent.

Board meetings are open to the public. An agenda for each meeting is posted on the District's website and at the District Office, located at 841 West End Court in Vernon Hills. In general, meetings are held monthly on a Thursday of each month at the District Office. More information is posted on the School Board pages of the District website, [www.hawthorn73.org](http://www.hawthorn73.org).

### **Administrators Implement Procedures**

The administrative team, including the Superintendent, district-level administrators and building-level principals, works within the parameters set by Board policy to develop procedures for our District, our schools and our classrooms. The administrative team is responsible for determining how our goals will be reached. Administrators are charged with identifying appropriate resources to support teachers and staff so that they may effectively educate the students. Administrators are also charged with reporting to the Board on recommendations and efforts.

### **Teachers and Staff Provide Education**

Teachers and all Hawthorn staff work within the Board's policies and the administrative team's procedures to create an effective learning environment for each student. Teachers are charged with meeting the learning expectations set forth by the comprehensive Hawthorn Curriculum Guide while providing appropriate differentiation to meet each student's needs. Ongoing, respectful, constructive parental involvement is crucial for teachers and staff to create optimum student learning opportunities. Teachers and staff also look to the administrative team for resources and support of their efforts.

### **Parents and Guardians Stay Involved with Their Students and Schools**

Parents and guardians play a crucial role in the success of their students and our schools. It is imperative that parents/guardians stay informed about their student's day-to-day classroom activities, as well as about the broader issues related to their school and the District. Hawthorn encourages parents/guardians to communicate with teachers both during formal parent/teacher conferences held each fall and spring, as well as at any time during the school year. Teachers have email addresses and voice mail to facilitate communication.

## **Escalating Communication**

If parents/guardians have concerns about their student, the initial contact should be with the teacher. Building and District-level administrators are available if additional discussion is needed beyond the parent/teacher communication. More information appears in the Grade Reports and Communications section, which follows.

## **Notice of Disability Accommodation**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities in a manner similar to those without disabilities and will not be subject to discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, accommodations, or services to allow them to access school programs, services and activities in a manner similar to their non-disabled peers. Each service, program, or activity operated in existing facilities shall be readily accessible to individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. Individuals with disabilities should notify the Assistant Superintendent of Student Services or Building Principal if they have a disability which will require special assistance or services and, if so, what services are requested. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

## **HAWTHORN PTO**

The Hawthorn District 73 Parent-Teacher Organization (PTO) is an all-volunteer group that provides fundraising, programming and communication services for all Hawthorn District 73 schools and the John Powers Center for the Hearing Impaired. The PTO's mission is to "enhance the education of our children by promoting the connection between home, school and community." The majority of funds raised by the PTO are distributed in May proportionately amongst the schools in the District to be used to further the PTO's mission. The funds not disbursed are used throughout the year on programming and communication services. For information about participation, please visit the PTO website at <https://hawthornpto.org/>.

## **COMMUNITY PARTNERSHIPS AND VOLUNTEER OPPORTUNITIES**

Hawthorn values our strong partnerships within the community. Our students benefit from corporate volunteers who support such efforts as Hawthorn Helpers, Big Brother/Big Sister mentoring, Junior Achievement economics training, career day explorations, special assemblies and classroom presentations. Hawthorn also has forged strong ties with the Vernon Hills Police Department, the Countryside Fire Protection District, the Cook Memorial Library District, the Vernon Hills Park District and others.

Parents/guardians are encouraged to get involved with their student's education and the broader Hawthorn community. Schools and classrooms often have the need for volunteer support. Please contact the District's Family Liaison, Ms. Gabriela Cervantes at [cervantesg@hawthorn73.org](mailto:cervantesg@hawthorn73.org) to learn about any upcoming needs. Another way to participate is through the Hawthorn District 73 Parent Teacher Organization (please see above).

Community groups are encouraged to share their opportunities with the Hawthorn community through our Community Notes web page, <https://www.hawthorn73.org/families/community-corner>. Please refer to this webpage for submission guidelines. Note that inclusion on this web page does not mean that Hawthorn endorses any of the listed programs.

## **GRADE REPORTS AND OTHER COMMUNICATION**

### **Report Cards and Midterm Reports**

Student progress is formally reported to parents/guardians via report cards and midterm reports. Report cards are posted in students' PowerSchool accounts three times each year at the close of the trimester. Midterm reports are made available a minimum of once per year at the trimester mid-point in grades K-5, and three times per year at the middle school level.



## **Middle School Honor Rolls**

Middle school students' grade point average (GPA) is calculated each trimester. All classes on a student's schedule are included in this calculation, including academics, electives, and physical education. Parents/Guardians may access their child's GPA via PowerSchool. At the end of each trimester, Honor Roll is awarded to students earning a GPA of 3.0-3.49 and High Honor Roll is awarded to students earning a GPA of 3.5-4.0. Eighth grade students who maintain a GPA of 3.5 or greater throughout both their seventh and eighth grade years earn a Hawthorn Academic Award. Eighth grade students who maintain a GPA of 4.0 throughout both their seventh and eighth grade years earn the Presidential Award.

## **Other Honors**

Students earn awards and recognition for academic achievement and responsible behavior. Please note, if a parent/guardian has chosen to not approve celebrations of student learning, that student's name will not be included in any of these honors. For more information, please consult the section entitled Student Privacy Agreement.

## **Parent/Teacher Conferences**

Formal parent/teacher conferences are held each fall, with the option for additional conference time in the spring. Conferences are also available upon request.

## **Ongoing Teacher Communication**

Hawthorn encourages parents/guardians to communicate with their child's teachers whenever they have celebrations, questions or concerns regarding their child's progress. All teachers have access to email and telephone voice mail.

## **Online Grade Book for Middle School Students**

Parents/Guardians with students in middle school have access to an online grade book, which allows them to check assignment completion and grades. Information on accessing the system, including passwords, are provided to sixth grade families. If you misplaced your information or need assistance in accessing the online grade book, please contact your child's school office. You may also access forms for requesting lost passwords through the portal link, which is available from each middle school website.

## **Online Connections**

Parents/Guardians and students can stay updated by going online. The District website ([www.hawthorn73.org](http://www.hawthorn73.org)) provides general news, announcements, resources, forms and links to other websites - including websites and resources for each school and many teachers.

## **BrightArrow Notifications System**

Upon registration, parent/guardian emergency contact information is entered into our emergency calling/texting system. In the event of a school closing or emergency, parents/guardians receive communication through this system.

## **Meetings and Information Sessions**

Throughout the year, Hawthorn holds meetings on a variety of topics. The public is also encouraged to attend Board meetings, which are held monthly at 7 p.m. generally on Thursday evenings at the District Office, located at 841 West End Court in Vernon Hills. Updated meeting schedules are provided at [www.hawthorn73.org](http://www.hawthorn73.org) under Board of Education Meetings.

# **ADDITIONAL AGREEMENTS, NOTIFICATIONS AND PROCEDURES**

## **Student Privacy Agreement: Release of Names, Photos, etc.**

Hawthorn believes it is important to celebrate the efforts of our students and schools. Examples of celebrations include being included on honor rolls, academic team updates, spelling bee results, athletic efforts, good citizenship awards and

service projects. We also understand the importance of privacy for our families. To that end, we work hard to make sure our communication efforts are in the best interests of our students and staff. Further, Hawthorn will never sell or use materials for marketing purposes. That said, some families prefer that the identity of their student is safeguarded from disclosure. For this reason, the online registration process allows parents/guardians to agree to, or opt out of, celebrating student accomplishments. Given the pervasive nature of communication (for instance, an honor roll list, all-class photo or team roster is generally posted on a school website, which is then searchable via the wider Internet), the only way Hawthorn can work to ensure an increased level of privacy for parents/guardians who so choose is to restrict these students from being included in any announcements or documented class activities. When a student's family opts out of celebrations, we will remove that student's name, photo, image or work product out of any communication, including honor rolls, all-class photos, yearbooks, musical ensemble lists, sports rosters, etc. Parents/guardians are encouraged to explain their decision to their students so they can help support your decision. For more information, please contact the Hawthorn District Office at 847-990-4200.

### **Birthday Celebrations: Non-Food Items Only**

Elementary families are reminded that students interested in celebrating a birthday with classmates should first check with the teacher and then, if approved, provide inexpensive non-food items only (pencils, stickers, etc.). Students are not permitted to hand out birthday invitations at school.

### **Peanut/Nut-Free Zones**

Our school classrooms are generally peanut/nut-free zones. Other allergies may also be present. Please check with your teacher for specific procedures so that we may keep all students safe. Foods with peanuts/nuts or nut products are allowed in the cafeteria for lunch because a nut-free table is provided for children with nut allergies. Snacks provided for PTO room parties must be items on the Hawthorn District 73 approved snack list which can be found online. Items cannot contain nuts or be processed in a facility that contains nuts. Other ingredients may also be restricted. No home-baked goods or bakery items may be brought to school to share.

### **Sex Offender Notification**

Pursuant to the *Sex Offender Community Notification Law*, Parents/guardians may seek information regarding criminal sex offenders via the Illinois Sex Offender Database (a.k.a. Sex Offender Registry) maintained by the Illinois State Police at <https://isp.illinois.gov/Sor/Disclaimer>.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This 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.)
- *Inspect*, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **CURRICULUM AND LEARNING OPPORTUNITIES**

### **Teaching and Learning in Hawthorn District 73**

Hawthorn District 73 educators work together as a Professional Learning Community (PLC) to support student growth and learning. We implement a Guaranteed and Viable Curriculum (GVC), and use high-quality foundational resources. More information can be found on the Teaching and Learning page of the Hawthorn website.

