

**ALLEN-OTTER CREEK
C.C.S.D. #65**



2025-2026

STUDENT HANDBOOK

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**Reviewed and Revised: April 16, 2025
(PTAC) Student Handbook Committee Member
Dr. Lindsey Paul, Desi Eden, Meghan McCoy, Kathryn Hewitt**

**Board Approval: April 15, 2025
Web Address: <http://ransomgradeschool.net>**

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Mission Statement

Allen-Otter Creek CCSD #65

At Ransom Grade School, our mission is to promote a caring, creative, environment where parents, students and teachers are partners in establishing a community of lifelong learners.

Goals

Finance

Maintain a superior and equitable education for the students, while continuing to remain financially solvent.

Education

Promote a high level of expectation for student achievement and learning, while ensuring that all children can learn, regardless of ability.

Technology

Create engaging, relevant and personalized learning experiences for all students by providing opportunities to use the most current computer programs and technology available.

Facilities

Sustain working environments/facilities that are safe, healthy, maintained and updated to meet the educational needs today and in the future.

Community

Increase community support, education, awareness and involvement by partnering with family and community members.

(PTAC) Student Handbook Committee Members

Dr. Lindsey Paul, Desi Eden, Meghan McCoy, Kathryn Hewitt

Review Dates: April 16, 2025

Board Approval: April 16, 2025

Web Address: <http://ransomgradeschool.net>

RGS 2025-2026

These dates are subject to change

Day	Date	Time	Event	Notes
Wed.	Aug. 20	8:30	Teacher Institute	No student attendance
Thurs.	Aug. 21	8:30-2:20	First Day for Students	Students dismissed at 2:20
	Aug. 21- Aug. 29	2:20 Dismissal	Early Dismissal Days	Teacher Training Calendar to Come
Mon.	Sept. 1		No School- Labor Day	No School
Thurs.	Sept. 4	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Thurs.	Sept. 18	2:20 Dismissal	Professional Development	Students Dismissed at 2:20
Fri.	Sept. 26	11:30 Dismissal	School Improvement Day	Students Dismissed at 11:30
Thurs.	Oct. 2	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Fri.	Oct. 10		County Institute	No Student Attendance
Mon.	Oct. 13		Columbus Day	No Student Attendance
Thurs.	Oct. 16	2:20 Dismissal	Professional Development	Students Dismissed 2:20
Fri.	Oct. 17		End of 1st Quarter	Reports Cards Go Home The Following Week
Fri.	Oct. 31	2:20 Dismissal	Halloween	Students Dismissed at 2:20
Thurs.	Nov. 6	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Wed.	Nov. 12	2:20 Dismissal	Parent/Teacher Conferences	Students Dismissed at 2:20
Wed.	Nov. 19	2:20 Dismissal	Parent/Teacher Conferences	Students Dismissed at 2:20
Wed- Fri.	Nov. 26- 28		Thanksgiving Break	No School
Thurs.	Dec. 4	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Thurs.	Dec. 18	6:00	Winter Program	Students Dismissed at 2:20
Fri.	Dec. 19		End of 2nd Quarter	Report Cards Go Home
Fri.	Dec. 19	2:20 Dismissal	Last Day Prior to Break	Students Dismissed at 2:20
Mon.- Fri.	Dec. 22- Jan. 2		Winter Break	No School
Mon.	Jan. 5		School Resumes	
Thurs.	Jan. 8	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Fri.	Jan. 16	11:30 Dismissal	School Improvement Day	Students Dismissed at 11:30
Mon.	Jan. 19		Martin Luther King Jr. Day	No School

Thurs.	Jan. 22	2:20 Dismissal	Professional Development	Students Dismissed at 2:20
Thurs.	Feb. 5	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Fri.	Feb. 13	11:30 Dismissal	School Improvement Day	Students Dismissed at 11:30
Mon.	Feb. 16		President's Day	No School
Thurs.	Feb. 19	2:20 Dismissal	Professional Development	Students Dismissed at 2:20
Thurs.	March 5	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Fri.	March 6		End of 3rd Quarter	Report Cards Go Home the Following Week
Thurs.	March 19	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Fri..	March 27		Last Day Prior to Break	
Mon-Fri.	March 30-April 3		School Not in Session	No School- Spring Break
Mon.	April 6		Teacher Institute	No Student Attendance
Thurs.	April 9	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Thurs.	April 23	2:20 Dismissal	Professional Development	Students Dismissed at 2:20
Thurs.	May 7	2:20 Dismissal	Faculty Meeting	Students Dismissed at 2:20
Thurs.	May 21	2:20 Dismissal	Professional Development	Students Dismissed at 2:20
Mon.	May 25		Memorial Day	No School
Thurs.	May 28	11:30 Dismissal	Tentative Last Day of School	Students Dismissed at 11:30, Report Cards Go Home
Fri.	May 29	Tentative	Teacher Institute	Tentative (Without 5 Emergency Days)
Fri.	June 5		Last Day If All 5 Emergency Days Are Used	

INTRODUCTION

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Ransom Grade School. The Handbook is only a summary of Board policies governing the District. Some of the most frequently referenced policies are included near the end of this Handbook in Appendix A. A full listing of Board Policies is available at the District Office. These policies are communicated to all persons expected to execute and comply with them. The Handbook may be amended during the year without notice.

The Board Policies and Procedures that are included in this handbook provide important information and should be reviewed by both parents and students. If you have any questions concerning the material in this handbook, please feel free to call the administration at 586-4611.

GENERAL SCHOOL DISTRICT INFORMATION

Accidents

Injuries that occur under school supervision must be reported immediately to the staff member supervising the activity or class. The supervising staff member will complete an accident form, and the office will notify the parents if appropriate.

Activities: Absences

In the event that a student misses any portion of the school day on the same day of an extra-curricular event, they will not be allowed to participate in or attend the event, which includes athletic practice sessions. A student's eligibility to play will be determined by the Athletic Coordinator and the Principal/Superintendent on a case-by-case basis when absences occur on a school day preceding an all day athletic event, including weekend events. An exception will be made when the absence is due to bereavement or with written documentation of a medical appointment or court appearance.

Activities: Conduct

Participants in extracurricular activities must conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of our school. Failure to do so may result in removal from the activity and/or disciplinary action.

Activities: Dance Regulations

Students in grades 6-8 may attend school dances. If students are authorized by the dance's sponsor to bring guests, those guests must be in grades 6-8. All students attending must have a signed permission form. Students must arrive within 30 minutes of the dance's scheduled starting time in order to be admitted. Students will be released only at the end of the dance or to their parents during the dance. All dances will be chaperoned by at least three pre-approved adults, one of whom is a faculty member.

Activities: Eligibility

Academic

The Board of Education for the Allen – Otter Creek School District supports the principle that academics are primary and athletics and extra-curricular activities are secondary by requiring each student to maintain a GPA of 2.0 in all subjects and receive no failing grade (F) in any subject in order to participate

in athletics or attend any extra-curricular activities. All subjects will be included in calculating GPA. Students, who are academically ineligible, will be ineligible to play or attend extra-curricular activities for one week, Monday through Sunday. This includes: athletics, cheerleading, dances, academic team, math contest, or field trips.

At the end of each week, the teacher will give a report to the athletic coordinator who will inform the Superintendent regarding the academic status of each student participating in a sports program/extra curricular activity. If a student is deemed ineligible, the student will be given written notice on the last day of the week, and the student will contact his/her parents on that day by phone. Coaches will be contacted that day or as soon as possible. Students will remain ineligible Monday through Sunday of the following week. If the student is not failing any subject and is maintaining a "C" average, the student will become eligible for sports and extra-curricular activities for the following week. This evaluation process will take place continuously throughout the school year.

Academic detentions include not dressing for P.E., failure to complete homework or other detentions that are not considered discipline detentions.

