

Golf School District 67

Student & Family Handbook

2025-26 School Year



Table of Contents

Table of Contents.....	1
Chapter 1: Introductory Information & General Notices.....	4
1.00 - School Operations During a Pandemic or Other Health Emergency.....	4
1.30 - General School Information.....	6
1.35 - Enrollment Requirements, Residency.....	6
1.40 - Visitors.....	7
1.50 Equal Educational Opportunity and Sex Equity.....	9
1.60 - Animals on School Property.....	9
1.70 - School Volunteers.....	10
1.80 - Invitations and Gifts.....	10
1.85 - Classroom Treats and Snacks.....	10
1.90 - Emergency School Closings.....	11
1.100 - Video and Audio Monitoring Systems.....	11
1.110 - Accommodating Individuals with Disabilities.....	11
1.140 - Suicide and Depression Awareness and Prevention.....	12
1.160 - Parent Organizations and Booster Clubs.....	12
1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations.....	13
1.185 - Faith's Law Notifications.....	16
1.190 - Homeless Child's Right to Education.....	19
Chapter 2: Attendance, Promotion, and Graduation.....	20
2.10 - Attendance.....	20
2.20 - Student Absences.....	20
2.30 - Release Time for Religious Instruction and Observance.....	21
2.40 - Make-Up Work.....	22
2.50 - Truancy.....	22
2.60 - Grading and Promotion.....	23
2.70 - Homework.....	23
2.80 - Exemption From Physical Education.....	24
2.90 - Accelerated Placement and High School Credit.....	24
2.100 - Home and Hospital Instruction.....	25
2.130 - Complaints About Curriculum, Instructional Materials, and Programs.....	25
Chapter 3: Student Fees and Meal Costs.....	26
3.10 - Fees, Fines & Charges; Waiver of Student Fees.....	26
3.20 - Free and Reduced-Price Food Services Eligibility.....	26
3.30 - Vandalism.....	27
3:40 - School Lunch Program.....	28
Chapter 4: Transportation.....	29
4.10 - Bus Transportation.....	29
4.15- Bus Conduct.....	30
Chapter 5: Health and Safety.....	32
5.10 - Immunization, Health, Eye & Dental Examination.....	32

5.20 - Student Medication.....	33
5.22 - Students with Life-Threatening Allergies.....	35
5.23 - Care of Students with Diabetes.....	35
5.30 - Guidance & Counseling.....	36
5.40 - Safety Drill Procedures and Conduct.....	36
5.50 - Communicable Disease.....	36
5.60 - Head Lice.....	37
5.70 - Targeted School Violence Prevention Program.....	37
5.80 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.....	38
5.90 - Student Support Services.....	39
5.92 - Student Support Services.....	39
Chapter 6: Discipline and Conduct.....	40
6.10 - General Building Conduct.....	40
6.20 - School Dress Code & Student Appearance.....	40
6.30 - Student Behavior.....	41
6.40 - Positive Behavior Supports and Restorative Practices.....	48
6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment.....	49
6.42 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.....	54
6.45 - Sexual Harassment - Title IX Grievance Procedure.....	56
6.4 - Teen Dating Violence Prohibited.....	59
6.50 - Cafeteria Rules.....	59
6.60 - Field Trips.....	59
6.70 - Access to Student Social Networking Passwords & Websites.....	60
6.80 - Student Use of Electronic Devices.....	60
6.90 -Disciplinary Procedures.....	61
6.100 Search and Seizure.....	64
Chapter 7: Internet & Technology.....	66
7.10 - Acceptable Use of the District’s Electronic Network.....	66
7.20 Guidelines for Student Distribution of Non-School Sponsored Publications.....	69
7.27 Access to Non-School Sponsored Publications.....	70
7.40 Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act.....	71
7.50 Use of Artificial Intelligence.....	72
Chapter 8: Extracurricular and Athletic Activities.....	73
8.10 - Extracurricular and Athletic Activities Code of Conduct.....	73
8.20 - Attendance at School-Sponsored Dances.....	76
8.30 - Student Athlete Concussions and Head Injuries.....	76
8.40 - CPR Training.....	76
Chapter 9: Special Education.....	78
9.10 - Education of Children with Disabilities.....	78
9.20 - Section 504 Plans.....	79
9.30 - Discipline of Students with Disabilities.....	79
9.40 Exemption from PE Requirement.....	80
9.50 - Request to Access Classroom or Personnel for Special Education Evaluation or Observation.....	80

9.60 - Related Service Logs.....	80
9.70 - Draft IEP Documents.....	81
9.80 - PUNS (Prioritization of Urgency of Needs for Services) Database Information for Students and Parent or Guardians.....	81
Chapter 10: Student Records & Privacy.....	82
10.10 - Student Data Privacy Protections.....	82
10.15 - Prohibition on Selling or Marketing Students' Personal Information.....	83
10.20 - Student Records.....	84
10.30 - Directory Information.....	86
10.40 - Student Biometric Information.....	87
Chapter 11: Parental Rights Notifications.....	88
11.10 - Teacher Qualifications.....	88
11.20 - Standardized Testing.....	88
11.40 - Health Education.....	89
11.60 - English Learners.....	89
11.70 - Title I Programs and the Every Child Succeeds Act.....	90
11.80 - School Visitation Rights.....	90
11.80 - Pesticide Application Notice.....	91
11.90 - Mandated Reporter.....	91
11.100 - Convicted Child Sex Offenders.....	91
11.110 - Federal Asbestos Program.....	92
11.130 - Annual Report Card.....	92

Chapter 1: Introductory Information & General Notices

Golf School District 67 (the “District”) seeks to create an environment of kindness, respect and personal responsibility. Students are taught District-wide expectations and are held accountable for their part in promoting a safe and respectful learning environment. Through our educational partnership, it is essential for parents/guardians to become familiar with the school district's expectations and reinforce and reaffirm these expectations. This Handbook outlines the core expectations for all students in our school district.

The three principles: Be Kind, Be Respectful, Be Your Personal Best, guide how we interact with each other, learn, and grow.

Be Kind

- Treat others with courtesy and compassion. This means using kind words, being helpful, and including others.
- Resolve conflicts peacefully. Talk things out, apologize when needed, and find solutions that work for everyone.
- Show empathy. Try to understand how others feel and be supportive.

Be Respectful

- Follow directions from teachers and other staff.
- Listen attentively when others are speaking.
- Value differences. Everyone has unique backgrounds, opinions, and abilities. Treat everyone with dignity.
- Take care of school property and belongings.

Be Your Personal Best

- Come to school prepared and ready to learn.
- Strive to understand new concepts and skills. Ask questions, participate in class, and seek help when needed.
- Challenge yourself and set goals. Don't be afraid to make mistakes! Learn from them and keep improving.
- Take responsibility for your actions. Be honest and admit your mistakes.

By working together - students, staff, and families - we can create a safe, positive, and supportive learning environment where everyone can Be Kind, Be Respectful, Be Their Personal Best.

1.00 - School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads

sustainably. The District play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and District to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and District. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning may be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and District in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and District will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with District and/or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or District officials if you have any concerns regarding your child's education, health or safety.

CROSS REFERENCE

- [Board Policy 4.180, Pandemic Preparedness; Management; and Recovery](#)

1.30 - General School Information

This Handbook summarizes the District's rules and expectations, but it is not a comprehensive statement of District and/or school procedures. The District reserves the right to amend or revise this Handbook without notice. The Board's comprehensive policy manual is available for public inspection through the [District's website](#) or at the District office, located at:

9401 Waukegan Road
Morton Grove, IL. 60053

The School Board governs the District and is elected by the community. Please visit the [District website](#) for the current School Board members.

The School Board has hired the administrative staff to operate the school. Please see the [District's website for our current Administrative team](#).

