Elementary Student Handbook
2025-2026

Sycamore Community School District 427
Sycamore, Illinois 60178

Table of Contents

Chapter 1: Introductory Information & General Notices……page 5

- School Operations During a Pandemic or Other Health Emergency
- General District and School Information
- School Admission
- Visitors
- Equal Educational Opportunities and Sex Equity
- Animals on School Property
- School Volunteers
- Invitations and Gifts
- Treats
- Emergency School Closings
- Winter Weather
- Video and Audio Monitoring Systems
- Accommodating Individuals with Disabilities
- Students with Food Allergies
- Care of Students with Diabetes
- Suicide and Depression Awareness and Prevention
- Parent Organizations and Booster Clubs
- Student Appearance
- Lost and Found
- Smith Commemorative Fund
- Communication
- Family Living
- Items Brought to School
- Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations
- Faith's Law Notifications
- Sexual Abuse Response and Prevention Resource Guide
- Free and Reduced-Price Food Services: Meal Charge Notification
- Free and Reduced-Price Food Services Eligibility
- Meal Charges for Meals Provided by the District
- Lost or Damaged Book Fees

Chapter 2: Attendance and Promotion……page 21

- Attendance
- Student Absences
- Tardies and Absence Length Determinations
- Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students
- Release Time for Religious Instruction and Observance
- Make-Up Work
- Truancy
- Grading and Promotion
- Retention
- Multi-Tiered Systems of Supports (MTSS)

- Exemption From PE Requirement [K-5]
- Home and Hospital Instruction
- Complaints About Curriculum, Instructional Materials, and Programs

Chapter 3: Student Fees and Meal Costs……page 27
- Fees, Fines & Charges; Waiver of Student Fees
- Application for Fee Waiver
- School Lunch Program

Chapter 4: Transportation and Busing……page 29
- Bus Transportation
- Bus Conduct
- Bicycles, Scooters, Skateboards, In-Line Skates, Motorized Scooters or Vehicles
- Additional Resources
- Elementary School Parking

Chapter 5: Health and Safety……page 32
- Immunization, Health, Eye & Dental Examination
- Student Medication
- Medication Refusal
- Field Trip Medication Protocol
- Medical Cannabis
- Medication Disposal
- Undesignated Medications
- Emergency Aid to Students
- Procedure for Requests of Diagnostic Rating Scales to Be Completed
- Student Illness
- Returning from an Illness
- Emergency Medical Attention
- Kindergarten - 5th Grade Social Work Sessions
- Safety Drill Procedures and Conduct
- Communicable Disease
- Head Lice
- Targeted School Violence Prevention Program
- Targeted School Violence Prevention and Threat Assessment Education

Chapter 6: Discipline and Conduct……page 42
- General Building Information and Conduct
- Student Behavior
    - When and Where Conduct Rules Apply
    - Disciplinary Measures
- Isolated Time Out, Time Out and Physical Restraint
- Corporal Punishment
- Weapons Prohibition
- Gang & Gang Activity Prohibited
- Re-Engagement of Returning Students
- Prevention of and Response to Bullying, Intimidation, and Harassment

- Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
- Examples of Prohibited Conduct
    - Making a Report or Complaint; Investigation Process
    - Federal and State Agencies
    - Prevention and Response Program
    - Enforcement
    - Retaliation Prohibited
- Sexual Harassment Prohibited
    - Sexual Harassment Prohibited (Title IX)
    - Making a Report or Complaint
    - Investigation Process
    - Enforcement
        - Retaliation Prohibited
- Elementary Schools Cafeteria and Recess Conduct
- Field Trips
- Access to Student Social Networking Passwords & Websites
- Student Use of Electronic Devices

Chapter 7: Internet, Technology and Publications……page 59
- Acceptable Use of the District's Electronic Networks
- Purpose of Technology Use
- Opportunities and Risks of Technology
- Privileges and Responsibilities of Technology
- Network Etiquette
- Unacceptable Use
- Indemnification
- Security
- Vandalism
- Copyright Web Publishing Rules
- Use of Email
- Internet Safety
- Use of District Devices
- Disciplinary Action
- Confidentiality
- Student Authorization for Access to the District's Electronic Networks
- Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act
- Use of Artificial Intelligence

Chapter 8: Search and Seizure……page 66
- Search and Seizure
    - School Property and Equipment as well as Personal Effects Left There by Students
- Students Searches
- Seizure of Property

- Questioning of Students Suspected of Committing Criminal Activity

Chapter 9: Extracurriculars and Activities……page 68
- Extracurricular Activities Code of Conduct