### **Homework Guidelines**

Homework is assigned to reinforce newly introduced concepts or enhance learning. While homework is not typically assigned in the primary grades, students are encouraged to read and/or write each night, and/or parents/guardians are encouraged to read to their children. In upper grades, There are many variables impacting the amount of time individual students will need to complete homework assignments. Questions or concerns should be discussed with the classroom teacher.

Suggested guidelines for daily homework are below.

Grades K-2: 10 to 20 minutes per day

Grades 3-5: 30 to 50 minutes per day

Grades 6-8: 60 to 80 minutes per day

If a student is consistently exceeding the recommended guidelines for homework, parents/guardians are encouraged to contact the teacher(s) assigning the homework to collaboratively identify a solution. For more information, refer to Board Policy 6:290.

## **Enrichment Program**

Our service delivery model closely aligns with the foundational beliefs and structures inherent to those supported by a talent and development model, in which student equity and access are prioritized. Support is tiered to accommodate for available instructional time, and student access to enrichment services is expanded via direct instruction and collegial consultation. Services and support are flexible and responsive to the changing needs of students.

Elementary grade level teams of teachers regularly collaborate with the enrichment teacher and use student learning data to determine when targeted enrichment support is needed. Identified students participate in enrichment or acceleration services in a variety of ways, including small group instruction during English Language Arts/Spanish Language Arts and math, co-taught lessons during English Language Arts/Spanish Language Arts and math, and/or single-subject acceleration.

## **Middle School Acceleration and Enrichment**

### **Math**

The middle school math model is single subject acceleration. Students qualify for single subject acceleration through a process that includes teacher recommendation and a review of a variety of student assessment data.

### **ELA**

The middle school English Language Arts model is an enrichment model. Students qualify through a process that includes teacher recommendation and a review of a variety of student assessment data.

## **The Dual Language Program**

The Hawthorn School of Dual Language is a two-way immersion model of education using the English and Spanish languages. Homerooms are comprised of 50% English dominant and 50% Spanish dominant students. Goals of this program include high academic achievement, bilingualism, biliteracy, and the development of cross-cultural understandings. For more information, please visit our website.

## **Optional Music Programs**

Hawthorn provides the option of participating in band and orchestra beginning in the fourth grade. Chorus is available in some elementary schools and both middle schools. Elementary lessons are typically scheduled outside of the school day (before or after school). Middle school lessons and rehearsals are scheduled during the school day, as well as before and after school, depending on the group. Students participating in these programs are expected to attend.

## **Athletic and Extracurricular Activities**

Hawthorn students, particularly in the middle schools, have the opportunity to participate in a range of extracurricular activities, including interscholastic athletics, yearbook, fine arts, clubs, student council and more. Activities take place before, during and after school. Transportation is provided for most activities but in some cases, participants must provide their own transportation.

## **Eligibility for Athletic and Extracurricular Participation**

Students who represent their whole school through such activities as athletic teams, student council and the like are required to maintain good grades and reasonable standards of behavior in order to be eligible to participate. Students must be eligible at time of tryout, and must maintain eligibility throughout the course of the activity. Standards will be clarified through a parent letter or pre-season parent information meeting, as is appropriate. In order to be eligible to participate in any school sponsored athletic or extracurricular activity, a student must be passing all of their classes and display appropriate behavior. Ineligibility will result if your child has an F and/or 2 D's in any combination of classes. Students must attend school all day on the day of any scheduled athletic or extracurricular event or practice in order to participate or perform at the event or practice after school. Any exceptions will be considered by the building

administration. All students who plan to participate in interscholastic athletics must have a physical exam form on file.

### **After-School Learning Activities**

Hawthorn offers a selection of after school learning and enrichment activities, including learning opportunities for our parents/guardians. Hawthorn also partners with the Vernon Hills Park District to provide a variety of after school enrichment opportunities for our elementary students. For information about course offerings and fees, please contact your school or the Vernon Hills Park District (847-996-6800).

### **Alternative Learning Opportunities**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time

### **Title I Parental Involvement**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services or enrolled in programs under Title I. These are described in district or school-level compacts. For further information regarding these compacts, please contact the Teaching & Learning Department at 847-990-4200.

### **Age-Appropriate Sexual Abuse and Assault Awareness and Prevention**

In compliance with Erin's Law (105 ILCS 110/3 and 105 ILS 5/10-23.13), the District provides age-appropriate sexual abuse and assault awareness and prevention education to students in preschool through 8<sup>th</sup> grade.

## **SUPPORT SERVICES**

### **Implementation Model**

Hawthorn provides a variety of special education and supportive services and programs for students. Some of these programs are supported through state and federal funds, while others are District funded. In each building, a group of professionals makes up a Student Services Team which supports the school's Multi-Tiered System of Support, as well as monitors the Individual Education Plans (IEPs) of students who are eligible for any of the services offered. All services are offered in compliance with federal and state guidelines and laws. Further, teachers and other school personnel use a problem-solving model to address academic, behavioral and/or other concerns that arise. That said, parental approval and involvement are necessary to the success of these programs.

### **Diagnostic Screening for Three- and Four-Year Olds**

District 73 offers a range of services to meet the needs of children prior to their entrance into kindergarten. Parents/guardians of preschool-aged children (3, 4 or 5 years old) who have concerns regarding their child's development in the areas of speech/language, motor skills, socialization or overall cognitive ability should contact the District for a free diagnostic screening. Children must be screened and determined eligible. If you are interested in participating, please contact the program at 847-949-2720.

## **Psychology**

School psychologists serve as part of the student service team to assess the academic, cognitive, functional and psychological needs of students, provide in-service training for staff, and provide support in our Multi-Tiered System of Support.

## **Speech and Language**

Difficulties with speech and language may inhibit a child's social adjustment, restrict academic achievement and/or interfere with the child's ability to reach his or her potential. Therefore, the Speech and Language program identifies and provides assistance for those children who do not seem to be developing the communication skills commensurate with ability and/or chronological age. The areas of voice quality, fluency, speech articulation, and the ability of the child to understand and use language appropriate to chronological age are considered. All children are screened for speech and language development as they start kindergarten. Parental permission is obtained before placing a child in a special program. Speech and language screening is also available upon parent or teacher request. This request will be reviewed at the building level. In addition, evaluations are available for some three- and four-year-old children upon parental request by contacting the District's Special Services Department, 847-990-4272.

## **Social Work**

The school social worker is an integral part of the Student Service Team. Social work services include assessment of emotional, behavioral and academic problems and their possible causes, as well as the development of an appropriate treatment plan. Services may be delivered through individual or group counseling.

## **Health Services**

As a student service team member, the school nurse interprets the students' health and medical needs and the impact on learning. The school nurse will assist in developing a plan to provide appropriate physical, health and educational accommodations. The nurse works closely with parents/guardians, other health care providers and the teaching team. It is important that parents/guardians provide complete and updated information about any student health concern. Health forms can be located at [Hawthorn73.org](http://Hawthorn73.org) under School Health Forms. Medical forms may be submitted to the Hawthorn School Health team using the email address, [medicalrecords@hawthorn73.org](mailto:medicalrecords@hawthorn73.org).

## **Multilingual Learners**

Hawthorn School District 73 is a diverse community. There are over sixty different languages spoken. All parents/guardians of newly enrolled students must complete a Home Language Survey to inform school staff if the child speaks a language other than English, and/or if a language other than English is spoken at home. If another language is indicated on the Home Language Survey, school staff will administer a language assessment to measure the student's English proficiency. A student demonstrating the need for support developing English language proficiency will be provided with appropriate services. Parents/Guardians will be notified of the type of services their child will receive, and each school will provide parents/guardians with regular updates regarding student progress.

We offer three programs for Multilingual Learners:

- Dual Language Programming
- Transitional Bilingual Education
- English as a New Language

To learn about these programs, please visit our website.

## **Education of Children with Disabilities**

The District provides a free appropriate public education and necessary related services to all children with disabilities residing within the District, from age 3 through 8<sup>th</sup> grade, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the *Illinois School Code*, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," means children from ages 3 through 21, unless the student's 22<sup>nd</sup> birthday occurs during the school year, in which case he or she is eligible for such services through the end of the regular school year, for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, representation by counsel at parents' expense, and a review procedure. Copies of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the District office, upon request.

At any time, parents or guardians may request a copy of the related service log that records the delivery of related services administered under a student's IEP and the minutes of each type of related service (speech and language service, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services) that has been administered.

Additionally, prior to placing a student in an out-of-state special education residential facility, the school district will offer the student and/or parent/guardian the option of placement in an in-state facility, if available, that provides treatment and services comparable to those provided by the out-of-state facility. The District will conduct an annual review of any student's out-of-state placement and offer the student and/or parent/guardian the option of placement in a comparable in-state facility, if available.

For further information please contact Asst. Superintendent of Student Services, Alicia Corrigan at 847-990-4273.

### **Special Education Interpreter Services**

Interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact their student's case manager, via email or phone, at least 3 business days before an IEP meeting to request an interpreter at IEP meetings. A parent or guardian has the right to request that the interpreter serve no other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. A parent/guardian may contact the Student Service Coordinator with any questions or complaints about interpretation services.