Our school buildings are located at:

Hynes Elementary School
Preschool - Grade 4
9000 Belleforte Avenue
Morton Grove, IL 60053

Golf Middle School
Grades 5-8
9401 Waukegan Road
Morton Grove, IL 60053

1.35 - Enrollment Requirements, Residency

Required Documentation

Within 30 days of enrollment, the person enrolling a student must provide either: (1) a certified copy of the student's birth certificate; or (2) other reliable proof (as determined by the Department of State Police) of the student's identity and age and an affidavit explaining the inability to provide a copy of the student's birth certificate. A copy of either the certified birth certificate or alternative documentation produced per item (2) above will be placed in the student's temporary file.

If the person enrolling the child fails to provide the documentation described above, the Principal will notify local law enforcement in accordance with 325 ILCS 50/5 and Board Policy 7:50, School Admission and Student Transfers To and From Non-District Schools.

Kindergarten and First Grade Enrollment Requirements

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering the first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a nonpublic preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before September 1.

For information regarding consideration of early entrance into kindergarten or first grade, please see [Section 2.90, Accelerated Placement and High School Credit](#).

Residency

Only students who reside within the geographic boundaries of the District may attend a District school without a tuition charge, except as otherwise provided by Board Policy 7.60, Residence.

A student may not attend school in the District if his or her residence is primarily for the purpose of enrollment in District schools. A student residing outside of the District's geographic boundaries will not be permitted to attend school within the District.

Parents/guardians are required to verify residency as part of the registration process for each new student enrolled, even if the student has siblings or family members currently or previously enrolled in the District. The District also reserves the right to request families provide documentation of continued residency within the District at any time during the school year.

For information regarding the District's process for proving residency, please visit [the District website](#).

Students Who Move Out of the District During the School Term

A student whose family moves out of the District during the school year will be permitted to attend the District for the remainder of the school year without payment of tuition. Parents/guardians are responsible for notifying the school and are required to complete a change of address packet. If a family moves out of the District and the student attends school in the District for the remainder of the school year, parents/guardians are responsible for transporting the student to and from school.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

CROSS REFERENCE

- [Board Policy 7.050, School Admissions and Student Transfers to and From Non-District Schools](#)
- [Board Policy 7.060, Resident Students](#)

1.40 - Visitors

The District encourages parent/guardian visitation at all schools. Visitors must comply with Board Policy 8:30, *Visitors to and Conduct on School Property*. All visitors, including parents and siblings, are required to enter through the main door of the school building and proceed immediately to the main office. Visitors must identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. All visitors are required to present a valid ID (*i.e.*, driver's license, State identification card, passport), which will be put through our Raptor system. Visitors who do not pass the screening process will not be allowed in the buildings. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

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

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

CROSS REFERENCE

- [Board Policy 8:30, Visitors to and Conduct on School Property](#)

1.50 Equal Educational Opportunity and Sex Equity

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

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

Any student may file a sex equity complaint under Board Policy 2.260, Uniform Grievance Procedure. Any student may file a sex discrimination complaint under Board Policy 2.265 Title IX Sexual Harassment Grievance Procedure.

Furthermore, the District will not knowingly enter into agreements with any entity or 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 Board Policy 8.20, Community Use of School Facilities. Persons who believe they have not received equal opportunities should report their claims as set forth in Board Policy 2.260, Uniform Grievance Procedure.

CROSS REFERENCE

- [Board Policy 7.010, Equal Educational Opportunities](#)
- [Board Policy 2.260, Uniform Grievance Procedure](#)
- [Board Policy 2.265, Title IX Sexual Harassment Grievance Procedure](#)
- [Board Policy 8.020, School Community Relations](#)

1.60 - Animals on School Property

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

CROSS REFERENCE

- [Board Policy 6:100, Using Animals in the Educational Program](#)
- [Board Policy 6:120, Education of Children with Disabilities](#)

1.70 - School Volunteers

All school volunteers must be approved by the building principal before assisting. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers must check in and out at the main office and receive a visitor badge before going to their destination. All volunteers are expected to adhere to policies and procedures related to visitors to school property. Please see Section 1.40, Visitors, above.

CROSS REFERENCE

- [Board Policy 6:250, Community Resource Persons and Volunteers](#)
- [Board Policy 8:030, Visitors to and Conduct on School Property](#)
- [Board policy 4.175, Convicted Child Sex Offender; Screening; Notifications](#)

1.80 - Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.85 - Classroom Treats and Snacks

In accordance with the *Procedures for Managing Food Allergies in Illinois Schools* manual, jointly published by ISBE and the Illinois Department of Public Health (IDPH) and Board Policy 6.050, School Wellness, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. In addition, they must not leave a residue or require a utensil to eat. We strongly encourage you to select a treat or snack with nutritional value.

Parents/Guardians are permitted to send their child to school with a healthy snack. Classroom teachers will communicate whether certain food items are prohibited in a classroom, based on individual allergies or health needs. Snacks should be free of peanuts and tree nuts for the safety of other students. Snacks must not be gum, candy, or anything that leaves a residue. The District asks that the snack portion size be limited so that the snack does not become a substitute for a meal and can be eaten within a limited time period. Water is the only beverage allowed in the classroom.

CROSS REFERENCE

- [Board Policy 6.050, School Wellness](#)
- [Board Policy 7.285, Anaphylaxis Prevention, Response, and Management Program](#)

1.90 - Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Parents/guardians will be notified through Infinite Campus, which includes email, phone call and text message notifications. Contact information for the notification system is pulled from the information you provide to the District. Please keep this information updated, including changes to parent/guardian and emergency contact telephone numbers and e-mail addresses. The District will make every effort to announce school closings by 10 p.m. the evening prior if the schools will be closed the next day. If bad weather or another emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Also, please make sure that parent/guardian contact information and contact information in case of an emergency, is updated.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

CROSS REFERENCE

- [Board Policy 4:170, Safety](#)
- [Board Policy 7.90, Release During School Hours](#)

1.100 - Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. The District's regular discipline procedures shall be applied to any actions discovered after review of a video.

CROSS REFERENCE

- [Board Policy 4:110, Transportation](#)
- [Board Policy 7.220, Bus Conduct](#)

1.110 - Accommodating Individuals with Disabilities

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

CROSS REFERENCE

- [Board Policy 8:070, Accommodating Individuals with Disabilities](#)

1.140 - Suicide and Depression Awareness and Prevention

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

Information about the District's incorporation of Suicide and Depression Awareness and Prevention Program as part of the curriculum can be found in Board Policy 7.290, Suicide and Depression Awareness and Prevention. Information can also be obtained from any school building.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the District's policy, is posted on the District website. Information can also be obtained from the school office. Please contact the building social worker for resources or support.

The following resources may be contacted at any time:

- Dial 988 to reach the Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com

CROSS REFERENCE

- [Board Policy 7.290, Suicide and Depression Awareness and Prevention](#)

1.160 - Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's exBoard Policy written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REFERENCE

- [Board Policy 8:090, Parent Organizations and Booster Clubs](#)
- [Golf School District 67 Foundation](#)
- [Golf School District 67 PTA](#)

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

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

Behavioral signs:

1. Excessive talk about or knowledge of sexual topics
2. Keeping secrets
3. Not talking as much as usual

4. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
5. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
6. Overly compliant behavior
7. Sexual behavior that is inappropriate for the child's age
8. Spending an unusual amount of time alone
9. Trying to avoid removing clothing to change or bathe

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

1. Sexual or romantic invitations to a student
2. Dating or soliciting a date from a student
3. Engaging in sexualized or romantic dialog with a student
4. Making sexually suggestive comments that are directed toward or with a student
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
6. Sexual, indecent, romantic, or erotic contact with a student
7. Failing to respect boundaries or listening when a student says "no"
8. Engaging in touching that a student or student's parents/guardians have indicated as unwanted
9. Trying to be a student's friend rather than filling an adult role in the student's life
10. Failing to maintain age-appropriate relationships with students
11. Talking with students about personal problems or relationships

12. Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
13. Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
14. Giving a student gifts without occasion or reason
15. Spending a lot of time with a student
16. Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

1. Favoring a certain student by inviting the student to "hang out" or by granting special privileges
2. Engaging in peer-like behavior with a student
3. Discussing personal issues with a student
4. Meeting with a student off-campus without parent/guardian knowledge and/or permission
5. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
6. Transporting a student in a school or private vehicle without administrative authorization
7. Giving gifts, money, or treats to an individual student
8. Sending a student on personal errands
9. Intervening in a serious student problem instead of referring the student to an appropriately trained professional
10. Sexual or romantic invitations toward or from a student
11. Taking and using photos/videos of students for non-educational purposes
12. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
13. Inviting a student to an employee's home
14. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
15. Privately messaging a student
16. Maintaining intense eye contact with a student
17. Making comments about a student's physical attributes, including excessively flattering comments
18. Engaging in sexualized or romantic dialog
19. Making sexually suggestive comments directed toward or with a student
20. Disclosing confidential information
21. Self-disclosure of a sexual, romantic, or erotic nature
22. Full frontal hugs
23. Invading personal space

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

Additional Resources include:

- National Sexual Assault Hotline at (800) 656-HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Erin's Law

Erin's Law is named after childhood sexual assault survivor, author, speaker, and activist Erin Merryn. Erin's Law mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten through 12th grade be educated on how to protect themselves from sexual abuse and tell a trusted adult. School personnel learn about child sexual abuse. Any questions or concerns can be addressed by building administrators or the school social worker.

Sexual Abuse Response and Prevention Resource Guide

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

CROSS REFERENCE

- [Board Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#)
- [Board Policy 5:120, Employee Ethics, Code of Professional Conduct, and Conflict of Interest](#)

1.185 - Faith's Law Notifications

School districts are required to include in their student handbook the District's Employee Ethics; Code of Professional Conduct; and Conflict of Interest as set forth in Board Policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest. These standards, in part, define appropriate conduct between school employees and students.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established

expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee student boundary violations as required by law and Board policies 2:265, Title IX Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.

- ii. Dating or soliciting a date.
- iii. Engaging in sexualized or romantic dialog.
- iv. Making sexually suggestive comments that are directed toward or with a student.
- v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the III. Governmental Ethics Act:

1. Superintendent;
2. Building principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the

interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

CROSS REFERENCE

- [Board Policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest](#)

1.190 - Homeless Child's Right to Education

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

If you or your family requires assistance and support, please contact the District's Homeless Liaison, the Assistant Superintendent of Student Services at (847)-966-8200.

CROSS REFERENCE

- [Board Policy 6:140, Education of Homeless Children](#)

Chapter 2: Attendance, Promotion, and Graduation

2.10 - Attendance

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

CROSS REFERENCE

- [Board Policy 7.070, Attendance and Truancy](#)

2.20 - Student Absences

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the Board. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

A student may be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given an equal number of days missed to make up short-term assignments and long-term assignments will retain their original due date.

The school may require documentation explaining the reason for the student's absence after three days for an illness.

In the event of any absence, the student's parent/guardian must call the school or submit the absence on Infinite Campus before 8:00 a.m. on each day that the student is to be absent to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will attempt to contact the parent/guardian. Failure to call or submit an absence will result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

ABSENCE HOTLINE PHONE NUMBERS

Hynes Elementary School
(847) 965-4500 x100

Golf Middle School
(847) 965-3740 - Press 1

Chronic Absenteeism

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

CROSS REFERENCE

- [Board Policy 7.070, Attendance and Truancy](#)

2.30 - Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. Students excused for religious reasons will be given an opportunity to make up all

missed work, including homework and tests, for equivalent academic credit. Parents/guardians must submit the absence through Campus Parent Portal or by contacting the school's main office at least five calendar days before the student's anticipated absence(s).

CROSS REFERENCE

- [Board Policy 7.080, Release Time for Religious Instruction and Observance](#)

2.40 - Make-Up Work

If a student's absence is excused or if a student is suspended from school, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

For each day a student is absent from school, they will receive an equal number of days to turn in short-term assignments. Long-term assignments are always due on the due date, unless previously discussed with the teacher.

A student who is in school on the day homework is assigned, but is absent on the due date, must turn in the homework on the first day of return from the absence. A student who is absent on the day homework is assigned shall receive one extra day for each day of the continuous absence to complete the homework.

Parents/guardians may call before 11 a.m. to request that teachers provide make-up work for their students. The work may be picked up at 3 p.m. that day. Requests made after 11 a.m. will not be processed until the following school day.

CROSS REFERENCE

- [Board Policy 7.070, Attendance and Truancy](#)

2.50 - Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a student to be truant is in violation of State law.

CROSS REFERENCE

- [Board Policy 7.070, Attendance and Truancy](#)

2.60 - Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Promoting a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based on age or any other non-academic reason.

In addition to fulfilling the promotion requirements, students are expected to satisfactorily complete all assignments in order to receive a graduation diploma. Any eighth-grade student who has missing assignments or projects will be required to attend school after graduation rehearsals and on the school days following graduation, until all work is completed.

CROSS REFERENCE

- [Board Policy 6.280, Grading and Promotion](#)

2.70 - Homework

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

The individual teacher is the most qualified to determine the homework needs of their students. Parents/guardians can help students to develop good study habits at home by encouraging independence in completing assignments and offering support where needed.

There are numerous opportunities at Golf Middle School for students to seek assistance with their assignments. Options are available throughout the day including lunch/recess and after school for students to work with teachers, peer tutors, study groups, and in small groups.

CROSS REFERENCE

- [Board Policy 6.290, Homework](#)

2.80 - Exemption From Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents their participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

CROSS REFERENCE

- [Board Policy 7.260, Exemption from Physical Education](#)

2.90 - Accelerated Placement and High School Credit

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information or visit [here](#) for information regarding the referral and assessment process.

High School Credit for Students in Middle School

If eligible, a student in grade 7 or 8 may enroll in a course (e.g. geometry honors) required for a high school diploma. Eligibility is based on state standardized testing scores, overall academic performance, and teacher recommendation. Communication will occur between the Golf Middle School and Niles

North High School to arrange enrollment. The student will receive high school credit on their transcript for completion of the course.

CROSS REFERENCE

- [Board Policy 6.135, Accelerated Placement Program](#)
- [Board Policy 6.315, High School Credit for Students in Grade 7 or 8](#)

2.100 - Home and Hospital Instruction

Home and hospital instruction (HHI) may be provided when a physician licensed to practice medicine in all of its branches, a licensed physician assistant, or a licensed advanced practice registered nurse determines that a student will, or is anticipated to be, absent from school for a minimum of 10 days during the school year due to a medical condition. A written medical statement of this determination is required. HHI will begin no later than five school days after receiving a compliant written medical statement. HHI services for a student receiving special education services will be determined by the student's IEP team.

For more information regarding HHI please contact the **Assistant Superintendent of Student Services at (847)-966-8200.**

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

CROSS REFERENCE

- [Board Policy 6.150, Home and Hospital Instruction](#)

2.130 - Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under Board Policy 2.260, Uniform Grievance Procedure. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

CROSS REFERENCE

- [Board Policy 6.260, Complaints About Curriculum, Instructional Materials, and Programs](#)
- [Form 6:260-01, Curriculum Objection Form](#)

Chapter 3: Student Fees and Meal Costs

3.10 - Fees, Fines & Charges; Waiver of Student Fees

The District establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the District due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may apply for a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent/guardian is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

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

CROSS REFERENCE

- [Board Policy 4:140. Waiver of Student Fees](#)

3.20 - Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. Students may receive meals at a free or reduced cost by either being directly certified (SNAP, TANF,

income-eligible Medicaid, youth-in-care status, etc.)) or by completing an income-based household eligibility application for this school year. The free/reduced meal application should be completed at the time of registration and will also be available at the District Office to complete at any time during the school year.