Chapter 10: Special Education……page 70
- Education of Children with Disabilities
- Discipline of Students with Disabilities: Behavioral Interventions
- Discipline of Special Education Students
- Isolated Time Out, Time Out, and Physical Restraint
- Exemption From PE Requirement
- Request to Access Classroom or Personnel for Special Education Evaluation or Observation

Chapter 11: Student Records and Privacy……page 72
- Student Privacy Protections
    - Surveys
    - Surveys by Third Parties
- Instructional Material
- Prohibition on Selling or Marketing Students' Personal Information
- Student Records
- Student Biometric Information

Chapter 12: Parental Right Notices……page 78
- Teacher Qualifications
- Standardized Testing
- Homeless Child's Right to Education
- Family Life & Sex Education Classes
- English Learners
- Mandated Reporter
- Student Privacy
- Sex Offender Notification Law
- Sex Offender Notification Law
- Testing Transparency
- Annual Report Card
- Parent & Family Engagement Compact

Frequently Asked Questions (FAQs)……page 82

Chapter 1: Introductory Information & General Notices

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. Your child's school and 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 will 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 school district 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.

General District and School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.syc427.org) or at the Board office, located at:

1947 Bethany Road
Sycamore, IL 60178

The School Board governs the school district, and is elected by the community. Current School Board members are:

Christian Copple, Vice President
Michael DeVito, President
Beth Marie Evans, Member
Alex Grados, Secretary
Jonathan "Cole" Regnery, Member
Heather Tomlinson, Member
Alan Zantout, Member

The School Board has hired the following administrative staff to operate the school:

- Mr. Nicholas Reineck, Interim Superintendent & Assistant-Superintendent for Human Resources and Educational Programs
- Mrs. Nicole Stuckert, Assistant-Superintendent for Business Services

School and Principal:	Address:	Contact Information:
North Elementary Mr. Thomas Franks	1680 Brickville Rd. Sycamore, IL 60178	Phone: (815)899-8209 Fax: (815)899-8213
North Grove Elementary Mr. Jake Countryman	850 Republic Ave. Sycamore, IL 60178	Phone: (815)899-8124 Fax: (815)899-8114
Southeast Elementary Ms. Sarah Frankiewicz	718 S. Locust St. Sycamore, IL 60178	Phone: (815)899-8219 Fax: (815)899-8221
South Prairie Elementary Mr. Tom Rucker	820 Borden Ave. Sycamore, IL 60178	Phone: (815)899-8299 Fax: (815)899-8292
West Elementary Ms. Emily Waller	240 Fair St. Sycamore, IL 60178	Phone: (815)899-8199 Fax: (815)899-8195
Administration Building	1947 Bethany Road Sycamore, IL 60178	Phone: (815)899-810 Fax: (815)899-8119
Transportation Lacey Lantz	245 W. Exchange St. Sycamore, IL. 60178	Phone: (815)899-8106 Fax: (815)899-8253

School Admission
By state law; kindergartners or children enrolling from another school district must furnish a certified copy of his/her birth certificate. ***If a student is enrolling from out of state, a physical examination will also be required.***

Visitors

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a 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 detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without

regard to race, color, nationality 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 discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure.

A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Nicholas Reineck, Interim Superintendent at 815-899-8100.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal 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.

School Volunteers

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

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

A volunteer is considered someone who is volunteering in the school more than twice, during the school day. Prior to volunteering at a school or event, please complete the Volunteer Information Form and Waiver of Liability. A copy can be provided by the school's main office.

Invitations and Gifts

If party invitations or gifts for classmates are brought to school, it is encouraged to bring an invitation and or gift for all students in the classroom. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats

Birthdays can be celebrated at school with the child bringing something to share with the entire class. To meet the goals of our District Wellness Team and to avoid allergens, students **cannot** bring birthday treats at this time. If a family wants to send in a goodie bag for students to take home, you are welcome to do so. It is recommended that a book be donated to the library in the child's name, or bookmarks, pencils, or other small school items be given instead of a goodie bag with treats. In an effort to reduce the amount of time students are out of the classroom and to limit the number of interruptions to each room we are limiting the stops a student can make with their goodie bags. Each student can visit the office with extra goodie bags. The office will be happy to take goodie bags for any other staff members and place them in their mailbox.

Birthday party invitations are not to be distributed at school unless the entire class or specified gender of the entire class is invited.