Behavioral

***Eligibility will be determined for all students, whether or not they are participating in a sport, during the currently running extracurricular sports season. The season begins with the first practice and ends with the final game. *Example: The volleyball season starts with the first practice in December and ends with the regionals in March. If a student receives two detentions during the volleyball season, they are ineligible to attend band because band is an extracurricular activity.* This includes: athletics, cheerleading, dances, academic team, math contest, band or field trips.

Students who receive two behavioral detentions during the duration of one extracurricular season will be ineligible for one week. In addition, students who accumulate four detentions during one extracurricular season will be dropped from the team. One suspension will result in a student being dropped from the team and ineligible for the following week. Students who receive a suspension will be ineligible to attend any extracurricular activities for the week that he/she is ineligible. The student may not attend any extra curricular activities on the same day of a suspension.

Academic and Behavioral

- A student who is deemed ineligible will not be allowed to attend practices. The Athletic Coordinator will decide whether an ineligible student will be allowed to attend home or away games. If allowed to attend games, ineligible students may dress in street clothes and sit on the bench during home games and sit with a parent/guardian during away games.
- On the third week the student is ineligible, he/she will be dropped from the team. After a student has been found to be ineligible five times (5) during the school year, they can no longer participate in any sport or extra-curricular activity for the remainder of the year. Participation in the eighth-grade trip, which is funded through concession stand proceeds, will be determined on a case-by-case basis by the superintendent.
- In the event that an activity needs to be rescheduled, eligibility will be determined at the end of week prior to the rescheduled event.

Activities: Participation Requirements

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

1. Each week the student must meet the academic criteria set forth in the Board policy on Extracurricular and Co-Curricular Activities and the Parent-Student Athletic Handbook.
2. Written permission must be given by the Parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility for the risks involved prior to the first day of participation/practice.
3. A physical examination of the student must be conducted by a physician and an accompanying statement assuring that the student's health status allows for active participation must be submitted to the District prior to the first day of participation/practice. A physical exam is good for one school year.
4. Before any student athlete can participate in practices or games the parent(s) and student athlete(s) must sign and return the acknowledgement sheet on the back of the Athletic Handbook, indicating that they have read the Athletic Handbook.
5. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan prior to the first day of participation/practice. The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage and any contract is between the parent and the company.
6. A participation fee of \$25 per activity with an activity cap of \$50 per child per school year shall be paid for baseball, softball, volleyball, basketball, track, golf, soccer, cheerleading scholastic bowl, and math team prior to the first day of participation/practice. There is a \$100-dollar cap per family.

Activities: Spectator Conduct

Young students and children are present during extra-curricular activities; therefore, spectators are held to a higher level of personal conduct. Disrespectful or rude comments from spectators in the stands to coaches' players or other fans disrupt the chain of command. If a spectator's conduct is deemed inappropriate, he/she may be asked to leave the building by the administration. If a spectator is asked to leave the building on more than one occasion, he/she will be referred to the Cooperative Athletic Board for further action.

Activities: Spectator Rules

1. Cheer for your team, not against the opponent.
2. No one will be allowed to leave the gym except during half-time or between games.
3. There will be no running in the hallways.
4. Children in 3rd grade and below must be accompanied to the game by an adult.
5. Visitors will be allowed on the stage to finish eating food during halftime and in between games.
6. Candy, water and popcorn may be taken into the gym.
7. Spectators are not allowed beyond partitions.
8. Additional rules may be added should circumstances warrant.

Admission to School

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1. To be eligible for admission to first grade, a child must be 6 years old on or before September 1. See Appendix A

Proof of residency will be required yearly for each student registered.

1. Proof of residency in the district. Please call the school for a complete list of documents that will be accepted for proof residency.

2. Birth certificate
3. Student Transfer Form (if transferring from another Illinois public school)
4. Up to date dental and health records
5. Custody documents if appropriate
6. Individualized Education Plan if appropriate
7. Additional forms will be provided by the office for parental completion

Asbestos Notice: Asbestos Management Plan Notice

Allen-Otter Creek C. C. S. D. #65 has completed its "asbestos inspection." An asbestos management plan has been formulated by the school district. This plan is available in the school office for review by the public during regularly scheduled office hours. Every six months any area that has been found to have asbestos present will be re-inspected and assessed. Every three years the building will be re-inspected for the presence of asbestos. Within one year's time, the school district will repair all areas where asbestos has been detected.

Attendance

It is the responsibility of the school to aid every child in reaching their fullest educational potential. This can best be achieved through consistent and regular attendance at school. Compulsory attendance laws place the ultimate responsibility for attendance upon the student and their parents.

Attendance: Reporting Absences

All absences should be phoned into the school office (586-4611) by 9:00 am. If a student has not been reported absent by his/her parents by 9:00 am, school personnel will call the home, work, or emergency numbers to verify the reason for the absence.

Attendance: Truancy Program for LaSalle County

The school may, at any time, informally contact and consult with the truancy caseworker in the development of the most effective services for the student.

Upon the accumulation of five (5) days of absence whose nature is either in whole or in part questionable, the school will send a letter to the parent/guardian indicating concern regarding the accumulated absences. In addition, after three consecutive days of absence, a doctor's note may be requested to aid in the determination if the absences are questionable.

Upon the accumulation of (9) days of absence whose nature is either in whole or in part questionable, the school will have a conference with the parent/guardian relative to support services appropriate to the individual's needs. The school will document all supportive services that are offered and utilized or refused. If parents do not attend the conference, or if after attending it, the truancy continues, the matter will be turned over to the Truancy Program. Thereafter, the school's sole responsibility/obligation is to inform the truancy case worker of further absences.

Behavioral Expectations

Show respect towards others at all times. Any displays of name calling, insults, yelling, or use of foul language will result in disciplinary consequences appropriate to the violation.

Show respect for school property at all times. Any attempts to damage desks, chairs, books, fixtures, equipment, or lockers will be met with appropriate disciplinary consequences and fine. Damage to school property includes writing graffiti.

Show respect for the personal property of others. Any damage to or theft of a student's or staff member's personal property will result in disciplinary consequences appropriate to the violation and may include sheriff involvement.

In our school building, please:

1. Talk quietly and keep unnecessary noise to a minimum.
2. Follow the instructions of the teachers on duty.
3. Walk quietly in the halls at all times.
4. Refrain from using cologne or perfume in excess.
5. Use school owned multi-media devices under the direct supervision of a staff member.
6. Keep hands and feet to yourself.
7. Refrain from gum chewing, wrestling, card playing, or tackle football on school property.
8. Do not bring weapons or toys that resemble weapons on school property.
9. Refrain from distributing invitations unless all members of the class receive an invitation.
10. Do not sell or solicit at school without prior permission.
11. Park your bike immediately upon arrival. No riding of bicycles at school will be allowed. No one will ride another child's bike for any reason. Bikes should be parked in the designated area.

Breakfast

Breakfast will be offered on days when students are in attendance. Breakfast will be served from 8:00 a.m. to 8:30 a.m. Students who enter the building after 8:20 a.m. may be ineligible to eat breakfast.

Bus: Reimbursement

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children, may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles.

If you can answer **yes** to the following questions, you may be eligible to receive reimbursement for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grades kindergarten through 12?
3. Did the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
4. Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws? 5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30th of the current year to complete a claim application. Claim forms should be available from February through June 30th.

In addition, parent(s)/guardian(s) who had pupils living less than 1 ½ miles from the school attended must have already verified that a safety hazard exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be approved. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form. Parents who have received approval of a safety hazard and whose children attend the same school and live at the same address, do not have to reapply for

safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

Bus: Rules

Notice: two camera systems are installed on every bus.

Any student who will not be riding the bus home must have a note from their parent except when staying after for an after-school activity such as athletic practice. Students who are not being dropped off at their usual destination must have a note from their parent stating their destination and a note from the parent of the student to whose home they are traveling.

School bus riders, while in transit, are under the jurisdiction of the school bus driver.