Parents or guardians may request to audio record their child's student-related meetings, such as IEP or 504 meetings, student discipline meetings, or parent-teacher conferences, as an accommodation for a documented disability under the Americans with Disabilities Act. A written request, including medical documentation from a licensed physician, must be submitted to the Assistant Superintendent of Student Services or designee at least five (5) days before the meeting. All recordings must remain private, used only for their intended purpose, and may not be disclosed beyond parents, guardians, their advocate or attorney, and District officials. **Video recording of student-related meetings is not permitted.**

*Refer to Board Policy 7:16 for more information.*

### **Special Education District of Lake County (SEDOL)**

Hawthorn is a member of the Special Education District of Lake County (SEDOL). As a participating member of SEDOL, we are able to provide for the special educational needs of our students. SEDOL staff members assist in evaluating, identifying and providing for those students who have challenges that interfere with their learning success in a regular classroom. Hawthorn and SEDOL continue to partner to provide a continuum of services for students with special needs.

## Resource

The Resource program is designed to meet the specific needs of individual students who have mild to moderate disabilities. These children are supported in various classroom settings with specialized services provided by learning disability specialists on a regularly scheduled basis. These specialists provide consultation and collaboration with classroom teachers as needed to enhance student learning.

## Self-Contained Special Education Classes

Hawthorn offers self-contained instructional learning for students in PreSchool through 8th grade. These smaller classes are designed for disabled students in need of highly specialized and concentrated teaching. Children receive art, physical education, music, etc., with the children of their own grade level, as appropriate. Students may participate in regular education academic classes when appropriate.

## Hearing Impaired

The John Powers Center for the Deaf and Hard of Hearing was opened on the Hawthorn campus in January 1980. This unique facility is funded by the member districts of the Special Education District of Lake County (SEDOL). It is the goal of the program to mainstream these students into the regular Hawthorn program when appropriate.

# ADMISSIONS AND ENROLLMENT

## Attendance Areas

All of the Hawthorn schools have geographic enrollment boundaries, with the exception of Hawthorn School for Young Learners and the Hawthorn School of Dual Language. Enrollment in the Hawthorn School of Dual Language is based on space availability and classroom demographics. For more information about our current attendance areas, registration for the School of Dual Language, as well as an interactive map, please visit [www.hawthorn73.org](http://www.hawthorn73.org).

## Admission/Registration

A parent/guardian must appear in person to register a student for entrance into school. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board Policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board Policy 7:100, *Health, Eye and Dental Examinations, Immunizations, an Exclusion of Students*.

Other mandated questionnaires must also be completed during the admissions process. For instance, the U.S. Department of Education and the Illinois State Board of Education require specific race and ethnicity data from each student. Documents must be presented in person at the District Office, 841 West End Court, Vernon Hills, before a child can attend classes.

Any homeless child shall be immediately admitted, even if the child or the child's parent/guardian is unable to produce records normally required for enrollment.



## **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A child experiencing homelessness is defined as provided in the McKinney Homeless Assistance Act and State law. Under McKinney Vento students may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A student living in any District school's attendance area may attend that school. Transportation will be provided in accordance with the McKinney Homeless Assistance Act and State law. The District appoints a liaison to assist families who are homeless. For assistance, please contact the Asst. Superintendent of Student Services, Alicia Corrigan at 847-990-4273.

## **Kindergarten Enrollment**

A student must be five years old on or before September 1 in order to be eligible for kindergarten during that school year. A Kindergarten Parent Information Meeting is held each spring to begin the kindergarten enrollment process. The meeting is usually held in late January/early February prior to the start of school. (Call the District Office at 847-990-4200 for the current schedule.) Prior to placement in a class, parents/guardians must submit a certified copy of the child's birth certificate, verify parent identity, verify residency in the District, complete the online registration process, and provide contact and medical information (including proof of health examination and immunization, dental examination and vision examination). Students will also undergo diagnostic screening to determine academic readiness.

## **Continuing Student Registration**

Each spring, parents/guardians of Hawthorn's current continuing students complete a registration process to update information for the following school year. The bulk of this continuing student registration process is completed online. Students who have not been properly registered within the time parameters will be dropped from enrollment, and a parent/guardian will be required to verify residency and complete a longer in-person enrollment process, including providing documents verifying residency in the District. Continuing students in particular grades must also provide health and dental examination documentation, as mandated by the state. (See "Student Health Records" section that follows.)

## **Classroom Placement**

In a district as large as ours, an equal distribution of students in the many classrooms at any given grade level is essential. The building principal and teaching staff develop class lists that are balanced in academic and social abilities. We understand that parents/guardians may have teacher preferences for their child, but principals retain the final authority for classroom placement.

## **Address Changes**

Parents/guardians should promptly notify the school office in writing of any change of address or telephone number. Residency verification of a new address must also be provided to the district office. Please call 847-990-4200 to schedule an appointment for a change of address.

## **Student Health Records**

State and federal mandates require that students receive health, dental and vision examinations and have the required immunizations to attend public schools. These mandates are designed for the protection of the wider community. Failure to comply or show a record of compliance may result in a student being excluded from school. More information appears in the Health Services section of this handbook. Please submit health forms prior to October 15 to avoid your student from being excluded from school. All school health forms are available on our [website](#) or from your school nurse. A summary of student health record requirements follows.

- **Health Exams and Immunizations:** Illinois law requires health examinations for students entering preschool for the first time, kindergarten and sixth grade and for new enrollees from outside Illinois. A copy of the Illinois Certificate of Child Health Examination report, signed by a physician and dated within the past 12 months, must be on record with the District. The health history section of this report must also be completed (questions answered, signed and dated by a parent/guardian). Exams reported on the IESA sports physical form are not acceptable for this

purpose. Record of immunizations against mumps, measles, rubella, tetanus, diphtheria, pertussis (whooping cough), poliomyelitis and varicella must also be present. All preschool students are required to have hepatitis B, invasive pneumococcal and Haemophilus influenzae type b (Hib) vaccinations. All sixth grade students are required to have a completed hepatitis B series, as well as a tetanus, diphtheria and acellular pertussis (Tdap) booster and one meningococcal conjugate vaccine (MCV), both given on or after the 11th birthday. If health/immunization records are not in compliance with the Illinois School Code by October 15 of the current school year, the student must be excluded from school until the student is in compliance.

- **Dental Exams:** Illinois law requires all students in kindergarten, second grade and sixth grade have a dental examination. A licensed dentist must complete the examination, sign and date the Proof of School Dental Examination Form. If you are unable to get this required examination for your child, fill out a separate Dental Examination Waiver Form.
- **Vision Exams:** The State of Illinois requires mandatory vision examinations of all students entering school in kindergarten (or grade 1) or transferring from a school outside of Illinois. Please have your optometrist or ophthalmologist complete the State of Illinois Eye Examination Report. If you are unable to obtain the required vision examination, please complete the Illinois Eye Examination Waiver form.
- **Sports Physicals:** Participants in interscholastic activities offered through the middle schools must have an annual physical or sports physical on file with the school. Students will not be allowed to attend tryouts until a current physical is on file.

## **FEES AND PAYMENTS**

### **Instructional Materials Fees**

Illinois schools are allowed to assess an instructional fee, or "registration" fee, which is assessed during the registration process. Current fees are posted at [www.hawthorn73.org/fees](http://www.hawthorn73.org/fees) or available from the District or your school office.

### **Optional Band/Orchestra/Chorus Participation Fees**

Students have the option to participate in band or orchestra (beginning in 4th grade) and chorus. There is a participation fee, which is posted at [www.hawthorn73.org/fees](http://www.hawthorn73.org/fees).

### **Athletic Participation Fees**

Participants in our Middle School athletic programs are assessed a participation fee. There is a participation fee, which is posted at [www.hawthorn73.org/fees](http://www.hawthorn73.org/fees).

### **Food Service**

Hawthorn provides a full-service meal program in each building, including before-school breakfast as well as lunch. Information to add funds can be found on the lunch services page on our District website ([www.hawthorn73.org](http://www.hawthorn73.org)). Details about the program, including prices and menus, are available at [www.hawthorn73.org](http://www.hawthorn73.org) or through your school.

### **Middle School Locks and Lockers**

While all students are assigned a locker or other area to keep their coats and materials, our middle school students are assigned two lockers (hallway and gym) which must be secured at all times. Cost of the locks will be included in the registration for all new middle school students.

### **Middle School Physical Education Uniforms & Heart Monitor**

Students in grades 6-8 are required to purchase and wear Hawthorn physical education uniforms and a heart strap monitor. Cost of the uniform/heart monitor will be included in the registration fees for all new middle school students.

## 8th Grade Promotion

Students in grade 8 will be charged fees related to expenditures for events and activities, including but not limited to an 8th grade day trip and commencement robe. These costs will be included in the registration fees for all 8th grade students.

## Optional Accident Insurance Coverage

Hawthorn purchases a student accident insurance program that covers students for injuries incurred while participating in school sponsored and supervised activities, including sports. There is no charge to you for this coverage. Optional 24-hour accident coverage is available for you to purchase for your child. Note that **this is not health insurance coverage** for routine or sick call visits to a doctor, but rather accident insurance, only. For information about this optional accident coverage insurance, or for contact information for filing a claim on that optional coverage, please contact the Hawthorn Business Office at 847-990-4200 or [www.k12specialmarkets.com](http://www.k12specialmarkets.com).