PLEASE do not send flowers, balloons, etc. to school as they disrupt the instructional activities. If they are sent to school, they will be held in the office until the end of the day.

Emergency School Closings

An emergency plan in case of fire, severe weather, tornado and other emergencies has been developed. Plans for evacuating or disaster drills are held throughout the year. If schools close after students have arrived, local businesses are informed, as well as the radio stations. Students should know where to report if school closes in an emergency and parents are not home. Please, refrain from calling the school on bad weather days, for it will tie up the phone lines.

Information about emergency school closing will be broadcast over the following stations:

WLBK - DeKalb	1360 AM
WNIU - DeKalb	89.5 FM
WDKB - DeKalb	94.9 FM
WREX TV	Channel 13

Emergency information will be posted on the school district's website: www.syc427.org and communicated through the district communication system.

Winter Weather

During winter months, students will go outside for recess, weather permitting. When the "feels like" temperature is 10 degrees or below, recess will then be indoors. Please dress your child appropriately; boots, mittens, hats, coats, etc. are needed on cold and wet days. Students are required to wear their coats up until 60 degrees and winter coats when the temperature is below 40.

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. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

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.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

Care of Students with Diabetes

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

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.

- 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.
- For further information, please contact the building principal.

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

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.

The purpose of the PTO from Article II or its by-laws is:

- To promote the welfare of children and youth in home, school, and community.
- To develop a closer relationship between the home and the school, parents and teachers may cooperate intelligently in the education of the child.
- To develop between educators and the general public, such united efforts will secure every child the best possible education.
- As a parent of a student at elementary school you are considered members of PTO.

Student Appearance

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

Lost and Found
Clothes found on school property are placed in the lost and found. Please check this location for any missing articles. Near the end of the school year, remaining articles will be donated.

Smith Commemorative Fund
The Sycamore School District has an available commemorative fund in the name of Essie B. Smith. This fund has provided families with clothing, grocery certificates, and shoes during the holiday season. It is also available as a financial resource for emergencies throughout the school year. If you are in need of assistance, or know someone who is, please contact the school nurse.

Communication
Open communication between home and school is essential for effective education of the children. We encourage parents to contact school personnel anytime there is a question, concern, comment or compliment.

- **Conferences:** Sycamore CUSD #427 provides for one parent teacher conference during the school year. Additional conferences may be scheduled as needed.

- **Phone Calls:** The school secretary will take messages during the day and the teacher will return the call as soon as possible.Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations.

- **Website:** The district and school websites contain information on staff, programs, curriculum and the school. Minutes from the PTO, building communication, calendar of events and activities, staff email addresses, etc. can be found on the website - www.syc427.org

- **School Email List:** All parent/guardian email addresses entered through the registration process will be used to create a school email list. This list will be used by the building administration to communicate events going on at the school. If you wish to update this information please contact the office.

- **Parent Square:** All parents/guardians listed as the primary contacts during registration will be added to all Parent Square communications. Parent Square messages may be received via text, email, or through the app. For more information on Parent Square, please contact the school office or the District communications department.

- **Campus Portal:** Campus Portal provides access to student grades, attendance, schedules and assignments. This will be limited at the elementary level to teacher assignment, progress reports (skills) and attendance.

Family Living
The Sycamore School District has a family living curriculum, which in the elementary schools means the fourth graders will view presentations on “our changing bodies.” Fourth grade boys and girls see presentations on the growing up process. The school nurse and the classroom teachers coordinate the discussions. Parents are notified prior to the presentations being shown.

Items Brought to School
In the past there has been an increase in the number of items students bring to school that distract rather than aid in their schoolwork. Any items that are a distraction/disruption to the school day will be collected. These items will be returned to the student or picked up by parent/guardian. If you wish to bring a pet to school for show and tell please check with your child's teacher prior to bringing an animal to school. Cell phones are permitted if left in the student's locker and it must be turned off during the school day. Smart watches are allowed, but they can't be used as a phone. The Sycamore School District is not responsible for lost or damaged items.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations
Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”

- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student

- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

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

Faith's Law Notifications

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between

school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.[1]

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

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

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

Free and Reduced-Price Food Services Eligibility

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

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee

about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

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

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

Lost or Damaged Book Fees

Lost Books:

Students are responsible for any library books, text, and instructional materials they have received. If a book or instructional material is lost, the student must pay the replacement cost and the processing fee of $1.00. The replacement cost is figured by looking in Books in Print or other such resources. If no price can be found or the student and school cannot agree upon a price, then the cost will be figured as follows:

Hardback Books:	Grade K-5	$15.00
Paperback Books:	Grade K-5	$ 5.00

Damaged Books:

1. If a book, text, or instructional material is damaged, the student must pay for the damage. Minor damage includes torn pages, pocket ripped, water or food damage, crayon or ink marks and so on, and a fee of $1.50 is charged. More serious damage, which can be repaired, will be assessed at actual cost. For major damage, the replacement cost is charged and the student may keep the book when paid for. The classroom teacher, librarian, and/or administrator

determine damages and fees.