Riders must:

1. Be on time at the designated school bus stop and wait for a signal from the driver if crossing the road.
2. Refrain from wearing too much cologne/perfume. The bus driver will determine if too much cologne/perfume is a distraction to other riders.
3. Students may not get on or off the bus while it is moving.
 1. Get on and off the bus in an orderly manner.
 1. Sit where instructed by the bus driver, face the front, and not leave that seat while the bus is in motion.
 1. Talk to other students at a low volume level. Profanity or obscene language will not be tolerated. Students should refrain from unnecessary conversation with the driver.
4. Not eat or drink on the bus.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Be absolutely quiet when approaching a railroad crossing.
8. Keep hands and feet to yourself.
9. Do not extend any body parts or other objects out the windows.
10. Keep boots, packages, coats, book bags, feet, and all other objects out of the aisles.
11. Balloons will not be allowed on the bus.
12. Leave no books, lunches, or other articles on the bus.
13. Not open the emergency door without permission from the driver.
14. Students may not bring any animals on the bus.
15. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization for the school office.
16. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
17. Be courteous to fellow students and the bus driver.

If a student displays inappropriate behavior on the bus or causes damage to the bus, that student may:

1. Sit in the front seat of the bus.
2. Be sent to the office to call parents.
3. Be given detention.
4. Lose bus privileges.
5. May be held liable for damages

Cell Phones

So as not to disturb the educational environment, students are not permitted to use cell phones on school property during school hours. Phones must be turned off during school hours and locked in the student's locker. If a member of the staff or faculty observes a student with a cell phone, or hears the phone ring, the phone will be confiscated and brought to the office. The office will contact a parent or guardian, who will be given the phone. Repeated offenses could result in the student receiving detentions. The School is not responsible for cell phones that are lost or stolen.

Cheating

Under no circumstances will any type of cheating be allowed. Students who have been caught cheating will receive a "0" for the material on which they were working. Plagiarism, the use of another's language, ideas, and thoughts without giving credit to the original author, is a form of cheating. Detentions may be issued.

Closed Campus

A parent or their designee will be required to come into the office to sign their child in and out whenever the student will be entering or leaving the school grounds during the day. This policy includes leaving for lunch and appointments.

Closing

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

1. Morning closing - If school is to be closed, school personnel and WSPL Radio 1250 AM are notified. In addition, parents and staff will be contacted using the Blackboard Connect.
2. Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, bus drivers will be notified and radio stations will be called. School personnel will attempt to reach all parents by phone using Blackboard Connect prior to dismissal. This is usually a case where time and telephone service is sorely needed so **PLEASE DO NOT CALL SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.
3. In case of a school evacuation, students will be housed at the Ransom United Methodist Church. If the superintendent determines that students must be dismissed, they will be transported via bus to their homes or released to parents by the Superintendent upon receipt of a parent's signature. Parents will be notified through Blackboard Connect or the school office where to pick-up and sign out students.

In case of a community-wide evacuation, students will be housed at Pontiac High School. Parents will be contacted through Blackboard Connect or the school office with instructions concerning student pick-up. The following radio stations will carry such school closing information: WSPL (1250 AM)

Complaints: Parental - Intent

The Board of Education of the Allen – Otter Creek School District encourages resolution of parent complaints on an informal basis at the level closest to the problem; however, a formal written complaint procedure is available. Interested parties are asked to contact the superintendent regarding the *Uniform Grievance Procedure* specified in Section 2.260 and Section 6.260 of the Allen – Otter Creek School

District's Board Policy Manual. Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. This procedure provides a parent/guardian an opportunity to request that their child be exempt from using particular instructional materials or be excluded from a specific instructional activity.

The Board of Education of the Allen – Otter Creek School District realizes that from time-to-time there will be complaints with regard to classes, school rules, disciplinary consequences, etc. In order to avoid unnecessary conflict and the consumption of time, the Board asks that complaints be limited to student problems associated with: (1) the actions of a district employee, or (2) curriculum, instructional materials, classroom activity, or school program. Any circumstance in which a parent, guardian, or other person insults or demeans a district employee on school property or in the presence of pupils will not be tolerated.

The complainant is required to follow each step of the procedure listed below in the resolution of their problem. This procedure was developed with the goal of providing fairness to all parties involved in a dispute and should provide solutions that will be rendered in a courteous, objective and timely manner. This procedure provides for appeals up to and including the Board of Education whose decision will be final. A complaint will not be considered unless the procedure is followed step-by-step.

Complaints: Parental – Criteria

1. The complaint must be student related and should focus on specific behavior (if a district employee is involved) and/or content (if a curricular or programmatic issue is involved). Initiating a complaint does not give license to an attack on an individual's personal character or their educational style, nor is it a forum to raise a general issue with the school's instructional program and/or administration.
2. The initial complaint should always be registered with the teacher or person in charge of the area of complaint. If a problem occurs in relation to a particular classroom, then the classroom teacher should receive the complaint first and be afforded the opportunity to resolve the problem at their level.
3. If satisfactory resolution is not reached at the first level, the next step will be to contact the superintendent and request a meeting with all interested parties (where possible). If a mutually agreed upon decision cannot be reached, then the superintendent shall make a summary judgment regarding the issue or problem in question and specify any remedies.
4. The final step is to request a hearing before the Board of Education, who will listen to the particulars of the complaint from the perspective of each participant. To request a hearing, the complainant must contact the superintendent no fewer than three (3) business days prior to the next regularly scheduled board meeting to have their name placed on the agenda under *executive session*. The Board reserves the right to establish a time limit on each participant in presenting the specifics of their dispute. After hearing the complaint, the Board shall make summary judgment regarding the dispute and specify any remedies. This could include having the parties re-examine their efforts to solve the problem on their own before making a final decision.

Computer: Code of Ethics

Students and staff using the District's Internet access will abide by the following regulations: 1. Users must respect the privacy of others. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to anyone else.

2. No one should forward personal material without prior consent.
3. All users must respect the legal protection provided by copyright license to programs, books,

articles, and data.

4. Users must respect the integrity of computing systems; for example, no one should develop programs that harass other users, or attempt to infiltrate a computer or computing system.
5. No advertising for profit or campaigns for political office are allowed through the Network.
6. No personal phone numbers or addresses may be included.
7. Users must respect the rights of other individuals and not use language that is abusive, profane, or offensive.
8. Electronic Mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to the appropriate authority.
9. Passwords are not to be used by unauthorized individuals. Individuals given the District's passwords will assume the responsibility for use of those passwords. If a staff member feels that there is a security problem on the network or misuse of a District password, the matter should be reported to the principal/superintendent.
10. All must abide by existing Federal & State laws in force regarding electronic communication. This includes accessing information with authorization, giving passwords out, or causing a system to malfunction. These laws carry penalties of up to 20 years in prison.
11. Access to the Internet is considered a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges.

Teachers wishing to link outside sites to the district server must thoroughly check all material and links prior to submission. All contents on the school's server must be first approved by the principal/superintendent. Student projects posted on the district server must be approved by the principal/superintendent.

Any student wishing to maximize his/her involvement with the school's technology program must return a signed copy of the Parent Signature Form at registration that includes Allen – Otter Creek School District Computer Code of Ethics.

State law requires the district to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

The Allen – Otter Creek School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Allen – Otter Creek School District will not be responsible for any damages a user may suffer, including loss of data. The Allen – Otter Creek School District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

Computer: Games

It is a goal of Allen – Otter Creek C.C.S.D. #65 to promote the acquisition of computer literacy skills and to encourage children to develop higher order reasoning abilities through the exploration of various computer software packages, which includes computer games. It is not, however, the school district's intent to promote the use of computer programs which depict graphic violence or contain inappropriate language.

In spite of the fact there are many violent video games designed for use with home entertainment systems and that these games are readily available to child purchasers. It is important that video games and computer programs which may foster violent tendencies not be used in the school setting.

As mentioned previously, it is the policy of the Allen – Otter Creek School to pay close attention to the software rating systems currently in use in the computer industry when purchasing software and/or making programs available for use by students on school computers. Most game publishers mark their products with a symbol that indicates the level of violence and foul language. A computer game with a label that indicates use by students over 15 years old or contains violence or foul language will not be used at Ransom Grade School. Any computer game that does not contain a rating must first be previewed by the superintendent or a teacher for school appropriateness.