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

Meal Charges for Meals Provided by the District

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

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

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

CROSS REFERENCE

- [Board Policy 4:130, Free and Reduced-Price Food Services](#)
- [Board Policy 4:140: Waiver of Student Fees](#)

3.30 - Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

CROSS REFERENCE

- [Board Policy 7:1700, Vandalism](#)

3:40 - School Lunch Program

Lunch is served every school day from 11:40 a.m. to 12:35 p.m. at Hynes Elementary School and 12 p.m. to 12:40 p.m., except when there is a half day or earlier dismissal.

A student may bring a sack lunch from home or may purchase a school lunch for \$4.25 or milk for \$0.45.

Free or reduced price meals are available for qualifying students. Please see [Section 3.20](#) for additional information. To apply, parents/guardians must submit an application online through their [Campus Parent Portal account](#).

CROSS REFERENCE

- [Board Policy 4:130, Free and Reduced-Price Food Services](#)

Chapter 4: Transportation

4.10 - Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school or, where adequate public transportation is not available, within one and one-half miles from a student's assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due. A list of bus stops will be published at the beginning of the school year before student registration. Parents are to select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.

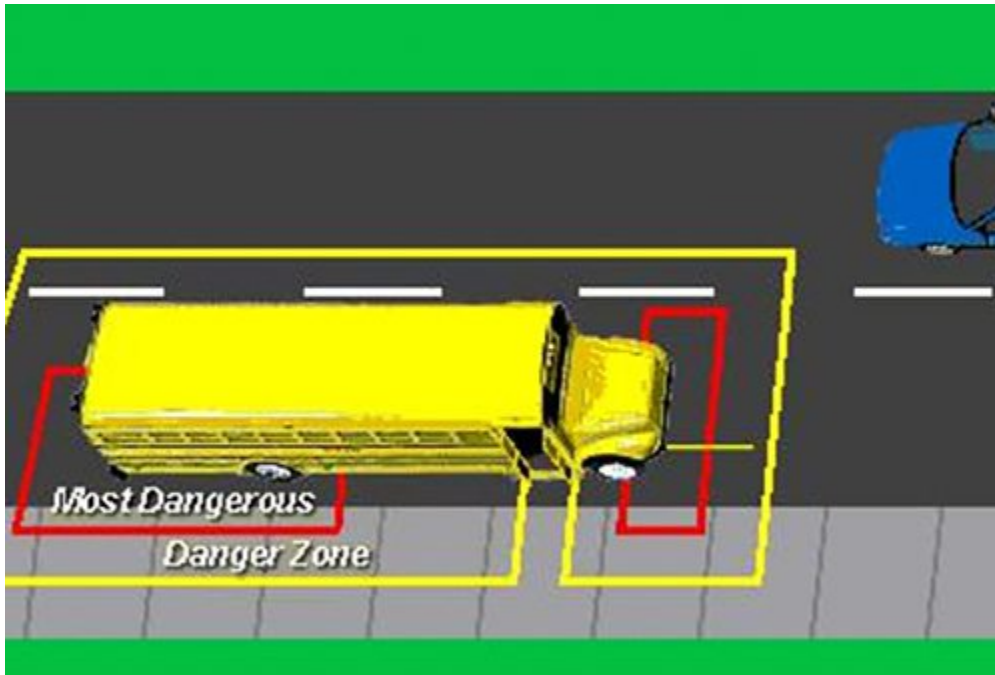
Free transportation service and vehicle adaptation is provided for a special education student if included in the student's IEP.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration. See Bus Conduct for more information.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Personal electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact the district office at (847) 966-8200.

Cross Reference:

- [Board Policy 4:110, Transportation](#)
- [Board Policy, 7:220, Bus Conduct](#)

4.15- Bus Conduct

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

1. Violating any school rule or school district policy, as defined by 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 building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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.

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

CROSS REFERENCE:

- [Board Policy 4:110, Transportation](#)
- [Board Policy 7:220, Bus Conduct](#)
- [Board Policy 7.190, Student Behavior](#)
- [Board Policy 7.200, Suspension Procedures](#)

Chapter 5: Health and Safety

5.10 - Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

Every student in the required grades must provide a *State of Illinois Certificate of Child Health Examination* form and documentation of all required immunizations on or before October 15th of the school year.

This includes documentation within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam (although diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination. The eye examination must have occurred less than one year prior to school entry. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a

completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds: requires written verification from the examining physician, advanced practice nurse, or physician assistant;
2. Religious grounds: requires properly completed and signed *Certificate of Religious Exemption form* and the District must notify the parent/guardian of its exclusion procedures pursuant to Board Policy 7.280, Communicable and Chronic Infectious Disease and Illinois rules applicable to an outbreak of one or more diseases against which the student is not protected;
3. Eye examination: requires the student's parent/guardian to show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination: requires the student's parent/guardian to show an undue burden or a lack of access to a dentist.

Any homeless student shall be immediately admitted, even if the parent/guardian is unable to produce immunization and health records normally required for enrollment.

CROSS REFERENCE

- [Board Policy 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students](#)
- [IDPH: Immunization Requirements](#)

5.20 - Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No District employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270, Administering Medicines to Students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. Self-carry and/or self-administration of an epinephrine injector requires written authorization from the student's physician, physician assistant, or advanced practice registered nurse. An Emergency Action Plan will be developed for each self-administering student.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an allergy emergency action plan; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. All of the following items are required for self-administration pursuant to a qualifying plan: (i) written permission from the student's parent/guardian; (ii) written authorization from the student's physician, physician assistant, or advanced practice registered nurse; and (iii) the prescription for the medication including the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered.

The District and its employees shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because they require administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; and (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of

undesigned medication. This procedure does not guarantee the availability of undesigned medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

The District and its employees and agents shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epinephrine injector, an opioid antagonist, or glucagon regardless of whether authorization was given by the student's parents/guardians or by the student's physician, physician assistant, or advanced practice registered nurse. A student's parents/guardians must indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of asthma medication, an epinephrine injector, an opioid antagonist, or glucagon regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse.

Emergency Aid to Students

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

CROSS REFERENCE

- [Board Policy 7:270, Administering Medicines to Students](#)
- [Form 7:270-01, School Medication Authorization Form](#)

5.22 - Students with Life-Threatening Allergies

School attendance may increase a student's risk of exposure to allergens that could trigger a life-threatening allergic reaction or anaphylaxis. Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. Protecting students with life-threatening allergies is a cooperative effort between families, schools, and the community.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Nurses' Office at your student's school:

- Hynes Elementary School: Lana Chafshino
- Golf Middle School: Storm Minx

CROSS REFERENCE

- [Board Policy 7:285, Allergy and Anaphylaxis Emergency Plan](#)

5.23 - Care of Students with Diabetes

If a student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

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

CROSS REFERENCE

- [Board Policy 7.270, Administering Medicines to Students](#)
- [Diabetes Care Plan](#)

5.30 - Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors, social workers, and psychologists are available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

CROSS REFERENCE

- [Board Policy: 6:270, Guidance and Counseling Program](#)

5.40 - Safety Drill Procedures and Conduct

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

CROSS REFERENCE

- [Board Policy 4:170, Safety](#)

5.50 - Communicable Disease

The District observes recommendations of the Illinois Department of Public Health regarding communicable diseases. A child who shows signs of illness should not come to school. This is for the sick child's own benefit and for the protection of other children.

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

CROSS REFERENCE

- [Board Policy 7:280, Communicable and Chronic Infectious Disease](#)

5.60 - Head Lice

The school will observe the following procedures regarding head lice.