2. If a lost or damaged book or printed material from the library is not paid for by the end of the year, the student will not have library privileges the following year. If the student goes to a different school in the district he/she will not have library privileges at that school until their debt is paid.

Chapter 2 : Attendance and Promotion

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

or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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), 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, attendance at a verified medical or therapeutic appointment (including a victim services provider), to attend a civic event, or other reason as approved by the building principal. For students who victims of domestic or sexual violence, an excused absence includes 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.

Additionally, a student will 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 a reasonable timeframe to make up missed homework and classwork assignments.[3]

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m., or submit an absence request in Infinite Campus 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, parents will be notified that the student has been marked absent. Failure to notify

the school of an absence shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Tardies and Absence Length Determinations
Students are considered tardy if they arrive after 8:45 AM. Students must be in attendance for at least 150 minutes of instructional time to receive half day credit and 300 minutes of instructional time to receive full day credit. Unexcused tardies will be monitored carefully. Two unexcused tardies will equal 1 full day absence.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

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. School administrators will send home an attendance report each trimester for any student that has missed 10% or more of the school days.

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

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. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work
If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent

academic credit. Students who are unexcused from school will not be allowed to make up missed work.

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 child to be truant is in violation of State law.

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

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

Retention
In rare instances, the staff may feel that it is in the child's best interest to have him/her repeat a grade. Retention is only recommended if the child will benefit from it, and is never to be used as a punitive measure. Parents and/or guardians will be kept informed about the academic progress of their child and notified in person as early as possible, prior to the end of the year, if retention is being considered. Parent input is always considered in the decision making process; however, the school has the ultimate authority to make the decision.

Multi-Tiered Systems of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, paraprofessionals, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. For MTSS implementation to work well, the following essential components must be implemented with fidelity and in a rigorous manner:

- *High-quality, scientifically based classroom instruction*. All students receive high-quality, research-based instruction in the general education classroom.
- *Ongoing student assessment*. Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the MTSS process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.
- *Tiered instruction*. A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.
- *Parent involvement*. Schools implementing MTSS provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

Exemption From PE Requirement [K-5]

In order to be excused from participation in physical education, a student must present a letter from a licensed Medical Professional. The excuse may be based on medical or religious prohibitions. A religious prohibition may be presented by a parent/guardian. 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. Upon written notice, a student will be excused from engaging in the physical activity components of physical education during the time stated.

Students with an Individualized Education Program may also be excused from physical education courses based on their accommodations.

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.

Home and Hospital Instruction
A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

- The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.
- The school may reassess home instruction provided to a student every two months to determine the student's continuing need for home instruction.

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

For information on home or hospital instruction, contact: Margaret Thurman, Director of Student Services at mthurman@syc427.org or 815-899-8100.

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

Chapter 3 : Student Fees and Meal Costs

Fees, Fines & Charges; Waiver of Student Fees
The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As 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 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. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

Application for Fee Waiver

Please see the application for Free and Reduced-Pricing at this link. Additional information can be found on the District's webpage, linked here.

School Lunch Program

Breakfast is served every school day. On Monday, Tuesday, Wednesday, and Friday, breakfast services are from 8:30 a.m. to 8:45a.m. On Thursdays, breakfast is served from 9:15 a.m. to 9:45 a.m. Lunch is served every school day, except days when there is an early dismissal. Prices for school meals are as follows:

- Breakfast: $1.50/$.30 (Reduced Price)
- Lunch: $2.70/$.40 (Reduced Price)

- Milk: $.55 (no discount)

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Chapter 4: Transportation and Busing

Bus Transportation
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Director of Transportation.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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 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.

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 five minutes prior to the communicated bus pick up 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 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. Tablets, iPads®, smart phones, and other 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.