Computer: Internet Use

Students and teachers have controlled access to the Internet. There may be some material or individual communications that are not suitable for school-aged children. The Allen–Otter Creek School District views information gathered from the Internet in the same manner as reference materials available at Allen – Otter Creek School. Specifically, the district supports resources that will enhance the learning environment with *directed guidance* from the faculty. Exploration and manipulation of resources is encouraged. However, it is impossible to control all material on a global network and an industrious user may discover inappropriate information.

At the Allen – Otter Creek School, student access to, and use of, the Internet will be available only through a teacher/staff account, and as such, should be under teacher direction and monitored as any other classroom activity. Direct supervision is highly recommended. The Allen – Otter Creek School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school district since Internet access may be obtained outside the school setting.

Conferences

Parent-teacher conferences are scheduled twice each year, and attendance is encouraged. It is the responsibility of the parent/guardian to reschedule a conference that he/she cancelled. In addition to regularly scheduled conference days, parents and teachers are encouraged to meet whenever a question or problem should arise.

Disability Accommodations

Accommodations for disabled individuals wishing to attend parent conferences, school programs and Board of Education meetings will be made upon a request to the Superintendent.

Disaster Plan

Allen Otter-Creek CCSD #65 has an Emergency Response Manual in place, and district personnel have been instructed in its proper use. Each classroom in the district has a posted evacuation plan for both fires and tornadoes. In the event of a fire, a loud fire alarm will sound. Students are to evacuate their classroom and exit the building by using the proper exit designated on the classroom map. In the event of a tornado, a loud series of three bell alarms will sound and the students will be directed to their designated areas. If a dangerous situation should arise, a code red plan will go into effect. Students and teachers will be notified using the paging system. In the event of an electrical failure, a bullhorn will be used to evacuate the building. A code red drill is conducted at least once a year.

In case of a school evacuation, students will be housed at the Ransom United Methodist Church. If the superintendent determines that students must be dismissed, they will be transported via bus to their homes or released to parents by the Superintendent upon receipt of a parent's signature.

In case of a community-wide evacuation, students will be housed at Pontiac High School. Parents will be contacted through our Emergency Management System or the school office with instructions concerning student pick-up. The following radio stations will carry such school closing information: WSPL (1250 AM)

Discipline: Corporal Punishment

Allen Otter-Creek CCSD #65 does not permit the use of corporal punishment.

Discipline:

All student behavior in Allen Otter Creek CCSD #65 is based on respect and consideration for the rights of others. Teachers and staff are committed to supporting students toward positive behaviors. Ransom Grade School can and should be a positive and welcoming place for all children to learn and teachers to teach. A positive approach to behavior includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments.

Individual teachers/staff members will attend to minor infractions of the rules and regulations. All students are subject to the behavioral programs of their individual classrooms. Major infractions of the rules or regulations will be referred to administration. Faculty and staff include, but are not limited to, administration, teachers, substitutes, aides, supervisors, secretaries, bus drivers, nurses, kitchen help, maintenance personnel, and other support staff. Students and families should be informed throughout all disciplinary processes. All discipline policies are in effect when a student is going to or from school and at all school activities (home and away). Attention is focused on sustaining a three-tiered system of support to enhance student learning.

Three-tiered System of Support

Tier 1

Teachers use the following interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.

Behavior	Intervention	Consequence
<ul style="list-style-type: none"> -Disruptive Behavior -Inappropriate Language -Work Refusal -Technology Violation -Dress Code -Inappropriate Behavior on the Playground; during recess; in the Hallway/Bathroom/Cafeteria -Leaving Class without permission -Dishonesty -Going Through Others' Personal Items -Bullying 	<ul style="list-style-type: none"> -Classroom Rules -Conflict Resolution -Positive Supports/Daily Planner -Reinforcement of Appropriate Behaviors -Referral to Social Worker -Seat Change -In-Class Time Out -Verbal Warning -Teacher/Student/Parent Conference -Parent Contact -Complete Unfinished Work During Recess or Free Time -Token Reward System/Incentives -Behavior Incentive Day -Give Choices -Stress Ball -Frequent Breaks -Behavior Contracts -Coping Skills -Non-Verbal Cues & Signals 	<ul style="list-style-type: none"> -Loss of Recess/ -Loss of privileges

Tier 2

Chronic, repeated Level 1 violations (minimum 2)

The Interventions and Consequences in Tier 1 are also used in Tier 2

Behavior	Intervention	Consequence
-Chronic, repeated Level 1 violations -Bullying -Property Damage -Cheating/Plagiarism -Dishonesty -Cell Phone/Device Violation -Bus Infraction -Stealing	-Phone Call/Letter to Parent/Guardian -Structured Breaks -Supervised Time-Out Outside of Classroom -Referral to Social Worker -Functional Behavior Assessment (FBA) -Behavior Intervention Plan (BIP) -Teacher/Student/Administrator/Parent Conference -Daily Behavior Form -Response to Intervention (RTI)	-Confiscation of Item -Restitution for Loss or Damage -Time Out - Before/After School/Lunch Detention -In-School Suspension -Loss of Privileges

Tier 3

Chronic Repeated Level 2 violations

The Interventions and Consequences in Tier 1 and Tier 2 are also used in Tier 3

Behavior	Intervention In Addition to Tier 1 and Tier 2 Intervention/Consequence	Consequence
Chronic, repeated Level 2 violations Bullying Directed Profanity Gross disrespect Harassment Illegal Activities (theft, drugs, weapons, alcohol, tobacco) Insubordination Lewd, Profane or Pornographic Notes Physical /Verbal Aggression Security/Safety Threat Severe misuse of Technology Sexual Harassment	-IEP -Social Stories	-In-School Suspension -Out of School Suspension -Loss of Privileges -Modified School Day -Alternative Placement -Expulsion (Extreme Cases)

Discipline: Suspension – In-School

A student will be assigned an in-school suspension for the following reasons:

1. After three (3) detentions within one nine-week grading period.
2. For gross disobedience or persistent disregard for the school’s rules and regulations.

The procedure for an in-school suspension is as follows:

1. The student will report to the Principal’s office upon arrival at school in the morning. He or she will spend the day in the office under the Principal’s supervision and will complete a series of seatwork assignments.

2. The student will eat lunch in the office and will not be allowed to associate with other students throughout the day. These restrictions apply also to art, physical education, music, and all recesses. In school suspensions can be assigned in increments of one to five (5) days.

Discipline: Suspension – Out-of-School

An out-of-school suspension is rarely the disciplinary option of choice unless a student's presence in the building poses a health and safety risk or is a disruption to other students' learning opportunities.

Administrators "shall make all reasonable efforts to resolve such threats, address such disruption and minimize the length of suspensions to the greatest extent practicable." 105 ILCS 5/10-22.6 (b-15).

Discipline will be considered on a case-by-case basis.

Students who are suspended will be given the opportunity to make up work for equivalent academic credit. This includes the students' suspended from the school bus who do not have alternate transportation to school so long as the students' parents/guardians notify school officials that the student does not have alternative transportation to school. Students who are suspended out-of-school for longer than four school days will be provided appropriate and available support services during the period of their suspension.

All appropriate and available behavioral interventions will be exhausted before a student is suspended beyond three days, expelled, or removed to an alternative school. Students who are suspended out-of-school for longer than four school days will be provided appropriate and available support services during the period of their suspension.

Discipline: Other Offenses Not Listed

Proper disciplinary action will be taken when any student endangers the safety and welfare of other school community members.

Dress Code

Clothing and grooming styles that are distracting and inappropriate for the educational environment must be modified to reflect favorably on both the school and the individual. Students who, in the opinion of the school, dress so as to create a health or safety problem or dress in such a way as to substantially disrupt the educational processes will be sent home to change clothes. Shorts and skirts worn to school must be of modest length so as not to disrupt the educational process mentioned above. Short or flips may be worn anytime if the weather is above 60 degrees.