## Check Policy

Although the preferred method of payment is electronic, Hawthorn does accept checks made payable to Hawthorn District 73 with a notation describing the payment. Checks returned for insufficient funds will be assessed a return check fee as set forth by law (generally \$25) and referred to our collection vendor. For more information on the check policy, please contact the Hawthorn Business Office, 847-990-4200.

## FEE WAIVERS AND ASSISTANCE

### Free and Reduced-Price Meal Program

Hawthorn participates in the federal free and reduced-price lunch and breakfast program. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Contact Ms. Gabriela Cervantes, District Family Liaison at 847-990-4200 or [cervantesg@hawthorn73.org](mailto:cervantesg@hawthorn73.org) for further information and help with the application. Application information is on the lunch services page on our District website ([www.hawthorn73.org](http://www.hawthorn73.org)).

### School Fee Waivers

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay school fees, the following school fees are waived for students who currently live in a household that meets the same income and household size guidelines that are used for the federal free meals program.

- Registration fees.
- Required textbooks and instructional materials (including laboratory fees and workbooks)
- Athletic/Extracurricular Activities such as sports fees, band, orchestra, etc.
- All charges and deposits collected for use of or damages to school property (e.g., locks, towels, laboratory equipment).
- Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- 8th grade promotion fees.
- School records fees.
- School health services fees.

Students receiving a fee waiver are NOT exempt from:

- Optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Chicago for a musical or a senior class trip).

- Charges for admission to school dances, athletic events or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school care, recreation programs).

If families are not eligible for the federal free meals program and need assistance, the business office offers a school fee waiver application. Applications are available on the district website or can be found at the district office. All district students receiving services outside the school district are required to register and pay fees.

## **Payment Plans**

Payment plans are available through the Hawthorn Business Office, 847-990-4200 or [registration@hawthorn73.org](mailto:registration@hawthorn73.org).

# **ATTENDANCE**

## **Illinois Pupil Attendance Guidelines**

Following are the state guidelines for creditable pupil attendance:

- Kindergarten - Grade 1: 240 minutes for a full day of attendance; 120 minutes for a half day of attendance.
- Grades 2-8: 300 minutes for a full day; 150 minutes for a half day of attendance.

## **Middle School Promotion Requirements**

To receive a certificate of completion from eighth grade, a student must pass (year average) at least three academic subjects in the areas of language arts, mathematics, social studies, and science. The student must also pass required units in government and health education. Exceptions must be approved by the Superintendent or designee. Students who do not meet the requirements may be advanced to high school after successful completion of an alternative learning plan, or may be retained in eighth grade. A final decision will be made by the Superintendent or designee.

## **Absence from School**

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, pregnancy, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, behavioral or physical health or safety, or other reasons as approved by the Superintendent or designee. If a student begins to accumulate excessive absences, the principal may require a doctor's verification for subsequent absences. We urge parents/guardians to arrange doctor, dentist, orthodontist and all other appointments for times when school is not in session.

## **Reporting Absences**

If a child will be absent from school, parents/guardians must report the absence online via the "Report An Absence" form on the district website or call the school office before 9 a.m. each day of the absence to report/explain the cause of the absence. Report specific symptoms if the student is ill. This also applies to extended travel taken during the school year. Note that vacations are not excused absences under Illinois School Code.

## **Absence Call Back System**

Schools are required to call a parent/guardian to inquire about a student if the student has not been marked present when attendance is taken, and his/her parent/guardian has not notified the school that the child will be absent. If a child's whereabouts cannot be determined, the police will be called. "Call in, call back" systems are designed to alert authorities as soon as possible that a child is missing after not reporting to school so that a search can begin quickly.

## **Absence for Religious Observance**

By law, students with excused absences for religious reasons are counted absent on our official records.

## **Unauthorized Absences**

Students must attend all classes unless an absence is authorized. Daily attendance is required by the Illinois School Code, and is essential for the successful completion of the student's schooling. Hawthorn will respond to every unauthorized absence. Examples of unauthorized absences include class cutting, oversleeping, missing the bus, car problems and leaving the school grounds without following proper procedures. Unauthorized absences will require a conference with parents/guardians and an administrator. Students who exhibit excessive absence patterns will be referred to the social workers, building administration, and/or the school resource officer for possible interventions. Chronic truancy is referred to the regional office of education (see below).

### **Truancy**

Truancy is defined as absence without valid cause for a school day or portion thereof. A valid cause for absence includes illness, pregnancy, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, behavioral or physical health or safety, or other reasons as approved by the Superintendent or designee. When a student is truant, school personnel will initiate action to bring the student back into regular attendance. The schools will offer supportive services, alternative programs and outside resources in an effort to correct the student's truant behavior. Hawthorn responds to chronic truants in accordance with state law. Notifications will be sent to parents/guardians when their student(s) is nearing a 5% absence threshold, regardless if the absence is considered valid or not. The regional office of education is notified when a student misses 5% (nine days) or more of the academic year.

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. Additionally, the District will take reasonable diagnostic measures to identify the cause of the absences (such as interviews with relevant persons, etc.)

### **Family Travel During the School Year**

Family travel and other recreational absences during the school year are discouraged. Parents/guardians who are planning to travel that will require a student's absence from school are asked to discuss the matter first with the teacher(s) and principal, well in advance of the date of the absence. The principal and teacher(s) will discuss the probable effects upon your child's academic progress. Absences for vacation purposes are not considered excused under the Illinois School Code. Homework will not be provided to students who are absent while on a vacation.

Parents/Guardians have the option to withdraw their student(s) due to an extended unexcused absence. If the student withdraws, Parents/Guardians may re-enroll them upon return. If Parents/Guardians choose not to withdraw the student(s) due to an extended unexcused absence, the school district must report all unexcused absences exceeding 5 consecutive days to the State/ROE mandated reporting.

See Board Policy 7.70, Attendance and Truancy for more information.

### **Homework for Absentees**

Parents/Guardians are requested to follow these guidelines when requesting homework assignments for students who are absent from school due to excused reasons:

- If it appears that the student will be absent for only one day, homework will not be sent home. Homework deemed absolutely essential to a student's progress will be provided upon the student's return to school.
- A request for homework may be made on the second day of absence if it appears the absence will be prolonged.
- Please allow 24 hours for staff to gather assignments. Please call before visiting the school to pick up the homework to ensure that it is available. This is particularly important if a student has more than one teacher.
- Please check with your child's teacher, assistant principal, or principal for additional guidelines.
- Homework will not be provided to students who are missing school due to an extended vacation.

### **Tardiness**

If a student is late coming to school, a parent/guardian must notify the school and the student must sign in with the office before going to class so that he/she can be counted as present. If a student who is late does not sign in upon arrival, the

office is unaware of the student's presence and he/she may not receive credit for attendance. Parents/Guardians: Please stress the importance of reporting to the office if your student is late. Unexcused tardy arrivals will result in disciplinary consequences as determined by your school. A parent/guardian phone call does not necessarily make a tardy arrival "excused."

### **Permission to Leave School**

It is important that the school knows the whereabouts of each student at all times. If students are leaving the building prior to dismissal, a parent/guardian (or properly authorized adult with written permission) must come into the school office to pick up the student. Each student must be signed out of the office and leave in the company of the responsible adult. No student may leave school grounds without permission from the office.

### **Home and Hospital Instruction**

A student who will be absent from school for more than 10 school days, or whose physician anticipates that the student will be absent from school on an intermittent basis throughout the school year, because of a medical condition may be eligible for instruction in the student's home or hospital. For further information, please contact Asst. Superintendent of Student Services, Alicia Corrigan at 847-990-4273.

### **Leaving Hawthorn School District 73**

The State of Illinois requires school districts to report 1) the date a student leaves/withdraws from a school and 2) where that student will enroll next. This mandatory reporting includes preschool - 8th grade students moving out of the Hawthorn district, Illinois or United States; students transferring to private school; students changing to homeschooling, and students leaving for any reason other than graduation. The parent/guardian must complete the "Moving/Leaving Hawthorn District 73" form found in the parent portal prior to their student's last day of attendance at a Hawthorn school. One form is required for each child enrolled at Hawthorn. Note: This does not apply to Hawthorn students graduating 8th grade.

## **EMERGENCY PROCEDURES**

### **Notification of School Closings**

When snow or other circumstances cause our schools to close, Hawthorn will activate an automated system to send an email message, text message and a telephone voice message to the student's home telephone number as provided by each family. We will also post information on our District website ([www.hawthorn73.org](http://www.hawthorn73.org)) and post a message on the district's social media page. We work to have announcements out by 6 a.m.

### **After School Cancellations**

Due to the age of our student population and the importance of having parents/guardians/childcare present when children are home, Hawthorn only calls for an unscheduled early release in extremely extenuating circumstances. Our preferred procedure is to cancel school for an entire day, with that cancellation notice being provided prior to 6 a.m. Threatening weather or other circumstances may, however, require that all after school and evening activities be canceled.

### **Severe Weather Dismissal Procedure**

If at dismissal time a tornado watch (forecast of possibility of tornadoes across a large area) is in effect, students will be dismissed per the usual procedure. Students will be reminded to go straight home from the bus, or in the case of students who walk, they will be reminded to proceed home quickly. In the case of a tornado warning (tornado spotted somewhere in the immediate area), students will not be dismissed or permitted to board the bus. Rather, the disaster drill procedures for each building will go into effect, with students proceeding to designated areas until an all-clear is sounded. Students will be dismissed when the warning is over.