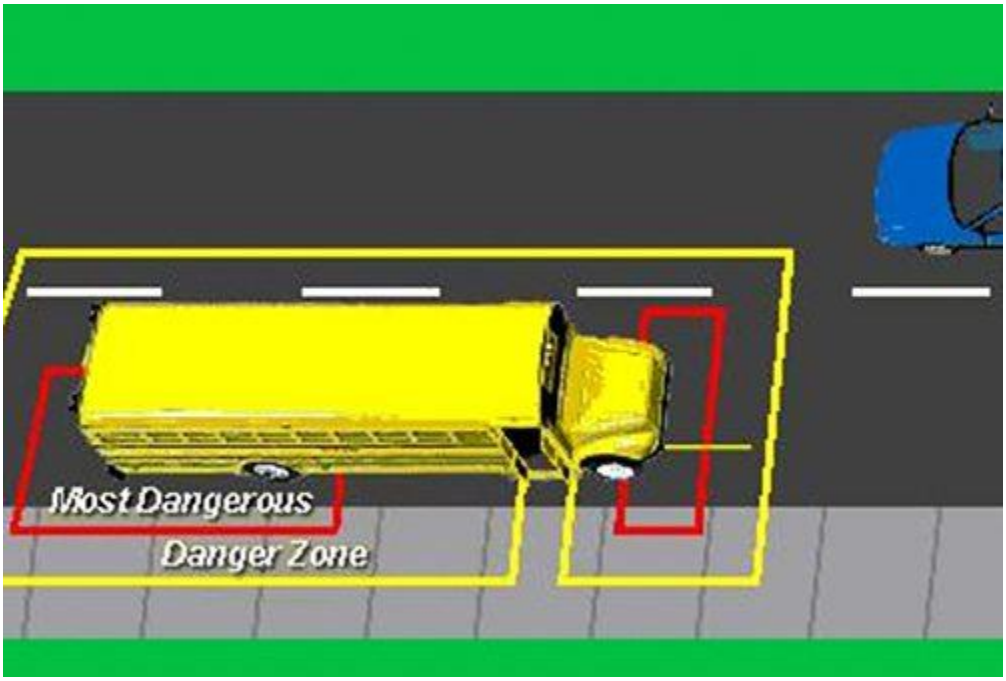
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

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: Lacey Lanz, Director of Transportation.

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.
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 Director or Transportation and 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.

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.

Bicycles, Scooters, Skateboards, In-Line Skates, Motorized Scooters or Vehicles

Upon entering school grounds students are to dismount their mode of transportation and walk it to the appropriate location. Use of mini bikes, go karts, snowmobiles, or any form of motorized vehicle is not allowed on the school grounds at any time.

Additional resources:

- National Highway Traffic Safety Administration - School Bus Safety
- U.S. Department of Transportation - School Bus Safety Campaign Material
- National Safety Council - Tips for a Safe Ride
- Ill. State Police - School Bus Safety
- Ill. State Board of Education - School Bus Safety What Parents Should Know
- Ill. State Board of Education - Instructions To School Bus Riders

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

Chapter 5: Health and Safety

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

Illinois law requires that all K, 6th, and 9th grade students have a completed physical exam each fall.

The physical must be completed on the current Illinois Certificate of Child Health Examination form. In addition to the physical, the student must show evidence of protection against: Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria, Pertussis (whooping cough),

TDap, Poliomyelitis, Hepatitis B series and proof of having the Varicella vaccines or history of the chickenpox disease. Students in grade 6-12 also are required to have the appropriate Meningococcal vaccines. All students new to the district must also comply with these regulations within 30 days of enrollment. Students entering the District from out of the country must have the physical exam completed prior to attending classes. Transfer students, as well as students with no physical exam but verification of a healthcare appointment, will be conditionally enrolled. Exceptions to the law are valid for medical contraindications or religious objections provided the exemption is on file and approved in the student's health folder.

The required examinations, immunization dates and forms must be turned into the school office on or prior to October 1 or within 30 days of moving into the District or they will be excluded from school until the requirements are fulfilled.

The State of Illinois has specific requirements for students entering school at different grade levels. Students are required to have/show proof of receiving the proper vaccinations. Vaccination information can be found here on the District's website.

Religious/Medical Exemptions

Certificate of Religious Exemption: parents or legal guardians who object on religious grounds to complete any required immunizations or examinations must complete a Certificate of Religious Exemption form, which must also be signed by the physician, advanced practice nurse or physician assistant responsible for performing the student examination. The healthcare provider signature on this new form attests to informing the parent or legal guardian of the benefits of immunization and the health risks of not vaccinating the student. Per the State Of Illinois, the certificate requires the parent or guardian signature to attest to understanding that their student may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure.