Some of the dress code, which does not fit the acceptable grooming standard, include:

1. Outerwear such as stocking caps, hats, coats, jackets, or vests are not to be worn in the classrooms since rooms are kept at moderate temperatures, comfortable in which to work
2. Tank tops/muscle shirts
3. Sleeveless shirts must have three inches of material at the shoulder.
4. Cut-offs. Spandex is allowed as long as shirt covers.
5. Tops with objectionable sayings or slogans, including drug, alcohol and sexual references.
6. Tops that expose stomachs and backs.
7. Flip flop shoes in gym or outdoors
8. Pants and shorts that are ripped above the knee, unless the pant is patched inside or outside.
9. Any other attire deemed inappropriate by the school staff
10. Pants must be worn at waist level and undergarments cannot be visible.
11. Any piercings, with the exception of earrings and nose piercing, may not be visible. Ear gauging is not acceptable.
12. Leggings may be worn as long as the top comes to mid-thigh.
13. Pajama Pants

Driving: Student Drop Off/Pick Up

Student drop off begins at 8:00 AM. Students shall not be dropped off before this time. Students should be dropped off or picked up in the west lane at the main east door of the school. No parking in the handicap area or in front of the sidewalk. Students should be pick-up in a safe vehicle. Parents should send a note to the school if a student is going to be pick-up by someone other than the parent/guardian. The proper authorities may be contacted if students are not picked-up forty-five minutes after school is dismissed.

Early Release Days

Periodically throughout the school year, students will be released early. On these days a change will be made in the regular schedule. All buses will run their regular routes at an earlier time.

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. See Appendix A.

Fees

Student fees are set annually by the Board of Education. School fees are due no later than the first day of attendance. Unpaid fees will be referred to a collection agency. The school will not accept checks after the first non-sufficient fund check is returned to the school by the bank and non-sufficient fund checks may be turned over to the States Attorney’s Office. Parents/guardians may apply for a waiver of fees due to financial hardship by contacting the superintendent at 586-4611. The approved fee schedule for is listed below.

**Allen – Otter Creek CCSD #65
Schedule of Fees for 2023-2024 School Year**

Fee	Grade	Amount
Book rental Art Fee Music Fee	K-8 th Grade	\$65.00 \$10.00 \$8.00 Total: \$83.00
**Milk fee (1/2 pt. daily)	K	\$75.60
Breakfast	K-8 th Grade	\$1.55
Lunch	K-3 rd Grade	\$3.05
Lunch	4-8 th Grade	\$3.25
Lunch	Adult	\$3.25
Milk ** Milk price is subject to change	K-8 th Grade	\$.42
Extracurricular fee	5-8 th Grade	\$25.00/activity. Not to exceed \$50 per student per year or \$100 per family per year
Uniforms	5-8 th Grade	Uniform Cost for Replacement if damaged or lost Softball \$30.00 Baseball \$30.00

		Girls BB \$50.00 Shorts \$50.00 Top Boys BB \$50.00 Shorts Boys BB \$50.00 Top Volleyball \$52.00 Complete Uniform Soccer \$30.00 Track \$60.00 Complete Uniform
Student Locker Locks	5-8 th Grade	\$6.00
Fax	Individual request (No fee for community groups)	\$3.00 first page + \$1.00 each additional page
Laminate	Individual request (No fee for community groups)	\$.50 / ft.
Athletic Admission	Adult Senior Visiting Student AOC Student/St. Mike's School with student ID	\$3 \$2 \$2 \$0

Field Trips

Many classes take field trips throughout the year, and students are sometimes required to go on the trip by their instructor. The procedure for going on field trips is as follows:

1. Students are given a Field Trip Permission form by the instructor.
2. The Field Trip Permission form is taken home for parental review and signature.
3. The students then return the form to their teachers.
4. Students returning from field trips must remain in school until the dismissal bell.

Fines

Books are rented and must be returned in good condition. If not, you must pay for them. Damage to school property by any student shall be promptly repaired at the student's expense. There will be a \$25.00 charge for **all** returned checks.

Gangs

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or in gang related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

Grading: Grade Point Averaging

The criteria used to calculate a student's grade point average is detailed below. All academic subjects such as Language Arts, math, science, social studies, art, computer, physical education, health, and music are used in calculating G.P.A.

Grade	Grade %	Grade Points
A	95-100	4.00
A-	92-94	3.66
B+	89-91	3.33
B	85-88	3.00
B-	82-84	2.66
C+	79-81	2.33

C	75-78	2.00
C-	72-74	1.66
D+	69-71	1.33
D	65-68	1.00
D-	62-64	.66
F	Below 62	0

Grading: Honor Roll

Any student in grades 5-8 with a grade point average of 3.50 or better in their academic subjects will be listed on the high honor roll. Any student with a grade point average of 3.00 to 3.49 will be listed on the honor roll. Any student receiving a D, F, or U in any subject area will be ineligible for the honor roll during that grading period.

Grading: Honors at Graduation

At graduation, the 8th grade student with the highest composite grade point average for subjects taken at Allen-Otter Creek CCSD during the 7th and 8th grade year will be named Valedictorian and the student with the second highest average will be named Salutatorian. In the event of a tie, co-honors will be awarded.

Students, who are receiving RTI program services or have an IEP and are not present in the classroom during instruction, may receive a modified grade for the course or modified work. Students, who receive a modified grade for coursework that they missed or modified work, are not eligible to be named Valedictorian or Salutatorian.

Composite grade point averages for the 7th and 8th grade year will be compiled as follows: At the end of the student's eighth grade year, the composite GPA for the seventh grade and eighth grade years will be added together to determine the highest GPA for each student. This process will determine the Valedictorian and Salutatorian.

To be eligible for the award, the student must have received grades from Allen-Otter Creek CCSD for each of the four (4) quarters during the 8th grade year and be registered at Allen-Otter Creek CCSD by Sept. 1st.

At the graduation ceremony, the two (2) 7th grade students with the highest compiled GPA for the 7th grade will be designated as honor guard to lead the graduates. Calculation of GPA and tie-breakers will be handled in the same manner as outlined for 8th grade honor students.

Grading: Mid-Term Reports (Grades 5-8)

Mid-term reports are sent home as an indication to parents that their child is experiencing difficulty in a particular subject area and may be in danger of failing for the grading period. It is hoped that early notification of the situation will help to remedy the problem.

Grading: Report Cards

Report cards are issued four times a year, after each nine-week period of schoolwork. The cards are sent home with the students as a report to parents. The grading system is listed on each report card. The envelope should be returned to school after it has been signed to indicate that it has been received by the parents. We encourage constructive responses to grades to be returned with the report cards.

Health: Physical Exams and Immunization

Students entering kindergarten and sixth grade must have physical examinations and immunizations required by the Illinois School Code. Students who have not complied with this policy by October 15th will be excluded from school until such time as compliance is made and proof is submitted to the school authorities. Students entering K, 2, and 6 must have a dental examination.

All students going out for athletics, including cheerleading, must have a physical examination on file in the office by the first day of practice. The cost is the responsibility of the parent. Physicals must be submitted to the District prior to the first day of participation/practice. A physical exam is good for one school year.

Health: Medication

All medication, whether prescription or over the counter, must be brought to the school office. The school will not provide any kind of medication. Parents must provide written permission to the school for the child to take the medication, stating the time it is to be taken, the amount to be taken, and it must be in the original container with the student's name on it. Inhalers may be carried and self-administered in accordance with School Board Policy.

Health: Medicaid Claim Intent

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, not or at any time in the future, please state your objection in writing and forward it to: Superintendent, 400 S. Lane, Ransom, IL. 60470

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or • Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Health: Returning to School

Students who have been absent from school due to illness must be fever, diarrhea and vomit free for 24 hours before returning to school. Office personnel may take the student's temperature before allowing him/her to go to the classroom. Students who are visibly or physically ill may be sent home. Temperatures of 100.1 and higher will result in students being sent home. The administration will determine if a student should be sent home due to illness. Students who are visibly or physically ill should not return to school until they are healthy.