### **Severe Weather/Emergency Decisions**

To stay aware of the most current weather and security information, Hawthorn looks to the Illinois severe weather warning system, which is provided through the combined efforts of the Illinois Emergency Services and Disaster Agency, the Illinois State Police and the National Weather Service. Administration is in communication with all surrounding school districts when making decisions about snow day school closings. With regard to all emergencies, the Vernon Hills Police

Department works in close partnership with us, providing information and recommendations.

### **Communication During Emergencies**

In cases of emergency, please refrain from calling the school office or coming to the school so that personnel can focus on resolving the issue. Keep in mind that in some instances, law enforcement procedures call for powering off all wireless communication, including cell phones. As appropriate, Hawthorn will communicate and update information and directives through school websites, automated call systems and other methods, as directed by law enforcement.

### **Messages for Students**

Only emergency messages can be relayed to students. Messages must be relayed through the school office. Please keep in mind that by policy, all electronic devices must be kept off or silenced 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Parents/guardians are asked to plan ahead with their children for unusual weather conditions or other situations that might alter the method by which children return home.

### **Impact of Severe Weather/Snow on Travel**

On days with inclement weather, buses may run very late. In addition to traffic jams, heavy snow generally results in unplowed roadways, narrowed streets and reduced corners, which can significantly impact bus progress. Some housing areas may become inaccessible to the school bus for extended periods. It is up to you to decide if alternate transportation is possible or desirable. If you decide to drive your child to school, consider carpooling with neighbors to help reduce traffic congestion. Also, please shovel your bus stops and sidewalks so that our students can walk safely.

### **Emergency Procedures**

Hawthorn works in conjunction with emergency responders, including the Lake County Office of Emergency Services, the Vernon Hills Police Department, Countryside Fire Protection District and other organizations to develop and practice policies and procedures to ensure student safety. During the course of the school year, students and staff practice different types of drills to ensure rapid, appropriate response. Drills include fire/evacuation, tornado/shelter-in-place, lock-down, bus evacuation, law enforcement, and other drills as deemed appropriate.

### **Calendar Adjustments**

When school is canceled for an emergency day, that missed day will be added back onto the end of the school calendar, unless the District schedules school on designated school holidays during the year. If this is the case, then it will be indicated on our calendar, and in the event that school is canceled prior to one of these designated holidays, students will be expected to attend on that holiday. Please check with your school or the District for calendar updates as the year progresses.

## **BUILDING/STUDENT ACCESS**

### **Restrictions**

In order to support a secure environment, Hawthorn reserves the right to restrict access to our buildings and surrounding grounds at any time.

### **Buildings are Locked**

In order to support a secure environment, Hawthorn buildings are locked during the school day. The front entrance of each school features a buzzer and camera system; visitors must press the button and may be asked to identify themselves. Visitors must then proceed to the office area to sign in. Valid identification is necessary to enter the buildings. This will be checked against a database to ensure the safety of our students and staff.

### **Parent/Guardian Visitors**

Hawthorn welcomes parents/guardians as visitors and volunteers. For security reasons, all visitors must sign in at the building office and obtain a pass that must be worn the entire time they are in the building. It is necessary for parents/guardians to coordinate their visits with teachers in order to not disrupt any educational activities. When arranging visits with the teacher, parents/guardians are encouraged to clarify the purpose for the visit and be understanding of the teacher's expectations. If the visitor desires specific information or discussion time with the teacher, a separate conference should be arranged. The Building Principal has the right to restrict the number of visitors to a classroom at any given time and may also determine a reasonable period of time for the visit. Schools reserve the right to ask for photo identification and/or restrict access.

The *School Visitation Rights Act* permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary behavioral or educational conferences at their child's school.

### **Student Visitors**

Students are discouraged from bringing guests to school. Approval for student guests to visit school must be obtained from the Building Principal. These requests must be made at least one day in advance. Specific guidelines for visitors may vary from building to building. Please check with your school.

## **HEALTH SERVICES**

### **Role of the School Nurse**

The school nurse interprets the students' health and medical needs and the impact on learning. The school nurse will assist in developing a plan to provide appropriate physical, health and educational accommodations. The nurse works closely with parents/guardians, other health care providers and the teaching team. It is important that parents/guardians provide complete and updated information about any student health concern. Health forms can be located at Hawthorn73.org under School Health Forms, located in the Student Service section.

### **Mandatory Health Exams and Documentation**

Information about mandatory health examinations and documentation appears in the Admission and Enrollment section.

### **Emergency Treatment Authorization**

Upon enrolling students at Hawthorn, parents/guardians authorize emergency treatment and if necessary, permission for their child to be transported to the nearest hospital or doctor. Families agree to pay all fees in connection with such treatment or service not covered by insurance and to authorize school personnel to contact persons named as emergency contacts if parents/guardians are not reachable. Student health information will only be available to Hawthorn staff, or other authorized adults, who are directly involved with the student. Further, parents/guardians agree to hold harmless and indemnify the District, its employees and agents, either jointly or severally, from and against any and all claims, demands, damages, causes of action, or injuries, including reasonable attorneys fees and costs in the defense thereof, resulting from or arising out of the provision of emergency medical treatment by school personnel or by a physician and/or other medical personnel.

### **Vision Screening**

Routine vision screening is done annually, as mandated by the state, for the following children: preschool, kindergarten, 2nd grade, 8th grade, and students with Individual Education Plans. New students will be screened when they enroll. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Otherwise, vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated group will be screened.

### **Hearing Screening**



All students in preschool, kindergarten, grade 1, grade 2, grade 3, and students with Individual Education Plans will be screened annually for hearing.

### **Physical Restrictions**

A statement from a physician explaining any physical restrictions must be kept on file in the school health office for any student requiring special considerations (i.e., casts, crutches, diabetes, heart conditions or seizure disorders). Parents/guardians may request in writing that their child be excused from physical education and/or recess on account of a religious observation or prohibition. Additionally, parents/guardians may otherwise request in writing that their child be excused from physical education and/or recess for up to 3 consecutive days. For a student to be excused from participation in physical education class or to be kept in from outdoor recess for longer than three days, absent a religiously-based justification, an explanatory note from the physician must be on file in the school health office.

### **Medication Administration**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

Nothing in Board policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. For information about District procedures and policy for prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis contact your building principal.

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

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

A *School Medication Administration Form* is available at [www.hawthorn73.org](http://www.hawthorn73.org) or from your school nurse.

### **Undesignated Medications**

The district may implement 105 ILCS5/22-30 of the School Code, maintaining a supply of the following undesignated prescription medications for emergency use: Asthma Inhaler, Epinephrine injectors, and Opioid antagonist in the name of the district and administer them as necessary according to State law. A school nurse or trained personnel, as defined in State law, may administer undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress; may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction; may administer an opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Parents/guardians and students should not rely on the district for the availability of an epinephrine auto-injector or asthma inhaler. This policy does not guarantee the availability of an epinephrine auto-injector or asthma inhaler; students and their parents/guardians should consult their own physician

regarding this medication. If a parent or guardian does not want their student to receive an undesignated medication in emergencies, please submit a written request to the building administration that their student shall not be administered undesignated medication under any circumstances.

### **Keep Sick Children Out of School**

Children who appear ill should not be sent to school. In order for your child to be available for learning and to maintain a healthy environment, it is very important for you to keep your child at home if he or she:

- Has any COVID-19 symptoms.
- Has an oral temperature of 100.4 degrees or more. He or she should not return to school until fever-free for 24 hours, without fever-reducing medications, since many children experience a recurrence of fever.
- Has become sick with flu-like symptoms, or experiences fast or troubled breathing.
- Is not drinking enough fluids.
- Experiences a return of flu symptoms with a fever and worsening cough.
- Has a fever with a rash.
- Has been diagnosed with a bacterial infection, such as strep throat, conjunctivitis or impetigo. He or she should be on antibiotic medication for at least 24 hours before returning to school.
- Has vomited more than once or has had persistent diarrhea during the night or into the morning. He or she should be without these symptoms for 24 hours before returning to school.
- Has chicken pox, he or she must be excluded from school until all lesions are crusted over.
- Has head lice. See the No Nit Policy that follows.
- Has a rash of unknown origin.
- The school nurse may require a note from the doctor stating that your child is not contagious and/or is clear to attend school.

### **Lice Procedure**

Hawthorn follows a "No Live Lice" procedure. We recommend that parents/guardians treat children who are found with head lice using a pediculicide shampoo and that procedures are followed at home to ensure that lice do not remain on furniture, pillows, etc. The school nurse will help check students before returning to class. Students may return to class if no live lice are found, however, we recommend that parents/guardians continue to treat their child until no nits can be found, as well.

### **COMMUNICABLE DISEASES**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease. Two important factors for parents to consider when deciding to keep a child home from school are:
  - a. Your child's susceptibility to other infections
  - b. The possibility that he or she may spread the illness to others
2. Students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. Students absent for three or more days may be asked to provide a note from a physician indicating diagnosis and the ability of the student to return to school.

### **Communicating the Presence of Communicable Diseases in the Classroom:**

Public health protocols do not call for notification of every type of illness, particularly if such knowledge cannot result in treatment. Further, public health protocols call for the protection of privacy for students and families. In the case of a communicable disease outbreak, the local health department advises schools on the management of the disease outbreak.