1. If there is an outbreak of disease (i.e. Measles), those students who have not had an immunization due to medical or religious reasons will be on the susceptible list and will be excluded until a set number of school days after the last reported case of the disease (as determined by the IDPH).

2. Example of exclusion dates: Measles exclusion can last a minimum of 21 days. Mumps exclusion can last a minimum of 25 days. Pertussis exclusion varies depending upon the student's symptoms and treatment options.

3. Students with a Religious Exemption are not eligible for homebound tutoring services during an outbreak related exclusion.

4. Each school keeps an up-to-date list of all students who have not presented evidence of immunity against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Rubella, Mumps, Varicella, Hepatitis B and Meningitis.

Dental Requirement

The State of Illinois through Public Act 93-946 has mandated that all students in K, 2nd, 6th and 9th grade must have a dental exam completed prior to May 15 of the current school year.

Vision and Hearing Screenings

Students will be screened according to state mandated vision and hearing laws and the results will be shared with school personnel. Students in kindergarten, first, second and third grade will receive hearing screening. Students in kindergarten, second and eighth grades will receive vision screening. Additionally, any students receiving special education services, new to the district, receive teacher referrals or have known vision/hearing concerns will be screened. Parents should notify the school if consent of screening is denied. Vision screening is NOT a substitute for a complete eye examination and vision evaluation by a licensed healthcare provider.. Your student is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form, indicating that an examination has been administered within the previous 12 months.

Student Medication

Prescription Medication Protocol at School

Administration of medication to students is the responsibility of the parents/guardians and should be given at home whenever possible. Only in cases where failure to take prescribed medication could jeopardize the student's health and/or education should medication be given at school.

A student does not need most medications to be administered at school. If they need to take medication 3 times a day or less, it should not be sent to school; it can be given before school, right after school and at bedtime. If your student takes daily medications, they should be taken at home with very few exceptions.

Over-the-Counter Medications

All medications (with the exception of asthma inhalers and Epi-pens) are to be taken in the Health Office. Students are not to have any medication in their possession throughout the school day.

Prescription and Nonprescription Medication Administration Protocol

When school personnel are required to administer over-the-counter or prescription medication, a parent/guardian may complete the Medication Administration Form. Additionally, the following protocol must be followed:

1. A *written order* for prescription and non-prescription medication must be obtained from the student's healthcare provider
2. A written request from the parent/guardian requesting for the medication to be given must accompany the above order.

3. Prescription medication must be brought to school in a pharmacy labeled container that displays the following information:
    - Student's First and Last Name
    - Prescription Number
    - Medication Name/Dosage
    - Administration Route
    - Directions for Use
    - Prescribed Date "Refill by" date, and expiration/discard date
    - Prescribing healthcare provider's Name
    - Pharmacy name, address, & phone number
    - Pharmacist name and/or initials
4. Over-the-counter medications must be in their original container. Medications outside of the expiration date will not be administered.
5. The School Nurse, School Administrator, other designated school personnel or the student (via Self Administration- Guidelines below) will administer the medication to the student.
6. All medications designated "controlled substance" (including, but not limited to, Ritalin, Concerta, Dexedrine, and Adderall) must be delivered to school by a parent/guardian or another adult.
7. Each dose of medication administered shall be recorded in the students electronic health record, with date and initials of the person administering it
8. Medication must be kept in a locked drawer or cabinet in a supervised area.
9. The designated school nurse should be notified of all medication requests, including (but not limited to) self-administered medications such as bronchial inhalers. The designated school nurse will monitor and counsel the students as needed.

Self-Administration of Medication

In order for a student to self-administer medication, they must be able to correctly identify their medication and be able to independently administer the medication via the designated route. Direct supervision must be provided throughout self-medication administration by the school nurse or other designated school personnel.

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.

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

If such an event were to take place, it is the responsibility of the student and/or present staff to notify the school nurse. The school nurse will then notify the parents/guardian and administrator.

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

Medication Refusal

The school nurse has the right and responsibility to decline to administer medication if they feel it jeopardizes student safety and/or is non-compliant with the Medication Protocol. In such circumstances, the school nurse will notify a parent/guardian and administrator.

A student has the right to refuse medication. The school nurse has the responsibility of explaining to the student the importance of taking the medication but may not force the student to take any medication. If a student refuses to take a medication(s), a parent/guardian and the administrator must be immediately notified.

Field Trip Medication Protocol

The school nurse will dispense medication into individual student envelopes labeled with the student's name and date of birth. Designated school personnel are responsible for the transportation of the medication and will supervise the student in self-administration.