1. Parents should notify the school nurse if they suspect their student has head lice.
2. If it is confirmed that a student, while at school, has nits and/or head lice, the parents/guardians of the student will be notified immediately. The student will not be excluded from class following detection, but will be allowed to complete the day.
3. The school will provide written instructions to parent or guardian regarding recommended treatment for the infestation, but it is the parent/guardian's responsibility to choose and implement treatment.
4. A student with head lice will be permitted to return to school only when the parent or guardian provides proof of treatment. A school nurse will also check the student for the presence of live lice and/or nits. Students may not resume attendance if live lice and/or nits are still present. Students may not ride the bus prior to receipt of proof of treatment and examination.

5.70 - Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, school, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

CROSS REFERENCE

- [Board Policy 4:190, Targeted School Violence Prevention Program](#)

5.80 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the District provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person, Nondiscrimination Coordinator, Title IX Coordinator:

Assistant Superintendent of Student Services
9401 Waukegan Road. Morton Grove, IL. 60053
847-966-8200

Complaint Managers

Assistant Superintendent of Student Services
9401 Waukegan Road. Morton Grove, IL 60053
847-966-8200

Golf Middle School Assistant Principal
9401 Waukegan Road. Morton Grove, IL 60053
(847) 965-3740 X116

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CROSS REFERENCE

- [Board Policy 7.255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence](#)

5.90 - Student Support Services

The District provides counseling options for students affected by sexual abuse and grooming behavior, as well as student support services for all students. The following student support services are provided by the District:

1. Health services supervised by a qualified school nurse to provide a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.

CROSS REFERENCE

- [Board Policy 7.250, Student Support Services](#)

5.92 - Student Support Services

The following student support services are provided by the District:

1. Health services supervised by a qualified school nurse to further provide a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker. For more information, please contact the Assistant Superintendent for Student Services at (847) 966-8200..

CROSS REFERENCE

- [Board Policy 7.250, Student Support Services](#)

Chapter 6: Discipline and Conduct

6.10 - General Building Conduct

Students shall not arrive at Hynes Elementary School before 8:10 a.m. and classes begin at 8:30 a.m.; students are dismissed at 2:55 p.m. each day.

Students shall not arrive at Golf Middle School before 7:45a.m (unless they are attending before school activities, which starts at 7:45 a.m.) and the school day begins at 8:20a.m; students are dismissed at 3:22 p.m each day.

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing gum and eating candy is not permitted in the school building.
- Water guns, play guns, and/or real guns are not permitted at school.

6.20 - School Dress Code & Student Appearance

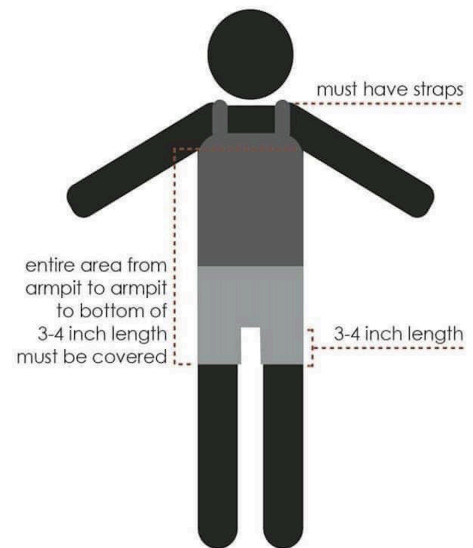
A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance and may be subject to discipline.

The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act.

The following dress code has been established and we ask all parents/guardians to cooperate in enforcing the following standards of dress and grooming:

1. Specific body parts must be covered for all students
 - a. Clothing must be worn in a way that private parts and torso are covered with opaque (not see through) material.
2. Students must wear
 - a. Shirt - must be in alignment with above (1.a)

- b. Bottom - pants, shorts, sweatpants, skirts, dresses, and leggings must be in alignment with above (1.a)
 - c. Shoes - activity-specific requirements are permitted for physical education/sports
3. Students cannot wear
- a. Language, images, symbols, and/or abbreviations depicting violence
 - b. Language, images, symbols, and/or abbreviations depicting drugs or alcohol (or illegal items/activities)
 - c. Language, images, symbols, and/or abbreviations depicting hate speech, profanity, or pornography
 - d. Clothing that makes private parts and torso visible
 - e. Visible undergarment
 - f. Bathing suits
 - g. Helmets, hats, hoods, or headgear that obscures the face, except as a religious observance or health requirement (e.g a mask)



Students not adhering to the dress code will be required to change clothing. If needed, parents will be contacted to provide appropriate alternative clothing. If a student refuses to comply or continually dresses inappropriately, disciplinary interventions may be issued. In the event that no alternative clothing can be provided, their P.E. uniform or other available clothing will be provided. If there is any doubt in regard to dress and appearance, a building administrator will make the final decision.

The primary responsibility for a student's attire resides with the student and their parents/guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile, intimidating, or disruptive atmosphere for any student.

CROSS REFERENCE

- [Board Policy 7:160, Student Appearance](#)

6.30 - 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, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - 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.
 - 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - 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.
 - 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.

- “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.
- 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 have 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, 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 or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

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. Engaging in teen dating violence, as described in Board policy 7.185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied 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.
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.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 physiological 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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and non-profit 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.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed two 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.
13. 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.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension 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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District’s procedure(s).

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 not less than one year but not more than 2 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 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24 1).
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” 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 determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, 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 or is subject to a battery. 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.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify the local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

A student handbook, including the District's 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.

CROSS REFERENCE

- [Board Policy 7:190. Student Behavior](#)

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

6.40 - Positive Behavior Supports and Restorative Practices

Positive Behavioral Support is a proactive, systematic approach that has been found to improve the behavior outcomes of students in every grade. Staff members work together to consistently teach, model and reinforce appropriate behaviors that students are expected to use at school. This teaches students to be responsible for their own behaviors. Attention is focused on creating and sustaining tiered levels of support that improve chances for academic success for all students.

Restorative practices is an approach to resolving conflicts and preventing harm. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take necessary steps to make it right.

Restorative Practices help...

- Resolve conflict, hold individuals and groups accountable.
- Repair harm and restore positive relationships.
- Reduce, prevent, and improve harmful behavior.
- Build healthy relationships between educators and students.
- Address and discuss the needs of the school community.

6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment

It is District 67's goal to prevent students from engaging in bullying, intimidation, harassment, and hazing and provide all students with equal access to a safe, non-hostile learning environment. The District asks, with the support of their parent(s), guardian(s) and the adults at the school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

1. To learn, understand, recognize, and not engage in bullying behavior
2. To demonstrate respectful behavior to all students and staff
3. To demonstrate how to report bullying
4. To apply assertiveness skills to refuse bullying
5. To be an upstander and try to help anyone suspected of being bullied

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 and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the 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 105 ILCS 5/27-23.7

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

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

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

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, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 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.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator

Assistant Superintendent of Student Services
9401 Waukegan Road. Morton Grove, IL. 60053
(847) 966-8200

Complaint Managers

Assistant Superintendent of Student
Services
9401 Waukegan Road
Morton Grove, IL 60053
(847) 966-8200

Assistant Principal
9401 Waukegan Road
Morton Grove, IL 60053
(847) 965-3740

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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.

6. 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.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students .
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's 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.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- a. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- b. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- c. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. 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. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 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.
 - e. 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.
 - f. 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).
 - g. 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.
 - h. 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.

- i. 7:310, Restrictions on Publications; Elementary Schools. These policies prohibit students from and provide 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.

CROSS REFERENCE

- [Board Policy 7:020, Harassment of Students Prohibited](#)
- [Board Policy 7:180, Prevention of and Response to Bullying, Intimidation and Harassment](#)

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

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

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

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

Enforcement

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

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

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

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

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

CROSS REFERENCE

- [Board Policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#)

6.45 - Sexual Harassment - Title IX Grievance Procedure

TITLE IX GRIEVANCE PROCEDURE

Discrimination on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sex Discrimination Prohibited

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.