### **Suicide Prevention Information**

Contact information for suicide prevention resources are the following:

- National Suicide prevention Lifeline: 800-273-8255
- Crisis Text Line: Text HOME to 741741
- Safe2Help Illinois helpline: 844-4-SAFEIL

## **TRAVEL AND TRANSPORTATION**

### **Expectation**

Hawthorn works to maintain a safe and orderly environment and students are expected to behave in a safe and appropriate manner at all times, even when traveling to and from school. We ask parents/guardians and students to work together with school and transportation staff to ensure that the beginning and end of our school days are safe and orderly. Please review the following information with your students.

### **Walkers**

Walking is a fun and healthy way to spend time with your child while teaching them skills that will serve them throughout life. Students who walk to school are held to the same expectations as if they were on school grounds and must follow all the district's rules and policies with regard to student behavior. Sidewalks are available in the boundaries of the school and crossing guards are in place at main intersections. For more information on walking to and from school, please read the "Student's Guide to Safe Walking" located on our website at [www.hawthorn73.org](http://www.hawthorn73.org). Note that while it is not illegal (but dangerous) for pedestrians to cross railroad tracks or walk beside the tracks in the railroad right of way, it is illegal to cross the tracks if the gates are down.

### **Bicycles, Scooters, Skateboards, Rollerblades, etc.**

The use of bicycles, scooters, skateboards, rollerblades, etc., is prohibited on district property. Once on district property, students must walk with their equipment. Students who travel to school in this manner must use extreme care and are encouraged to wear helmets. Students must also be aware and respectful of other riders, pedestrians and vehicular traffic. Hawthorn takes no responsibility for bikes or other equipment, which should be chained and locked in the available racks. Equipment is not to be used during the school day. Students are not allowed to ride motorized vehicles. In addition, shoes with built-in wheels are not allowed to be in the rolling position while students are on district property.

### **Car Pick Ups**

Vehicles dropping off or picking up students at the beginning or end of the day will be directed into a line. Adults are asked to stay in their vehicles at all times. For drop off, students must exit the vehicle quickly (curbside) and head directly into the building. At pick up time, adults must stay in their vehicle and display a student name card (if provided by your school). School staff will release students. Please check with your school for specific vehicle line configurations and procedures.

### **Rules of the Road in School Zones**

All families are required to follow Illinois law when on school property and are encouraged to do so at all times. Students getting into vehicles must be secured in an approved safety restraint system in accordance with Illinois law. Driver and passengers must wear seat belts. In general, state law states that drivers may not text while driving or talk on cell phones while traveling through school zones. State law requires that any use of a cell phone must be hands-free. In addition, our schools request that you refrain from talking/texting at any point when children are present, whether your car is moving or not. Our parking lots are very busy places. For those parents/guardians waiting in the car line, we ask that once the doors open and children are present, please turn off your phones so we can all devote our undivided attention to their safety.

## **BUS SERVICE**

### **Bus Rider Expectations and Conduct**

Safety is the shared responsibility of students, parents/guardians, school staff, bus contractors and drivers. It is essential that the bus driver is not distracted by disruptive behavior. Therefore, our bus environments require the same behaviors as our classrooms, as outlined in the Behavior and Discipline section of this handbook. In addition, Hawthorn families are

asked to review the Bus Responsibility Pledge (see Bus Responsibility Pledge below). Parents/guardians are responsible for addressing behavior concerns while students wait for the bus. Severe problems at any bus stop may be directed to the Police Department. Also, per the Illinois School Code, Hawthorn reserves the right to deny the use of the bus to students whose conduct places other riders in jeopardy. To ensure order on the bus, drivers are authorized to assign seats as well as write up conduct reports. Conduct reports are provided to the school, which is responsible for investigating and providing disciplinary responses.

### **Bus Riding Rules**

Students are expected to display appropriate behavior whenever they ride the bus, whether during their daily commute, traveling to competitions, or on field trips. Please review the following basic bus riding rules with your student, as well as all of the student expectations set forth in the Behavior and Discipline section of this handbook:

- Be at your bus stop 10 to 15 minutes before the scheduled pick-up time.
- Respect the property of others while waiting for your bus.
- Parents/guardians are responsible for the discipline of their students at the bus stop. Severe problems will be directed to law enforcement.
- While waiting for a bus, stay off of the road and several feet back from where the bus will stop.
- Do not approach a bus until it comes to a complete stop and the door is opened.
- If you need to cross the street, wait for the driver to signal that it's OK to cross, then cross in front of the bus.
- Line up to enter the bus, then find your seat quickly and quietly.
- Remain seated and facing forward at all times, keeping your hands, head and objects inside the bus.
- Keep the aisles clear of coats, backpacks, instruments and any other objects.
- Talk quietly and be respectful of others.
- At railroad crossings, you should be silent so the driver can check the tracks before crossing.
- No eating, drinking or gum chewing on the bus.
- Distracting or disrespectful behavior will not be tolerated.
- Do not stand up until the bus stops.
- When exiting, move in a quick, orderly fashion off and away from the bus so that the driver can see you.

Please remember:

- All students must ride on their own bus and use their assigned bus stop.
- Students will not be released from a bus until it reaches its destination, unless directed by a Hawthorn representative.
- Parents/guardians are not allowed on the regular bus.

### **Bus Responsibility Pledge**

The Bus Responsibility Pledge applies to all students transported by a bus to and from school, for school sponsored field trips, and for after school activities. Bus riders and their parents/guardians are asked to review the Bus Responsibility Pledge. This pledge states that riding the bus is a privilege, that all school rules apply while the student is riding the bus or waiting for the bus, and that if good behavior choices are not made, that privilege may be revoked. Specifically, riders agree to follow directions given by the bus driver; stay in their assigned seat facing forward; use positive talk and appropriate tone and volume; respect themselves and others, including property, as they keep their hands to themselves; take responsibility for keeping their own possessions safe; help keep students with food allergies safe by not eating or drinking on the bus; and tell a responsible adult if they see or hear something that is unsafe.

### **Bus Service Area**

The District provides free transportation for all students in the District: (1) who live 1.5 miles or more from their assigned schools, or (2) who live within 1.5 miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. Such students are automatically assigned a bus stop according to their permanent home address, not an alternate location such as a babysitter or daycare address.

Families who do not live within the free transportation zone may email [transportation@hawthorn73.org](mailto:transportation@hawthorn73.org) to request paid transportation to the District Office Transportation Department. Requests for paid transportation received before the transportation freeze begins will be processed to take effect the first day of school.

### **Bus Route and Stops**

Routes and stops are created based on transportation industry standards to ensure safety and efficiency. Stops are generally within a two-block walk, which is well within the mandated 1.5 mile limit. As a rule, bus stops are at corners or corner-like positions that remain constant from year to year.

### **Bus Route Timing**

Bus routes take substantially longer to run during the first several weeks of school as routes are adjusted and students get used to their schedules. At the beginning of the school year, students should be at their assigned stop 15 minutes before their scheduled pick up. As students become more familiar with the bus-riding process, route timing will change and become more consistent, allowing students to adjust accordingly. The weather, traffic and students not riding on a particular day will affect the timing of the route; therefore, as the year progresses, students are asked to be at the bus stop 5 to 10 minutes before the scheduled pick-up time.

Dismissal times vary at each school. Hawthorn schools follow a detailed dismissal schedule to ensure that each child reaches his or her destination safely and comfortably. Elementary classrooms are dismissed in separate waves, and staff check bus passes as students are walked to each bus. At the beginning of the year, buses may not leave the school grounds until 20 or 25 minutes after the final bell in order to complete all safety checks. As students become more comfortable with the dismissal routine, the holding time shortens substantially.

### **Bus Freeze**

From mid-summer through the first weeks of school, Hawthorn "freezes" bus routes. The transportation freeze is a planning tool which allows us to fine-tune routes and provide more practice time for our drivers, resulting in a smooth transition into the school year. Alternate requests may not be processed during this time. For specific dates of the bus freeze, you may contact the District Transportation Department at 847-990-4223, check the website [www.hawthorn73.org](http://www.hawthorn73.org) and refer to the Transportation Information Document.

### **Alternate/Childcare Stops**

Bus transportation to an alternate/babysitter/daycare stop can be accommodated if the stop is within the attendance area of the school your child attends. Students are allowed one alternate stop, and requests must be made in advance of the start of the school year (prior to the bus freeze) in order for it to be included in the initial fall schedule. After the bus freeze has concluded, contact your child's school office to request any before or after school changes. For information, contact the District Transportation Department at 847-990-4223.

### **Bus Security Procedures**

For safety and security, students must use their assigned bus and bus stop. Students are not allowed to ride other buses or use other stops. Students are not allowed to exit the bus until it reaches its destination, unless authorized by a school representative. Parents/guardians or unauthorized persons are not allowed to board a bus at any time. Drivers are not able to change routes or stops unless directed by the District or a transportation company official.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead. Students are prohibited from tampering with electronic recording devices.

### **Bus Passes**

At the beginning of each school year, students are provided with a student ID/bus tag that includes the student's name, student ID number and other information. Students in elementary grades should have their bus tag attached to their backpack to swipe on/off the bus each day. Middle school students attach their bus tag to their backpacks to swipe on/off the bus each day. Although bus drivers will get to know students, it is important that students have their bus tags available in the event of a substitute driver and/or any questions about a student riding the appropriate bus. Students will be issued a replacement bus tag as necessary. Parents are encouraged to download the free My Ride K-12 Mobile app and create a profile linked to their student. The app presents the most up to date secure data related to bus stop locations, routes, and

pick-up times.