Health: Screening for Vision and Hearing

Vision and hearing screening is mandated in the State of Illinois. Vision screening is not a substitute for a complete 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.

Health: Services for Visually and Hearing Impaired Students

Public Act 94-0376 requires all Illinois public schools to notify parents of visually or hearing impaired students of the services provided by the Illinois School for the Deaf and Illinois School for the Visually Impaired in Jacksonville, Illinois. Information on these schools is available from the school office upon request.

Health: Screening for Head Lice

All students will be screened for head lice periodically. A student who is found to have lice nits may be sent home for treatment. A student who is found to have a live louse will be sent home for treatment.

Home Baked Goods Policy

Special day or birthday treats sent from home to school must be commercially packaged with an intact ingredient and nutrition label to maintain a healthy school environment for all students. Parents are encouraged to send healthy snacks such as fruit snacks or crackers. Commercially packaged sweet treats may also be sent as long as the ingredient and nutrition label is intact. Home baked goods will not be distributed.

Homework

Homework is an assignment to be prepared outside of class time. Homework is to be turned in on the assigned date. Each teacher will decide if extra time will be allowed for homework assignments.

Insurance

During registration, students will be given an opportunity to purchase accident insurance. Students may purchase either of the following: 24-hour health insurance or school-time insurance only.

Kindergarten

Kindergarten is a full day each day of student attendance. Please notify the office if you wish to elect a half-day Kindergarten option. If sufficient interest exists, a half-day program may be offered. 23

Lockers

Hall lockers will be assigned to students in 3-8th grade.

The administration maintains and controls the lockers and thereby has the prerogative to periodically conduct inspections of the equipment and its contents. This statement should be considered "**Prior Notice**" of locker search procedure. The school cannot be held responsible for lost and/or stolen property from student lockers. **The School is not responsible for cell phones and other electronic devices that are lost or stolen.**

1. School locks will be rented through the school for grades 5-8 at registration. All locks must be school issued.
2. Students in grades 5-8 should keep valuables, including cell phones in their lockers.
3. Lockers should be kept neat and locked.
4. Locker doors should be closed quietly.
5. Each student is responsible for an assigned locker and must treat it with respect. Purposeful damage to a locker will result in the loss of locker privileges and restitution.
6. Items that are not permitted in lockers include weapons, alcoholic beverages, tobacco products, controlled substances or dangerous drugs, noisemakers, explosives, or other items that are prohibited by federal, state, or local law.

Lost & Found

All articles found on school premises should be turned in to the school office. Students who have lost articles should check in the office.

Lunch: Conduct

1. Use good manners and exhibit courteous eating habits.
2. Lunch may be brought from home, but carbonated beverages and full-sized candy bars are prohibited.
3. Students may not share food during lunch.
4. Consume all food and drink in the cafeteria.
5. Take all trays and eating utensils to the appropriate places.
6. Students' parents must sign them in and out at the office if they leave campus to go home for lunch.
7. Students who leave campus during lunch may not bring beverages, food, candy, or snacks back to school with them.
8. The privilege of leaving the campus to eat lunch at home may be rescinded if behavior warrants.

Lunch: Money

Students may deposit lunch money with the office before school each day. Parents will be notified when lunch account balances are low. Applications for free or reduced lunches are distributed with registration materials and are available in the office throughout the school year. If you feel your financial situation will qualify you to participate in the free or reduced lunch program, please request an application. If a student forgets a cold lunch, a hot lunch will be provided, and the student will be charged. Students who are allergic to menu items will receive an alternate lunch item.

ESSA: Advisory Council

Allen Otter-Creek CCSD #65 has an advisory council that is charged with monitoring the distribution of Title 1 funds as set forth in the Every Student Succeeds Act. The council consists of parents, teachers, and building administrators.

ESSA: Constitutionally Protected Prayer

Allen-Otter Creek CCSD #65 has no policy that prevents, or otherwise denied participation in, constitutionally protected prayer. The First Amendment forbids activity that is sponsored by government

agencies but protects religious activity that is initiated by private individuals—including students. Therefore, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities.

At the same time, Allen-Otter Creek C. C. S. D. #65 may not “compel” students to participate in prayer or other religious activities. Nor may teachers, school administrators or other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

ESSA: Requirements

Because Allen-Otter Creek C. C. S. D. #65 receives Title I funding, it is required to notify parents that they have the right to inspect the credentials of their child’s classroom teacher(s). To do so, simply write a letter of request to the District Office. We will send the requested information within 10 days of receipt of the letter.

In addition, the law requires Allen-Otter Creek C. C. S. D. #65 to notify parents that all teachers of Allen Otter Creek are highly qualified and meet the certification requirements for teaching as established by the Illinois State Board of Education.

Finally, regulations require that parents be notified of the District Wide and School Parental Involvement Policy and the School-Parent Compact. Those documents are given below.

Districtwide and School Parental Involvement Policy

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)

PART I. GENERAL EXPECTATIONS

The Allen-Otter Creek CCSD #65 agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures, including the process of school review and improvement under section 1116, will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate this districtwide parental involvement policy into any existing LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

The school district will provide such other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making 25

*and on advisory committees to assist in the education of their child;
(D)the carrying out of other activities, such as those described in section 1118 of the ESEA.*

DESCRIPTION OF HOW DISTRICT AND SCHOOL WILL IMPLEMENT REQUIRED PARENTAL INVOLVEMENT POLICY COMPONENTS

The Allen-Otter Creek CCSD #65 district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1118 of the ESEA:

Solicit oral input from parents of served students on an ongoing basis.

The Allen-Otter Creek CCSD #65 will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Solicit oral input from parents of served students on an ongoing basis.

Meet annually with selected parents to solicit input on how funds will be spent in support of Title I activities.

The Allen-Otter Creek CCSD #65 will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The Superintendent will schedule and facilitate an annual meeting of selected parents and Title I funded employees.

The Allen-Otter Creek CCSD #65 will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

The Superintendent will schedule and facilitate an annual meeting of selected parents and Title I funded employees. A review of the parental involvement policy by all attendees will be on the agenda.

The Allen-Otter Creek CCSD #65 will build school and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

An annual invitation for participation in Title I information and planning activities will be issued via the Student Handbook.

The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

The Superintendent will schedule and facilitate an annual meeting of selected parents and Title I funded employees.

Parent – Teacher Conferences

Newsletter and Handbook publications

The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by conducting an annual review of the Faculty Handbook.

The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Parent – Teacher Conferences

- Newsletter and Handbook publications

The Allen-Otter Creek CCSD #65 will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by listing the meeting on the annual school calendar.

The Allen-Otter Creek CCSD #65 will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by holding parent-teacher conferences twice annually.

The Allen-Otter Creek CCSD #65 will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by providing ISAT results during parent-teacher conferences.

The Allen-Otter Creek CCSD #65 will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by mailing notice to homes of affected students.

The Allen-Otter Creek CCSD #65 will provide assistance to parents of children served by the school, as appropriate, in understanding topics by providing information and answering questions during parent-teacher conferences.

The Allen-Otter Creek CCSD #65 will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by providing information and answering questions during parent-teacher conferences.

PART IV. ADOPTION

This Districtwide and School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the Allen-Otter Creek CCSD #65 on January 18, 2006 and will be in effect until revisions are determined to be necessary by the annual review team. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 1 of each school year.

School-Parent Compact

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)

The Allen-Otter Creek CCSD #65 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact was adopted by the Allen-Otter Creek CCSD #65 on January 18, 2006 and will be in effect until revisions are determined to be necessary by the annual review team

School Responsibilities

Ransom Grade School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards through thorough implementation of the existing curriculum and annual school improvement activities.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide quarterly grade reports.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Encourage attendance.
- Ensuring that homework is completed.
- Monitoring the amount of television children watch.
- Volunteering in a child's classroom when appropriate and applicable.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do homework every day and ask for help when you need it.
- Attempt to read at least 30 minutes every day outside of school time.
- Give parents or the adult who is responsible for student welfare all notices and information received by me from my school every day.