Definitions from 34 C.F.R. §106.2

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Making a Report

A person who wishes to make a report under this policy may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information may be disciplined, up to and including discharge.

Title IX Coordinator
Director of Business Services
9401 Waukegan Road. Morton Grove, IL. 60053
(847) 966-8200

Processing and Reviewing a Report or Complaint

Upon receipt of a report of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, Uniform Grievance Procedure; 5:10, Equal Employment Opportunity and Minority Recruitment; 5:20, Workplace Harassment Prohibited; 5:90, Abused and Neglected Child Reporting; 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 7:10, Equal Educational Opportunities; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action under those policies.

Reports of alleged Title IX Sex Discrimination will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of Title IX Sex Discrimination.

Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R. §106.45. See the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2:265-AP2, Formal Title IX Complaint Grievance Process.

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.

Enforcement

Any District employee who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding Title IX Sex Discrimination will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board policy 2:265, Title IX Grievance Procedure.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

CROSS REFERENCE

- [Board Policy 2.265, Title IX Grievance Procedure](#)

6.4 - Teen Dating Violence Prohibited

The Center for Disease Control and Prevention (CDC) reports that one in eleven adolescents say they have been the victim of physical dating violence. Healthy or unhealthy relationship habits may develop

early. 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 and students are encouraged to report teen dating violence to a trusted adult. An Illinois law aimed at preventing unhealthy dating relationships requires upper-elementary, middle, and high schools to incorporate age-appropriate education about teen dating violence into their curriculum. If you would like more information about teen dating violence, please contact the building principal or school social worker.

CROSS REFERENCE

- [Board Policy 6.065, Student Social and Emotional Development](#)
- [Board Policy 7.185, Teen Dating Violence Prohibited](#)

6.50 – Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom supervisors and be respectful toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

6.60 – Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. This includes over-night field trips. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Parent/guardian permission is required for student participation in any field trip experience. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

CROSS REFERENCE

- [Board Policy 6.240, Field Trips](#)

6.70 - Access to Student Social Networking Passwords & Websites

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

CROSS REFERENCE

- [Board Policy 7.140, Search and Seizure](#)

6.80 - Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cellular phone, audio or video recording device, iPad/tablet, laptop computer, gaming device, wireless earbuds, smart watch, or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight in a student's locker during the regular school day, unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. All smart watches must be in airplane mode during the school day. If a student is found using a smart watch for anything other than time purposes, it will be confiscated. Wireless earbuds or headphones are permitted for school related activities only, at the discretion of school staff. If a student is found wearing earbuds outside of the classroom or during times when they are not needed they will be confiscated.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs or capture audio and/or video in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and District are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. **Third offense** – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, if the device is brought to school, the student will be required to check-in their device to the school office for the next week (5 days). If the student is found in possession of the device during this 5-day period, the student will be required to check-in their device for a 10-day period. The student will also face consequences for insubordination.
4. **Fourth and subsequent offense** – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

6.90 -Disciplinary Procedures

Reporting of Aggressive Behavior

When a student engages in aggressive behavior, the school will notify the student’s parents/guardians by letter.

Out-of-School Suspension Procedures

An out-of-school suspension is the removal of the student from class attendance or school attendance. A student may be suspended for up to 10 school days for activities that constitute gross disobedience or misconduct. Out-of-school suspensions require 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 (see Board Policy 7.200, Suspension Procedures, for information that must be included in notice);
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; and
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. See Board Policy 7.200 for further information regarding suspension review.

A student serving out-of-school suspension is not allowed to be on school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while serving an out-of-school suspension.

A student serving an out-of-school suspension will have the opportunity to obtain homework, and upon the student's return, will have the opportunity to make up any quizzes, tests, special projects, or final exams given or due during the period of suspension, for full equivalent credit.

Expulsion Procedures

Students may be expelled from school and all school activities for a definite time period not to exceed two (2) calendar years in accordance with Board policy 7.210, Expulsion Procedures, where 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, and where it has been 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.

Expulsions require the following:

1. A written request to the student's parent(s)/guardian(s) to appear at a hearing to determine whether the student should be expelled. The request shall comply with the requirements set forth in Board Policy 7.210.
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. The hearing shall be conducted in accordance with the requirements set forth in Board Policy 7.210.
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 evidence as set forth in Board Policy 7.210.
4. If the Board acts to expel the student, the written expulsion decision must include the information set forth in Board Policy 7.210.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

Behavior Intervention Policy

In accordance with Public Act 89-191, the District developed the following Behavior Intervention Policy. A fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are preferable to the use of more restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, emotional and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity, personal privacy and safety, and adhere to professionally accepted treatment practices.

All of the procedural protections available to students with disabilities and their parents or guardians under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Illinois School Code, including notice and consent where required, opportunity for participation in meetings and the right to appeal will be observed when implementing and/or developing behavioral interventions.

District policies and procedures for implementation have been developed after review and consideration of the Behavioral Intervention Guidelines developed by the Illinois State Board of Education. Those guidelines may be requested through the Illinois State Board of Education at 100 North First Street, Springfield, Illinois 62777-0001.

These procedures are designed to promote the use and maintenance of the best of professional standards and practices in the use of behavioral interventions. Specifically, the use of interventions should respect the dignity and privacy of the students while promoting learning of more appropriate behaviors. These procedures apply to those students whose disability creates a need for a behavioral management plan.

Behavioral procedures such as those designed as part of the behavioral management plan represent interventions intended to enhance the benefits the student derives from the educational setting. Specific behavioral interventions are recommended based on their level of restrictiveness. Positive and non-restrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control.

Positive and non-restrictive interventions may be used without the development of a written behavior management plan or inclusion in the student's Individualized Education Program (IEP).

Restrictive interventions may be appropriate in emergency situations or when less restrictive interventions have been attempted and failed (in accordance with Illinois School Code Section 24-24). For students with a behavioral management plan which does not include the use of restrictive interventions, this level of intervention should be used only after an analysis of behavior has been completed and documented, and a behavioral management plan developed and included in the student's IEP.

Restrictive interventions are intended to be used only for the minimum amount of time necessary to control the student's behavior. In addition, they should be used in conjunction with positive interventions and be replaced by less restrictive procedures as quickly as possible.

To obtain a complete copy of the District's procedures please contact the Assistant Superintendent for Student Services at (847) 966-8200.

CROSS REFERENCE

- [Board Policy 7.230, Misconduct by Students with Disabilities](#)

6.100 Search and Seizure

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

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

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 certified 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 school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian

and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

CROSS REFERENCE

- [Board Policy 7:140, Search and Seizure](#)
- [Board Policy 7.150, Agency and Police Interviews](#)

Chapter 7: Internet & Technology

7.10 - Acceptable Use of the District's Electronic Network

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

Terms and Conditions

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

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

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

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

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;

9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

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

Security – Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

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

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

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

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

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

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

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

CROSS REFERENCE

- [Board Policy 6:235, Access to Electronic Networks](#)

7.20 Guidelines for Student Distribution of Non-School Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar,

contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,

- d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;¹ or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

CROSS REFERENCE

- [Board Policy 7:310, Restrictions on Publications; Elementary Schools](#)

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

CROSS REFERENCE

- [Board Policy 7:310, Restrictions on Publications: Elementary Schools](#)

7.40 Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the District

CROSS REFERENCE

- Board Policy

7.50 Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chapter 8: Extracurricular and Athletic Activities

8.10 - Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet the following criteria before being allowed to participate in any athletic activity:

1. The student must meet the academic criteria established for participation;
2. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form;"
3. The student must present a permission slip to participate in the specific athletic activity signed by the student's parent/guardian;
4. The student must present proof the student is covered by accident insurance;
5. The student and parent/guardian must submit signed a consent to participate in the District's random Extracurricular Drug and Alcohol Testing Program; and
6. The student must present signed documentation agreeing to comply with the District's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Coaches will be in communication with teachers/administration regarding concerns with a student.