### **Bus Accessibility**

Parents/guardians with concerns about bus accessibility for their student should contact the District Transportation Department at 847-990-4223.

### **Items Left on Bus**

Personal items are the responsibility of each student. In the event that personal items, such as cell phones or district devices, are left on the bus, district personnel will coordinate with the bus company to safely return materials to the district and arrange for pick-up.

### **Accident Procedure**

Safety is the number one priority for all of our students and buses. In the event of any accident (no matter how minor), our transportation provider is instructed to immediately contact the local police, the District Office, and the school office. An Administrator will arrive at the location and stay on the scene until students are released from the scene. The school office will contact the homes of students on the impacted bus route to let them know of any delay. To maintain the security of the site and the safety of our students, students will not be released from the bus to their parents/guardians without authorization of a Hawthorn administrator.

### **Transportation Questions and Concerns**

All transportation questions and concerns should be directed to the District Transportation Department at 847-990-4223. You may also contact your child's school. If you have a need or question after school offices are closed, Lakeside Transportation dispatchers are on duty until all buses have completed their routes and can be contacted at 847-263-7619.

### **Field trips**

Students must abide by all school policies during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

*Refer to Board Policy 6:240 Field Trips and Recreational Class trips*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Philosophy**

The Board and District staff are dedicated to providing opportunities for each student to achieve his/her maximum potential. To promote that end, the behavior of all students attending District schools shall reflect the standards of good citizenship demanded of members of a democratic society. Behavior, personal demeanor, attitude and skills suited to efficient learning and the development of self-discipline shall be maintained.

All students, teachers, school personnel and parents/guardians will have protection for the rights to which they are entitled under the law. Rules governing student behavior stem from state and federal laws, rules and regulations, Board policy, and administrative rulings. Students, faculty, school personnel and parents/guardians should be fully aware of rules governing behavior. Every student has the right to learn, every teacher has the right to teach, and no one has the right to interfere with the rights of others.

## **Learning Atmosphere**

For optimum learning to take place, the atmosphere of the school and classrooms must have certain characteristics conducive to learning. Respect must be the basis of discipline in maintaining order. Respect for teachers, fellow students, and all school personnel will be shown at all times. This is a primary ingredient in creating an atmosphere affording maximum equal opportunity to learn. Respect for the rights of others is the basis for maintaining a safe and orderly learning environment. Students are entitled to this same respect by all staff.

## **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, sexual orientation, ancestry, age, gender identity, physical and mental handicap or disability, status as homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

## **Gender Equity**

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

Any student, parent/guardian, employee or community member may file a discrimination grievance by using the *Uniform Grievance Procedure*, Board Policy 2:260.

## **Bullying, Intimidation and Harassment of Students Prohibited**

Pursuant to Board Policy 7:180, *Bullying, Intimidation and Harassment of Students Prohibited*, no person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender-related identity or expressions, ancestry, religion, age, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, any other protected characteristic, or association with a person or group with one or more of the aforementioned actual or perceived characteristics.

The District will not tolerate harassing, intimidating conduct, cyber-bullying, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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**

Sexual harassment of students, as defined in Title IX (Title IX Sexual Harassment) and Board Policy 2:265: Title IX Sexual Harassment Grievance Procedures, is prohibited. Any person, including a District employee or agent, or student, engages in Title IX sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal, physical, or electronic (for example, sexting) conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of the provision of any of the foregoing; or
- 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 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**

A person who believes they are victims of harassment, intimidation, bullying and/or sexual harassment or have witnessed such conduct, may report the matter to their Title IX/Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or any school employee. A student may choose to report to a person of the student's same gender. Anonymous reports of bullying may be filed by clicking the link on the Hawthorn website under the Student Resources and Support page. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX/Non-Discrimination Coordinator: Adam Palmer, 841 West End Court, 847-990-4241, [palmera@hawthorn73.org](mailto:palmera@hawthorn73.org). See *Board Policy 2.265* for complete policy.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Reprisal or retaliation against anyone who reports an act of bullying is strictly prohibited. Falsely accusing any person of bullying and/or knowingly providing false information regarding a bullying investigation is strictly prohibited. A person who is found to have engaged in either of these activities will be treated as having engaged in bullying in violation of this policy for purposes of determining any consequences or other appropriate remedial actions.

## **Complaint Investigations and Interventions**

The District promptly and thoroughly investigates and addresses reports of bullying incidents, making all reasonable efforts to complete the investigation within 10 school days after the date the report is received.

Interventions that can be taken to address bullying 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. Consistent with student privacy laws, parents/guardians of all students involved in an alleged bullying incident will be promptly notified of the alleged incident and, if appropriate, of the availability of these interventions.

## **Teen Dating Violence**

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. The term teen dating violence is used 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. See *Board Policy 7.185*.

## **Dress Code**

### **District Policy**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with maintaining a positive teaching and learning climate or compromise reasonable standards of health, safety or decency. This includes, but is not limited to, any garment that displays inappropriate words or pictures, promotes alcohol, tobacco, or illicit drugs, or violates the District's Student Behavior Policy.

### **Rules for Student Appearance**

Hawthorn School District 73 expects that all students will dress in a way that is appropriate for the school day or any school-sponsored event or activity. Students' dress choices should respect the district's intent to foster a community that is inclusive and respectful of a diverse range of identities.

### **Requests for Accommodations**

A parent/guardian seeking a dress code accommodation or exemption for their student for religious or medical reasons should submit a written request to the building principal, along with any supporting documentation. The building principal will review the request and determine what accommodations, if any, may be appropriate in light of the request.

### **Dress Code Enforcement**



In accordance with the district's *Equal Educational Opportunities Policy (Board Policy 7:10)*, school staff shall enforce dress code violations consistently and shall not enforce the school's dress code more strictly against any particular student or group of students. The dress code shall not apply to hairstyles. School staff and administrators may relax restrictions or impose additional restrictions that may be appropriate for a specific activity they supervise, such as sporting events, school dances, after-school activities, etc.

Students in violation of the dress code will be given an opportunity to correct their attire so that it complies with the district's policy. Refusal to correct the attire or repeated violations of the dress code will be considered cause for disciplinary consequences, in accordance with the district's *Student Behavior Policy (Board Policy 7:190)*. Parents/guardians who believe their student has been subject to discriminatory enforcement of the dress code should contact the building principal.

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

School authorities may also search a student and/or personal effects in the student's possession (e.g., purse, wallet, knapsack, book bag, lunch box, cell phones, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's behavior code. 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. Individual student safety plans may include a daily search as an action step. Safety plans are reviewed frequently and adjusted according to student need

If a search produces evidence that the student has violated either the law or District' policies and 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. Law enforcement, including drug-sniffing dogs, may be utilized to assist in search and seizure efforts.

### **Student Accounts or Profiles on Social Networking Websites**

School officials may not request or require a student or his/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. However, school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Lost or Stolen Items**

Hawthorn is not responsible for lost or stolen items, including cell phones. Any toys or gadgets that students bring to school will not be allowed in the school environment. Students found with property that is not their own will be subject to discipline, per the Behavior Code.

### **Use of Cell Phones/Electronics**

Cellular telephones and other communication devices all electronic devices must be kept off or silenced 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Unauthorized use during the school day is not permitted. Use of personal devices during the school day, or

unauthorized/inappropriate use of any electronics (cell phones, cameras, laptops, etc.) at any time (including off-school time) is unacceptable. Schools may develop other rules, for instance, requiring that cell phones be stored in a locker and not on a person. In addition, emergency procedures may require the powering down of all wireless communication devices (including laptops, cell phones, walkie-talkies, etc.), as directed by law enforcement. Failure to comply may result in the cell phone/device being confiscated as well as disciplinary measures consistent with the Behavior Code. Parents/guardians may be required to come to the school to retrieve the device, especially if the device is suspected of containing inappropriate content. Additionally, devices may be turned over to local authorities if suspected of containing inappropriate content. If the violation involves the use of school property, the student may also be restricted from using school technology.

### **Technology Acceptable Use Policy**

Hawthorn believes that the use of technology and 21st century tools is essential to preparing our students for the future. We actively educate our students about Internet safety, ethical behavior regarding online interactions, as well as acceptable uses of technology in an educational environment. The following outlines the Agreement between Hawthorn District #73 and its students and their parents/guardians with regard to technology use once a student is registered in the district.

The term District Technology System includes all computer hardware/software owned or operated by the District, the District's electronic mail system and District/School websites. "Use" of the District Technology System shall include use of, or obtaining access to, the system from any computer terminal whether or not owned or operated by the District.

All use of the District's Technology System shall be consistent with the District's behavior expectations as outlined previously in this Handbook. Access to the District's Technology System is provided as a resource for learning, however, inappropriate use may result in the cancellation of these privileges (alternative resources will be provided) and/or other disciplinary actions consistent with this Handbook.

No individuals should have an expectation of privacy in their use of the District's Technology System. The District has the right to access, review, copy, delete or disclose (as allowed by law) any message sent, received, or stored on the District's electronic mail system. The District has the right to, and does, monitor use of the System by students and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

Any user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member or risk receiving consequences for involvement in unacceptable use of the District's Technology System.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the System is at the user's own risk. The District will employ filtering software of other technologies to prevent network users from accessing visual depictions that are obscene, identified as child pornography or otherwise harmful to minors. However, the District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent or of an inappropriate nature.

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Agreement.