Passes

When a student receives permission to leave the classroom for any reason, the student must make-up for classroom time missed at his/her next available free time period.

Students must ask permission to use the phone and may not use the phone if an adult is not in the office.

Personal Items

Parents should discourage students from carrying money for personal use to school. If it is necessary to carry money for personal use, it should be brought to the school office in the morning. The school is not responsible for lost or stolen property. We suggest that all personal articles be plainly marked with the student's name. Students are not to use electronic games, cell phones, pagers, and other electronic entertainment devices in school unless they have permission from school administration.

Pesticide Notice: Integrated Pest Management Plan Notice

Allen-Otter Creek CCSD #65 uses an integrated pest management program consisting of routine inspections and as needed placement of pest control traps. The district contracts with a professional pest control service to assist in maintaining a safe and pest free environment for the students of our district. While we do not routinely use pesticides, it is possible that an application may become necessary. Please notify the office if you want written notification prior to the application of pesticides to school property.

Quik Kill visits the school on the first Wednesday of each month when students and employees **are not present** to ensure health and safety. If you wish to be contacted before a Quik Kill visit, please contact the school at 815-586-4611 and you will receive prior notice.

PE: Attendance

Excuses for not participating in a physical education class will be granted upon receipt of a signed note of explanation from the parent --not to exceed 3 days. More than 3 days will be granted upon a doctor's signed statement or conference with a parent. Students who have been excused from participating in physical education class for health reasons will not be permitted to participate in school sponsored athletic events the same day.

PE: Clothing

All students must have a pair of tennis shoes dedicated only to PE use. Gym shoes must be worn for all physical education classes. No street shoes of any type will be allowed on the gym floor. Students must

have an appropriate change of clothing for use in PE.

Privacy: Directory Information

Directory information may be disclosed with prior notice to the parent/guardian. If parent(s)/guardian(s) do not wish directory information to be released, they must notify the Records Custodian or other official in writing before October of the current school year that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, awards received, the most recent previous educational agency or institution attended, and parents/guardians names and addresses.

Privacy: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Promotion

Placement, promotion, or retention shall be made by the Principal in consultation with parents and classroom teachers. A decision will be made in the best interests of the student after careful evaluation of all of the factors relating to the advantages and disadvantages of the alternatives.

Retention procedures may be implemented when a student has not shown academic progress due to prolonged absence, social immaturity, or a lack of mastery of basic skills in academic subject areas.

Recess and Playground

1. Students will not throw rocks, snowballs, or ice balls, etc.
2. The playground equipment is to be used only for the purpose for which it was designed. Abuse of the equipment during or after school hours will result in a student losing their privilege to use the equipment.
3. No contact sports are allowed on the playground.
4. Students are not to enter the building without special permission from the teacher.
5. Fighting is not tolerated.
6. All students will immediately stop playing when a staff member blows the whistle.
7. The teacher is responsible for the conduct of the students in the area of play. Students will obey them without questions. Teachers may enforce more stringent rules than those outlined above, once their rules have been approved by the Superintendent.
8. Golf balls, baseballs, roller skates, and skateboards are not acceptable for playground use.

9. Students are not to play around cars in the parking lot or near windows.
10. Recess and noon play will be held outside whenever possible. Students should be dressed accordingly.
11. Keep hands and feet to yourself.
12. Electronic devices are not allowed during recess without prior permission from the teacher.

Records: Student Records

The following shall be the policy of the Board of Education in the matter of student records. Permanent records of students are to be located in the office of the Superintendent. These records are to be made available to all professional personnel of the school district who may need the information from the records. Records are to be transferred to other schools at the written request of parents or guardians. Parents or guardians may view such records and request that material or notes that are objectionable to them be deleted. Parents or guardians may request a hearing with the Board of Education if the Superintendent and parents cannot come to an agreement on what material should be deleted. A copy of a student's permanent record will be sent to the student's high school. Parents of students of the graduating class desiring to examine these records before the destruction date may contact the school office (586-4611) between 8:00 a.m. and 3:00 p.m. daily. It is the right of the parent to request a copy of such records. See Appendix A. Parents of students with IEPs have access to IEP logs.

Records: Temporary Records

Under the provisions contained in the Illinois School Student Records Act, it is being announced by the Allen – Otter Creek School District #65, that the Temporary Records of students in the eighth grade graduating class of this year and each succeeding year will be destroyed on June 10th of that year. See Appendix A

Schedule

- 8:00 Doors open for Breakfast
- 8:25 Breakfast ends
- 8:30 Classes begin
- 11:30-12:15 K-2 Lunch and recess.
- 12:15-1:00 3-8 Recess and lunch
- 3:10 K-3 Dismissal
- 3:15 4-8 Dismissal

Students in the building prior to 8:00 a.m. must have a pass signed by a teacher who is supervising a before school activity. Students are discouraged from entering school grounds prior to 8:00 a.m. Students are to leave the building immediately at dismissal unless under the supervision of a teacher/volunteer.

Search

For the safety and supervision of students, school authorities are authorized to conduct searches of students and their personal effects, as well as District property. See Appendix A.

Security

Exterior doors will remain locked during student attendance hours. Please ring the bell on the east door for admission and report to the office upon entry.

Notice: Cameras are in use in the building for security and behavioral monitoring.

Classroom doors will be locked for the safety and security of the students.

Any motor vehicle brought on school premises is subject to search by school administrators or personnel designated by the administration such as the police if reasonable suspicion exists to warrant such a search.

Sex Education

At Allen Otter-Creek a program is offered on sexual development for junior high that helps students to understand their own growth and remain healthy. Instruction on sexual abstinence, prevention of sexual abuse, and prevention of sexual harassment are part of our Health curriculum.

It is our wish that all students participate in these programs, but we respect a family's desire to provide education on these topics in an alternate way. A permission slip will be sent home prior to instruction. If you would prefer your child NOT attend the programs described above, please return the permission slip indicating your wishes or contact the office at 586-4611.

Sexual Harassment

Sexual harassment is prohibited. See Appendix A.

Social Worker & Psychologist

A qualified, part-time school social worker will be in the district during the school year. A school psychologist will be available at the school if needed. Students may speak to the social worker during study time, before and after school or on a pull-out basis. Parents may contact the school to set an appointment with either the social worker or psychologist.

Student Services

Allen Otter-Creek District offers special education services and supports for eligible children. Services are offered for students who have disabilities in the following areas: speech and language, learning disabilities, mental impairment, physically handicapped, vision impairment, behavior disorders, hearing impairment, and autism. Most students remain in the regular education program and receive support in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and/or physical therapy, and speech and language services. See Appendix A.

Student Services: Identification of Eligible Students

Any child, enrolled or not in the District, for whom there is a concern can be referred for an evaluation to determine eligibility for special education and related services. The school has the services of an administrative team. A student can be referred to this team by staff, parents, or an outside agency. A second team, the Special Education Team will determine if a case study is required. The student's parents must give written permission before any case study testing may take place. For further information please contact the building administrator.

Telephone Use

When a student receives a phone call in case of emergency, the office staff will contact the student immediately. The administration or office staff are the only individuals who can give permission to students who wish to call home.

Visitors

All visitors to the school must first report to the office to sign in and receive a visitor's pass. No preschool child may visit school without their parents. No school age child may accompany a student to class without prior request made to the Superintendent. No visitor is allowed to enter the classroom without prior permission from the Superintendent.

Appendix A

Wellness Policy/Program

Wellness Committee Meeting

March 18, 2019

Members: Mary Pat Baima, Brad Coughlin, Erin Marconi

A local school wellness policy is a written document that guides a school district's efforts to create supportive school nutrition and physical activity environments. Each local education agency participating in the National School Lunch Program or the School Breakfast Program is required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004, and more recently by the Healthy, Hunger-Free Kids Act of 2010.