In order to be eligible to participate in extracurricular and athletic activities, a student must be receiving passing grades (D or higher). Any student failing to meet academic requirements will meet with their coach and agree on a contract to resolve the concern. If the contract is not completed on time, the student will be suspended from practice, games, or activities until the contract is fulfilled.

The coaches and sponsors will inform the administration of any situation that is occurring or has occurred which could be detrimental to the school or the extracurricular programs.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must ride the bus to extracurricular and athletic activities. Parent /Guardian's may take the child home by providing prior written permission. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

Participants in extracurricular activities must conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property. Participants may not:

1. Violate the school rules and/or Board Policies, including but not limited to 7.190, Student Behavior an;;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;

11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which they are being charged.
2. The student shall be entitled to a hearing before an appropriate administrator (assistant principal or principal, to be determined by the District).
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information they wish for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, they have the right to impose sanctions on the student, which could include restricting participation or removal from the team.
7. Students may appeal the finding of the administrator in writing to the Superintendent. The Superintendent's decision shall be final.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

CROSS REFERENCE

- [Board Policy 6.190. Extracurricular and Co-Curricular Activities](#)

- [Board Policy 7.180, Prevention of and Response to Bullying, Intimidation, and Harassment](#)
- [Board Policy 7.190, Student Behavior](#)
- [Board Policy 7.240, Conduct Code for Participants in Extracurricular Activities](#)
- [Board Policy 7.300, Extracurricular Activities](#)

8.20 – Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend Golf School District 67 may attend school-sponsored dances.

All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in Board Policy.

CROSS REFERENCE:

- [Board Policy 6.190, Extracurricular and Co-Curricular Activities](#)
- [Board Policy 7.190, Student Behavior](#)
- [Board Policy 7.240, Conduct Code for Participants in Extracurricular Activities](#)

8.30 – Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. Students participating in athletics and their parent/guardian are required to acknowledge receipt of Board Policy 7.305, Student Athlete Concussions and Head Injuries, prior to the student’s participation in a practice or interscholastic competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the District’s return-to-play and return-to-learn protocols.

CROSS REFERENCE

- [Board Policy 7.305, Student Athlete Concussions and Head Injuries](#)

8.40 – CPR Training

A CPR training video is available to students and parents on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>. Parents/guardians and students are encouraged to view the video, which takes less than 15 minutes.

CROSS REFERENCE

- [Board Policy 4.170, Safety](#)

Chapter 9: Special Education

9.10 - Education of Children with Disabilities

Federal, State and local regulations require all Illinois schools to seek out children within the district who may be eligible for special education and related services (e.g., child find activities). Child find is the process of locating, evaluating and identifying children who are suspected of having a disability or who may need special education and related services. The District uses the following to assist in child find:

1. Annual and ongoing screenings of children under the age of five for the purpose of identifying those who may need early intervention or special education and related services.
2. Ongoing review of students' performance and progress by teachers and other professional personnel, in order to refer those children who may be eligible for special education and related services.
3. Conferences with early intervention programs in order to develop a transition plan for implementing an IFSP or IEP no later than the third birthday of each eligible child.

Parents/guardians and/or a school team may also refer a student for an evaluation.

The District provides a free appropriate public education in the least restrictive environment to all eligible children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA), the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The District provides a full continuum of special education programs and services to meet the individual needs of students identified with a disability.

A copy of the publication "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities" may be obtained from the District office.

Parents or guardians of children with disabilities whose native language is not English should contact the Assistant Superintendent of Student Services regarding interpreter services for IEP meetings and translation of IEP documents.

For further information, please contact:

Assistant Superintendent of Student Services
9401 Waukegan Road. Morton Grove, IL. 60053
(847) 966-8200

CROSS REFERENCE

- [Board Policy 6:120, Education of Children with Disabilities](#)

9.20 – Section 504 Plans

Students with disabilities who do not qualify for an Individualized Education Program (“IEP”) under the Individuals with Disabilities Education Act may qualify for services and supports under Section 504 of the Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of having such an impairment, or (iii) is regarded as having such an impairment. The District provides a free appropriate public education including education with non-disabled peers to the maximum extent appropriate to Section 504-eligible students. For further information, please contact [insert title].

CROSS REFERENCE

- [Board Policy 6.120, Education of Children with Disabilities](#)

9.30 – Discipline of 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 District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education’s guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, its implementing regulations, the Illinois School Code, 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.

Isolated Time Out, Time Out, and Physical Restraint

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

CROSS REFERENCE

- [Board Policy 7:190; Student Behavior](#)
- [Board Policy 7:230; Misconduct by Students with Disabilities](#)

9.40 Exemption from PE Requirement

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

1. They (a) are in grades 3-8, (b) their IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; OR
2. They (a) have an IEP, (b) are participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

CROSS REFERENCE

- [Board Policy 7.260, Exemption from Physical Education](#)

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

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

For further information, please contact the building principal.

CROSS REFERENCE

- [Board Policy 6:120, Education of Children with Disabilities](#)

9.60 - Related Service Logs

For a child with an individualized education program (IEP), the District must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. Parent(s)/guardian(s) may request a copy of their student's related service logs for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. Please contact the Assistant Superintendent for Student Services regarding special education records.

CROSS REFERENCE

- [Board Policy 7:340; Student Records](#)

9.70 - Draft IEP Documents

The District must provide parents/guardians of students with disabilities with written materials that will be considered at the student's eligibility or IEP meeting no later than three school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with the written consent of the student's parent/guardian. Parents/guardians have the right to choose the delivery method of these written materials, including through regular mail, email, or pick up at school.

9.80 - PUNS (Prioritization of Urgency of Needs for Services) Database Information for Students and Parent or Guardians.

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the following District employee for assistance: Assistant Superintendent for Student Services

CROSS REFERENCE

- [Board Policy 5.100, Staff Development Program](#)

Chapter 10: Student Records & Privacy

10.10 – Student Data Privacy Protections

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, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

The student’s parent/guardian 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 survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

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.

10.15 - Prohibition on Selling or Marketing Students' Personal Information

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

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

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

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

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

CROSS REFERENCE

- [Board Policy 7:015, Student and Family Privacy Rights](#)

10.20 - Student Records

The District maintains school student records in accordance with the Family Educational Rights and Privacy Act (“FERPA”), and the Illinois School Student Records Act (“ISSRA”), and their implementing regulations. 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 school employee, regardless of where or how the information is stored. School student records are maintained in two categories:

1. **Permanent Record.** Contains the minimal personal information necessary to a school in the education of the student. Such information includes the student’s basic identifying information, including the student’s name, birth date, address; academic transcripts, including grades, grade levels, and graduation date; parents’ names and addresses; attendance record; health record; record of release of permanent record information; and such other entries as ISBE may require or authorize. Permanent records are maintained for at least 60 years from the date of transfer, graduation, or permanent withdrawal from school.
2. **Temporary record.** Contains all information included in a school student record but not contained in the student permanent record. The temporary record must include a record of release of temporary record information; scores received on State assessment tests in elementary grade levels; information regarding serious disciplinary infractions that result in expulsion, suspension, or the imposition of punishment or sanction; final indicated DCFS reports; the completed home language survey; biometric information collected in accordance with the Illinois School Code (if any); health related information; and accident reports.

The temporary record may also include family background information; honors and awards received; intelligence test scores; aptitude test scores; results of psychological evaluations including intelligence, academic and personality information obtained through test administration, observation or interviews; elementary and secondary achievement test results; participation in extra-curricular activities; teacher anecdotal records; other disciplinary information; special education records, including records related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to students with disabilities pursuant to the Individuals with Disabilities Education Act and Article 14 of the Illinois School Code; records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and verified reports or information from non-education persons or entities that are of clear relevance to the student.