### **District Use of Third Party Web-Based Programs and Services**

The District may utilize web-based programs and services operated by third parties. For students to use these programs, certain personally identifiable information (i.e. student's name, email address, date of birth, etc.) may need to be provided to the third party operator. The Children's Online Privacy Protection Act ("COPPA") requires that these web operators obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA allows school districts to consent to the collection of personal information on behalf of their students. For more information on the web-based tools the District is currently utilizing, please contact Director of Instructional Technology John Reid at 847-990-4222.

## **BEHAVIOR CODE: SCHOOL JURISDICTION AND PROHIBITED CONDUCT**

"Teachers, other certificated educational employees, and any other person, whether or not a certificated employee,

providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians." *Section 24-24 of the Illinois School Code (105 ILCS 5/24-24).*

Recognizing that the Board cannot review the detailed circumstances of those cases requiring disciplinary action, the responsibility and necessary authority to carry out these policies as set forth here shall be delegated to the Superintendent and, through him/her, to the professional staff.

### **School Jurisdiction**

Students are under the jurisdiction of the District 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 other time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, or school property.

### **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 materials or 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 had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

- f. 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.
- 5. Using or possessing an electronic paging device or using a cellular telephone, video recording device, personal digital assistants (PDAs), 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 everywhere within school grounds, including, but not limited to locker rooms or bathrooms, cheat, signal others, 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 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person, or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
- 12. 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, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
- 15. 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.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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.

## **Weapons**

A student whom uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for a period of at least one calendar year but not more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis.

A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in drama, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## **BEHAVIOR CODE: POSITIVE INTERVENTIONS AND DISCIPLINARY MEASURES**

### **Discipline Philosophy**

Non-aversive or positive interventions that are designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions. The use of positive interventions is consistent with the educational goals of enhancing a student’s academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint.

### **Positive Behavioral Interventions and Supports**

Hawthorn utilizes a variety of positive behavior supports in each of our schools. Each school utilizes many data sources to develop a plan for their students with regard to behavior and discipline. All students have a variety of opportunities to be recognized for positive contributions to their school communities, and instruction on school-wide expectations for behavior is embedded through classroom instruction. For more specific information, please check your child’s school website and communication outlets.

### **Aggressive Behaviors**

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority

to impose discipline, including suspension or expulsion, for such behavior.

## **Disciplinary Measures**

Efforts shall be made by the staff to solve disciplinary problems within the school setting. The following actions are suggested for dealing with behavioral problems short of exclusion from school. The list does not preclude the use of other methods or approaches that are reasonable and purposeful.

**Removal from classroom to the office:** This action may occur when a student is disrupting the learning environment.

**In-school detention:** This action may deprive students from participating in regular classroom experiences.

**Student conference:** Student and staff members meet for the purpose of discussing and solving behavioral problems.

**Warning:** A verbal or written notice to a student that a specific behavior is unacceptable and may result in a stronger action if the behavior is not corrected.

**Parent conference:** A conference involving the parents/guardians and staff members for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parents/guardians.

**Referral:** Referral to an in-school or out-of-school agency or person may be suggested when it is felt the intervention might help resolve a behavioral challenge.

**Behavioral probation:** A principal or assistant principal may place a student on behavioral probation for a specific period of time. This may include a written contract with the student, representing an agreement between the student and the administrator concerning the specific changes expected. Failure to fulfill the contract or a further infraction of the school rules may result in the imposition of further disciplinary action, as set forth in the contract. Parents/Guardians will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.

**Detention:** A student who violates a school rule or policy may be required to spend a specific period of time after school, before school, or during an unassigned class period at a specific location assigned by the principal or teacher. Such a detention will be actively supervised by a staff member. Students are expected to complete assigned work. It is the parent's responsibility to provide transportation after the detention is over or to give the student permission to walk.

**Repeated detentions:** The detention process is designed to curb behavior problems. However, if a student continues to receive numerous detentions it may be apparent that some further action needs to be taken.

**Alternative disciplinary action:** The building administrator may offer an alternate form of consequences, such as exclusion from school events, natural consequences.

**In-school suspension:** A student will be isolated from classmates and regular assignments will be required. Parents/guardians shall be notified. Students must report to the Detention Room with all books and supplies necessary to complete all assignments. The student may not attend activities after school.

**Bus suspension:** Suspension of bus riding privileges, provided that appropriate procedures are followed.

**Out-of-school suspension:** Suspension from school and all school activities for up to 10 consecutive school days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

**Expulsion:** Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

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.

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

### **Out of School Suspension Procedures**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
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. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parents/guardians of their right to a review of the suspension. The Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parents/guardians, 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 parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **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 parents/guardians 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 should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that the Illinois School Code allows the 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.
  - e. A request that the student or parents/guardians inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parents/guardians 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.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parents/guardians 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 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.

In the interest of helping students, the District may assist in providing or locating alternative educational opportunities for a suspended or expelled student. These alternatives could include homebound or telephone instruction, reading lists, adult evening classes or alternative school settings. The Illinois State Board of Education provides information and assistance

to school districts and students in educational alternatives within a school or off campus.

## **Behavioral Interventions Policy for Students with Disabilities**

The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adheres to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents/guardians under the *Individuals with Disabilities Education Act* (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavior interventions.

It is the District's intent that intervention used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on behavior change rather than behavioral control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's Individualized Education Program. When a student is significantly, continuously disruptive to the environment, a written individualized behavior management plan will be developed. Prohibited interventions, such as corporal punishment and expulsion with the cessation of services, shall not be used. Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's behavior management plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents/guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record. Please note, The district does not withhold student's grades/transcripts because of an unpaid balance on the student's school account.

### Permanent Student Records

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
3. Attendance record
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information
  - c. The name and capacity of the requesting person and the purpose for the request
  - d. The date of release



- e. A copy of any consent to a release
- 6. Scores received on all State assessment tests administered at the high school level

The permanent record may also include:

- 7. Honors/awards received
- 8. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

### Temporary Student Records

All student record information not required to be kept in the permanent student record is kept in the temporary student record and must include:

- 1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
- 2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- 3. Completed home language survey
- 4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- 5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
- 6. Health-related information, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, long-term medications administered during school hours, and other health-related information that is relevant to school participation
- 7. Accident reports
- 8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred

The temporary record may also include:

- 9. Family background information
- 10. Intelligence test scores, group and individual
- 11. Aptitude test scores
- 12. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- 13. Elementary and secondary achievement level test results
- 14. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- 15. Honors and awards received
- 16. Teacher anecdotal records
- 17. Other disciplinary information
- 18. Special education records
- 19. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
- 20. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

### **Student Records Rights**

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois School Student Records Act* (ISSRA) afford parents/guardians with certain rights with respect to the student's education records. These rights are:

- 1. **Right to Inspect and Review.** Parents/Guardians have the right to inspect and review the student's education records within 10 school days, and up to 15 school days with an appropriate extension, after the day the District receives a request for access. Parents/Guardians should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the

parent/guardian of the time and place where the records may be inspected. The District charges \$.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

2. **Right to Request Amendment.** Parents/Guardians have the right to request the amendment of the student's education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or ISSRA. Parents/Guardians who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent/guardian, the District will notify the parent/guardian of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
3. **Right to Provide Written Consent.** Parents/Guardians have the right to provide written consent before the school discloses personally identifiable information ("PII") from the student education records, except to the extent that FERPA and ISSRA authorize disclosure without consent.

An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual Board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: 1) academic grades, or 2) references to expulsions or out-of-school suspensions.

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

4. **Right to Copy any Student Record Proposed to be Destroyed or Deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (5) years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. Student temporary records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.
5. **Right to File a Complaint.** Parents/Guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.
6. **Right Contained in This Statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. **Right to Prohibit the Release of Directory Information.** Non-custodial parents/guardians have the same student records rights as custodial parents/guardians unless specifically denied by a court order. A copy of the court order or custody papers detailing the restrictions established by the court must be on file with the student's record. In addition, the non-custodial parent/guardian may request the District provide by mail copies of all correspondence and reports directly to him or her in the absence of any court order to the contrary. This would include copies of the following: reports of the student's emotional and physical health; notices of school-initiated parent-teacher conferences; notices of major school-sponsored events, such as open house, which involve student-parent interaction; and copies of the school calendar.
8. **Release of School Student Records to Student's Resident High School District**  
Pursuant to the Illinois School Student Records Act, District 73 will provide 8th grade students school student record information to their resident high school district where they intend to enroll and/or transfer. During Spring of the student's 8th grade year, District 73 will transfer the following school student records to the resident high school district: student demographics, grades, classes, assessment scores, special education records, 504 records and/or health related plans. If the 8th grade student's parent/guardian does not want their student's school student record information shared with their resident high school district, the parent/guardian will notify Jessica Flores, [floresj@hawthorn73.org](mailto:floresj@hawthorn73.org) at the District office, before February 1st of that school year.

## Directory Information

As noted above, FERPA and ISSRA require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's record. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above directory information by delivering a written objection to the building's office within 30 days of the date of this notice. No directory information will

be released within this time period, unless the parents/guardians are specifically informed otherwise.

If you opt out of the release of your student's name, he/she will NOT be named in any District publications, including yearbooks.

No photograph highlighting individual faces is allowed for commercial purposes (including solicitation, advertising, promotion or fundraising) without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

For the annual notice regarding the District's educational technology vendors pursuant to the Student Online Personal Protection Act ("SOPPA"), 105 ILCS 85/28€, added by P.A. 101-516, please review the "Student Data Privacy" section on the District's website, <https://www.hawthorn73.org>.