The wellness policy must address:

- Goals for nutrition education
- Goals for physical activity
- Nutrition guidelines for all foods available at school; this includes snacks, parties and events
- Plans for evaluating implementation of the policy

Policy Statement

Ransom Grade School is dedicated to providing an educational atmosphere that promotes nutritional instructions, wellness, and physical activity. In providing this, we aspire to teach our students lifelong lessons that encourage healthy and active lifestyles, as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition and chronic health issues. It is our hope that by establishing these healthy habits early we can guide students to maintain a healthy lifestyle, as they mature. Staff wellness along with community support, reinforces the lessons students learn.

Goals for Nutritional Education

1. RGS students K-8th grades receive nutritional education that is interactive and teaches the skills needed to adopt healthy eating behaviors, and lifelong wellness.
2. RGS students receive consistent nutritional messages throughout school, classrooms, cafeteria, homes, the community, and media.
3. RGS encourages teachers, parents, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in the school, and at home.
4. RGS encourages opportunities for ongoing training and development in areas of nutritional education for staff.

Goals for Physical Education

1. RGS will provide students with regular physical education throughout the school year.
2. RGS will utilize a comprehensive physical activity program for students incorporating a variety of physical activities including: physical education, recess, afterschool programs, sports and health education with an emphasis on the benefits of physical activity.
3. RGS will meet Illinois State Board of Education standards for Physical Education and Health.
4. RGS district encourages opportunities for ongoing training and development in areas of physical education for staff.

Nutritional Guidelines for All Foods Available at School Including:

- a. Lunches – RGS meals served shall meet, at a minimum, the nutritional requirements and regulations for the National School Lunch Program.
- b. Snacks – RGS will permit snack times, pending teacher discretion. Teachers will assess if and when to offer snacks based on timing of school meals, nutritional needs, children's ages, and other considerations. RGS cafeteria staff will provide a healthy snack daily to each classroom depending on the school/classroom schedule.
- c. RGS will provide an approved snack list to encourage snacks to meet the same nutritional guidelines set by the USDA, utilized for the school lunch program.
- d. Parties/classroom celebrations. Suggested nutritional guidelines will be offered.
- e. Fundraisers – will meet the USDA Nutritional Standards for all foods sold on school campus; as well as state and federal statutes.
- f. Food allergies will be addressed on a per student basis.

Other School-Based Activities Designed to Promote Student Wellness

1. RGS Teachers and students will continue to support the efforts of the Farm to School.
2. RGS encourages our parents' efforts to pack healthy lunches and snacks refraining from foods or beverages without nutritional value. Suggested nutritional guidelines will be offered.

3. RGS highly values the health and well-being of every employee and will offer activities that support personal efforts, by employees, to maintain a healthy lifestyle.

Plans for Evaluating the Wellness Policy

The Superintendent in collaboration with the Wellness Committee will periodically present data/reports to the Board of Education concerning the implementation of the wellness policy. The data/report will include but not be limited to:

1. The activities and meetings conducted by the committee,
2. Evidence of the school district compliance with the Wellness Program
3. Evidence of the policy endeavors for school wellness initiatives
4. Progress made attaining the goals set forth in the policy.

Community

The Superintendent will invite written suggestions and comments concerning the development, implementation, improvement to the local school wellness policy. Written Communication can be forwarded to the School Office labeled WELLNESS, or emailed to:

lpaul@ransomgradeschool.net, Subject: Wellness. This information will then be forwarded to the committee for review. Adopted: April 20, 2016

Reviewed: March 18, 2019

Operational Services 4:110

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15 and /1-17.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109. 23

Ill.Admin.Code §§1.510 and 226.750; Part 120.

92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

Adopted: June 12, 1996

Revised: December 2, 2017

Operational Services 4:140

Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

All school student fees related to academics as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

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

Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

Adopted: June 12, 1996

Instruction – AOC Policy 6:120

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) 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 parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Adopted: June 12, 1996

Revised: February 18, 2009

Students – 7:10

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106. 29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: June 12, 1996

Revised: December 20, 2017

Students – Policy 7:15

Student and Family Privacy Rights

Surveys

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

Surveys Created by a Third Party

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

Survey Requesting Personal Information

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

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

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

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

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

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

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

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

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

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

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

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

Adopted: January 18, 2006

Revised: December 20, 2017

Students – Policy 7:20

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived:

race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

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

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Dr. Lindsey Paul	
Name 400 S. Lane, Ransom, IL 60470	
Address lpaul@ransomgradeschool.net	
Email 815-586-4611	
Telephone	

Complaint Managers:

Dr. Lindsey Paul	Brad Coughlin
Name 400 S. Lane, Ransom, IL 60470	Name 400 S. Lane, Ransom, IL 60470
Address lpaul@ransomgradeschool.net	Address bcoughlin@ransomgradeschool.net
Email 815-586-4611	Email 815-586-4611
Telephone	Telephone

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.

34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: June 12, 1996

Revised: December 20, 2017

Students – Policy 7:50

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. 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 Superintendent or designee 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 ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee 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; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*

Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.

Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

Rehabilitation Act, Section 504, 29 U.S.C. §794.

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, 10/8.1, 45/, and 70/.325 ILCS 50/ and 55/.

410 ILCS 315/2e.

20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

Adopted: 12, 1996

Revised: January 18, 2016

Students – AOC Policy 7:140

Search and Seizure

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).

People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).

Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

Adopted: June 12, 1996

Revised: April 16, 2014

Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school; 2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500).

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*, 2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Adopted: October 15, 2008
Revised: December 20, 2017

Students – AOC Policy 7:180

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) *Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise

free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

2. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Dr. Lindsey Paul	
Name 400 S. Lane, Ransom II 60470	
Address lpaul@ransomgradeschool.net	
Email 815-586-4611	
Telephone	

Complaint Managers:

Dr. Lindsey Paul	Brad Coughlin
Name 400 S. Lane, Ransom II 60470	Name 400 S. Lane, Ransom II 60470
Address lpaul@ransomgradeschool.net	Address bcoughlin@ransomgradeschool.net
Email 815-586-4611	Email 815-586-4611
Telephone	Telephone

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
5. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community based services.
6. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions. 7. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

9. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
10. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

11. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

22 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Revised: December 20, 2017

Students – AOC Policy 7:190

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to: 1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to: ¹ Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic 43

beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. 3. Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- f. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction. 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search. 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, 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. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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.

19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. 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.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

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

1. Disciplinary conference.
2. Withholding of privileges.
3. Temporary removal from the classroom.
4. Return of property or restitution for lost, stolen, or damaged property.
5. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
6. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.¹¹ Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7961 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

August 20, 2008

December 20, 2018

Students – AOC Policy 7:200

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

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

LEGAL REF.: 105 ILCS 5/10-22.6.

Goss v. Lopez, 95 S.Ct. 729 (1975).

Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Adopted: June 12, 1996

Revised: May 18, 2016

Students – AOC Policy 7:210

Expulsion Procedures

- The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:
1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
 2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board. 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After

presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

LEGAL REF.: 105 ILCS 5/10-22.6(a).

Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

Adopted: June 12, 1996

Revised: May 18, 2016

Students – AOC Policy 7:220

Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.

2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

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 in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

105 ILCS 5/10-20.14, 5/10-22.6, and 10/.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

Adopted: June 12, 1996

Revised: May 18 2016

Students – AOC Policy 7:230

Misconduct by Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct) Adopted: June 12, 1996

Revised: May 18, 2016

Students – AOC Policy 7:270

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian 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/guardian. 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 this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

Adopted: June 12, 1996

December 20, 2017

Students – Policy 7:185

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional*

Development.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying and School Violence) LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in

Extracurricular Activities)

Adopted: April 16, 2014

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

This notice contains a description of your and your student's rights concerning school 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.

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, 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 (that is, grades 9 through 12)

The *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. All information not required to be kept in the student permanent record is kept in the student *temporary 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, defined by the Illinois State Board of Education as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports"
 7. Accident report, defined by the Illinois State Board of Education as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request."
 8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred
 9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) 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 parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student 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 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

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.

The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

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