Medical Cannabis

Please contact your school nurse for the current procedure and paperwork required for Medical Cannabis to be administered at school.

Medication Disposal

Parents/guardians are responsible for removing any remaining medication(s) at the end of the student's treatment or at the end of the school year. Medication(s) that is not picked up by the end of the school year will be discarded and documented by the school nurse.

Undesignated Medications

To comply with Illinois School Code, each Sycamore School maintains a stock of undesignated emergency medication to treat anaphylaxis (Epinephrine), opioid overdose (Narcan) and acute respiratory distress (Albuterol). Having access to undesignated emergency medications allows for early intervention and improved outcomes.

Undesignated emergency medications are medications that are not assigned to a specific individual. These medications are available to use in emergent life threatening situations by trained, designated school personnel. The standing orders for these medications and administration protocols for school nurses and other trained personnel are reviewed and signed by a designated local physician.

Please note that undesignated emergency medications are not meant to be a substitute for students with known diagnoses (asthma/allergies). Parents/guardians are still expected to provide the appropriate medications for their students with accompanying healthcare provider's orders and emergency action plans.

The school district and its employees are to incur no liability, except for willful and wanton misconduct, as a result of any injury arising from administration of undesignated emergency medication by the school nurse or other trained school personnel.

Emergency Aid to Students

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

Procedure for Requests of Diagnostic Rating Scales to Be Completed

When a parent/guardian requests completion of diagnostic rating scales by the school district, there is a procedure that we follow:

1. The parent/guardian must complete and sign a Release of Information form. This can be from the provider or on the school district's form. The school district must have a copy of this release on file in the nurse's office.

2. The completed rating scales must be returned directly to the provider. The rating scales cannot be given back to the parents/guardian to be given to the provider.

3. The district will not provide parents/guardians a copy of the rating scale, nor will we be keeping a copy for our records. The rating scales will not be copied in violation of copyright protections.

Student Illness

Should you send your student to school?

If your student is not feeling well on a school day, a decision must be made whether or not to send them to school or keep them home. The following is not intended as medical advice, but merely to provide guidelines until further medical attention is sought.

- **COLD, SORE THROAT, COUGH:** A student with cold symptoms and a persistent cough will likely not be able to fully participate in their learning and may benefit from remaining home. Students with sore throat complaints may attend school unless you see white spots, pronounced red streaks, or the sore throat is persistent. In those cases, seek medical advice.
- **DIARRHEA AND VOMITING:** Keep your student home. Students must be symptom free for 24 hours before returning to school. Seek medical advice if symptoms persist.
- **EARACHE:** Seek medical advice.
- **FEVER:** This is a warning that all is not right in the body. No student with a fever of 100.4 degrees should be sent to school. Students must be fever free a minimum of 24 hours without the aid of fever reducers before returning to school.
- **HEADACHE:** Your student may attend school,however administration of over the counter pain relievers at school will require written healthcare provider's orders and parent authorization. Refer to Prescription and Nonprescription Medication Administration Protocol for further information.
- **STOMACHACHE:** Your students may attend school as long as there has been no vomiting or diarrhea. Seek medical advice if symptoms persist.
- **TOOTHACHE:** Refer to your dentist.

Illness at School

Your student will be sent home if they:

1. Have a fever of 100.4°F or more. Students may be sent home for a temperature lower than 100.4°F if symptoms indicate at the school nurse's discretion.

2. Have vomited or have diarrhea

3. Are unable to participate in school due to persistent cold/flu-like symptoms

4. Have a serious injury that requires further medical attention or have an injury that impairs functionality at school

If a student is required to go home from school, it is the responsibility of the parent/guardian to arrange for the student to be picked up *immediately.* It is imperative that you supply the district with names and phone numbers of at least two (2) other people who can transport your student if you can't be reached.

Returning from an Illness

Students must be fever, vomit, and diarrhea free for 24 hours, without the help of medication, before returning to school. At the parent's/guardian's request, a student may stay indoors from recess for two days following an illness, after that a provider's note will be required.

Emergency Medical Attention

If emergency medical services (EMS) are deemed necessary, EMS will be activated and your student will be transported to the nearest hospital for emergency medical attention. The closest hospital for the Sycamore School District is Kishwaukee Hospital.

Kindergarten - 5th Grade Social Work Sessions
The school provides social work sessions for students. The school's social workers are available to those students who require additional assistance. After five sessions with the social worker, a permission slip from the parent/guardian. Please contact the school social worker for this permission slip.

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.