Temporary records are maintained for at least five years after the date of transfer, graduation, or permanent withdrawal from school. 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.

Right to Inspect and Copy Records

Students have the right to inspect and copy their permanent records. Parents/guardians have the right to inspect and copy their child's permanent and temporary records. All rights become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Requests to inspect and copy records will be granted no later than 10 business days after the date that the District receives a written request, provided, however, that this time frame may be extended for an additional 5 business days as set forth in the ISSRA. The District may charge a fee for copies of records; please contact the District's Records Custodian for fee information. To request to inspect or copy records, please contact the Assistant Superintendent of Student Services

Access to Student Records

Access to student records will be limited to parents/guardians and other authorized persons, except that:

- Information may be released in connection with an emergency, as provided by law, including, but not limited to, juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student and pursuant to a court order.
- The records of a student will be transferred by the District's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the official records custodian of the requesting school district, and within 10 days of receipt of the request. Parents/guardians will be given prior written notice and an opportunity to inspect and copy the records to be released and to challenge the contents.
- Access will be granted to persons as specifically required by State or Federal law.
- Access is granted to school, District, or State Board of Education employees or officials with current demonstrable educational or administrative interest in the student, in furtherance of such interest.

For any release of information other than specified above or otherwise authorized by law, the District must receive the prior written consent of the student's parent/guardian, or the student, if aged 18 or older. The student's prior written consent will also be requested where the student is aged 12 or older and the student records include information protected under the Illinois Mental Health and Developmental Disabilities Confidentiality Act.

Destruction of Student Records

Upon graduation, transfer, or permanent withdrawal of a student from a school, the school shall notify the parents/guardians and the student of the destruction schedule for the student permanent record and the student temporary record and of the right to request a copy of the student's records at any time prior to their destruction. Notification shall consist of the following: date of notification, name of parent/guardian, name of official records custodian, name of student, and the scheduled destruction date of temporary and permanent records.

Challenge of Records

A parent/guardian or eligible student may challenge a record that he/she believes is inaccurate, irrelevant, or improper, with the exception of academic grades, expulsions or out-of-school suspensions, and the name and contact information of the District's official records custodian. Requests for a records challenge hearing shall be submitted in writing to the District's Official Records Custodian, [insert title and contact information], and shall contain notice of the specific entry or entries challenged and the basis of the challenge. Within 15 school days of receipt of the request for a hearing, the District will hold an initial informal conference with the parent/guardian or eligible student. If the challenge is not resolved by the informal conference, a formal hearing will be held before an impartial hearing officer consistent with Illinois School Student Records Act and its implementing regulations. Either party may appeal the hearing officer's decision to the Regional Superintendent within 20 school-days after the decision is transmitted.

Students Receiving Special Education Services

Parent(s)/guardian(s) have the right to review and copy their student's school student records prior to any special education eligibility or IEP meeting, subject to the requirements of applicable Federal and state law. Parent(s)/guardian(s) may also request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student. Please contact [insert title and contact information] regarding special education records.

CROSS REFERENCE

- [Board Policy 7:340, Student Records](#)

10.30 - Directory Information

The District may release directory information throughout the school year. Directory information is limited to:

- Student Name
- Address
- Email Address
- Grade level
- Birth date and place
- Parent/guardian names and addresses

Any parent/guardian or eligible student may prohibit the release of directory information by delivering a written objection to the building principal within 30 days of completing an enrollment or registration application.

CROSS REFERENCE

- [Board Policy 7.360, Student Directory Information](#)

10.40 - Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

CROSS REFERENCE

- [Board Policy 7.340, Student Records](#)

Chapter 11: Parental Rights Notifications

11.10 - Teacher Qualifications

Parents/guardians may request information about the qualifications of their students' teachers and paraprofessionals, including:

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

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

CROSS REFERENCE

- [Board Policy 5.190, Teacher Qualifications](#)

11.20 - Standardized Testing

In compliance with State law and District policy, the District administers a variety of standardized tests to students for the purposes of measuring individual achievement and instructional needs, curriculum effectiveness, and school performance. Information regarding these assessments is available on the [District's website](#).

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

CROSS REFERENCE

- [Board Policy 6:340, Student Testing and Assessment Programs](#)

11.40 - Health Education

In accordance with the Illinois School Code (105 ILCS 110/3), Critical Health Problems, the District provides students with a program that is designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. The Health program established under this Act shall include, but is not limited to, the following areas:

- Human ecology, health, growth and development;
- The emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage;
- Prevention and control of disease, including instruction in 6th grade through 8th grade on the prevention, transmission and spread of AIDS;
- Public, environmental and consumer health;
- Safety education and disaster survival;
- Mental health and illness;
- Personal health habits including prevention/avoidance of drug, alcohol, and tobacco use; and
- Teen dating
- Violence
- Bullying, intimidation and harassment.

No student is required to take or participate in any class on AIDS or family life if his or her parent/guardian submits a written objection to the Superintendent. Parents/Guardians must submit [Form 6:260-01, Curriculum Objection Form](#).

CROSS REFERENCE

- [Board Policy 6.060, Curriculum Content](#)
- [Board Policy 6.260, Complaints About Curriculum, Instructional Materials and Programs](#)
- [Form 6:260-01, Curriculum Objection Form](#)

11.60 - English Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact our EL Coordinator, Ms. Holly Harper-Kelly at hharper-kelly@golf67.net.

CROSS REFERENCE

- [Board Policy 6:160, English Learners](#)

11.70 - Title I Programs and the Every Child Succeeds Act

Title I federal funding provides financial support to the District to assist our schools by addressing the identified academic needs of students. Title I programs operate at one or more District schools that meet Title I guidelines to provide supplementary assistance to students who are achieving more than a year below their expected level. Identified schools can use these funds to improve the education of all students school-wide. In accordance with the requirements of Every Student Succeeds Act (ESSA) all teachers working in an instructional program supported with Title I funds must meet State certification and licensure requirements.

Parents Right-To-Know

In accordance with the ESSA Section 1112(e)(1)(A) Parents Right-to-Know, the District is notifying every parent/guardian of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.

CROSS REFERENCE

- [Board Policy 5.190, Teacher Qualifications](#)
- [Board Policy 6.170, Title I Programs](#)

11.80 - School Visitations Rights

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

Parent/guardian SVRA rights include the following:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their child's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours.

The District will provide documentation to the parent/guardian of the time and date of each school visitation upon a parent's/guardian's assertion of their rights under the SVRA.

11.80 - Pesticide Application Notice

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally, the application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the **Director of Buildings and Grounds**.

CROSS REFERENCE

- [Board Policy 4.160, Environmental Quality of Buildings and Grounds](#)

11.90 - Mandated Reporter

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

CROSS REFERENCE

- [Board Policy 5:090, Abused and Neglected Child Reporting](#)

11.100 - Convicted Child Sex Offenders

Convicted Child Sex Offenders on School Property

State law prohibits a convicted child sex offender from being present on school property or loitering within 500 feet of school property when children under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and the parent/guardian is:
 - a. Attending a conference at the school with school personnel to discuss the progress of his or her student academically or socially;
 - b. Participating in student review conferences in which evaluations and placement decisions may be made with respect to his or her student regarding special education services; or
 - c. Attending conferences to discuss other students' issues concerning his or her student such as retention and promotion and notifies the building principal of his or her presence at the school.
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or the Board President shall provide the details of the offender's upcoming visit to the building principal.

Anytime that a convicted child sex offender is present on school property for any reason – including the reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to

remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

Violent Offender and Sex Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

Information about sex offenders or violent offenders against youth is also available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, isp.illinois.gov/Sor/FAQs

11.110 - Federal Asbestos Program

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act rules, asbestos inspections and management plans have been developed for all District buildings. You may examine these documents by contacting Director of Buildings & Grounds at (847) 966-8200.

11.130 - Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at golf67.net.

**Golf School
District 67**



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