Safety Drill Procedures and Conduct
Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, 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 child from participating in this drill. All other drills will not be preceded by a warning to students.

Communicable Disease
The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.

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. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. 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.

Head Lice
If suspected , the School Nurse will examine a student and notify the parent/guardian of head lice if it has been identified. Students may be released from school at the discretion of the parent/guardian. Education and information will be provided for the treatment and prevention of head lice to parents/guardians.

Kindergarten-12th grade students will not be excluded from school if head lice are present. Students will remain in school per the Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education guidelines and recommendations. Per Illinois Department of Public Health recommendations and guidelines, students in the Early Childhood Education program will be excluded until the day after first treatment.

AAP (American Academy of Pediatrics) offers the following statement and treatment recommendations::

Head lice are often a fact of life for school aged children. While inconvenient, head lice cause no medical harm and can be effectively treated. A revised clinical report from the American Academy of Pediatrics (AAP), "Head Lice," published in the August print issue of Pediatrics (published online July 26, 2010), clarifies and updates protocols for diagnosis and treatment, and provides guidance for the management of children with head lice in the school setting.

Head lice are not a health hazard or a sign of poor hygiene and, in contrast to body lice, are not responsible for the spread of any disease. No healthy child should be excluded from or miss school because of head lice, and no-nit policies for return to school should be abandoned. Informed school nurses can help with diagnosis and suggestions about treatment. Because head lice are usually transmitted by head to head contact, parents should carefully check a child's head before and after attending a sleepover or camp where children share sleeping quarters.

There are many ways to treat active infestations, but not all products and techniques have been evaluated for safety and effectiveness. One percent permethrin lotion is recommended as initial treatment for most head lice infestations with a second application 7 - 10 days after the first. Parents and caregivers should make sure that any treatment chosen is safe; preferred treatments would be those which are easy to use, reasonably priced, and proven to be non-toxic.

All products must be used exactly according to the manufacturer's instructions. Your pediatrician can help with diagnosis, treatment choices and management of difficult cases.

The American Academy of Pediatrics is an organization of 60,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well being of infants, children, adolescents and young adults.

For more research-based information to go www.identifyus.com or to www.cdc.gov/lice/head/treatment.html

What you can do to help prevent head lice:

- Discourage head to head contact and the sharing of head accessories (i.e. hats).
- Talk to children about sleepovers and how important it is to have your own pillow and space to sleep so head lice cannot be transmitted.
- Inspect your children's hair periodically for nits. If nits are found, notify your child's close friends and relatives with whom they play or associate. Treat active infestations per recommended guidelines.
- Educate and discourage your child from sharing stuffed animals, ear phones,and personal hygiene products such as hair brushes, as these items. could transmit head lice.
- Encourage good hygiene and hand washing to all family members.
- Exercise caution in public areas where children have access to shared clothing and headgear (i.e. dress up centers).

Students Who are Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Providing support services that enable students who 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 school 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 victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other 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 (Mr. Nicholas Reineck), Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

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.

For further information, please contact the Building Principal.

Targeted School Violence Prevention and Threat Assessment Education
See the District's Targeted School Violence Prevention and Threat Assessment Education letter here.

Chapter 6: Discipline and Conduct

General Building Information and Conduct

Dismissal
There are times when parents need to change the dismissal procedures for their children. A phone call to the office (before 2:00 PM) or a note must be sent indicating such changes. School personnel will always direct students to follow their usual dismissal routine unless a phone call or note is received indicating a change. For early dismissals, parents or guardians are to meet their children in the office so that the time and date of the departure can be noted. Students will be released only to their parents/guardians or emergency listed contacts. Students can be released to other adults with advanced notice to the office and a copy of the person's ID. All unsupervised students are to be off school grounds (except for bus students or students in an after school activity) by 3:45PM.

Leaving School Grounds
Students will be allowed off school grounds only if the school receives a parent call or a note from home. Parents or guardians are to meet their children in the office so that the time and date of departure can be noted.

School Day Schedule
Monday- Friday

- School Begins 8:45 AM
- School Dismissal 3:30 PM

Thursday Late Start

- School Begins 9:30 AM
- School Dismissal 3:30 PM

School Dress Code & Student Appearance
We ask each parent to cooperate in expecting their child to dress in such a manner that will enhance students to develop a good self-image and awareness of good grooming. Our school goals of respect for self and others and responsibility promote the students having a positive self-image in their behavior and dress. Clothing that is too revealing, has offensive pictures or slogans that promote violence, advertise or promote drugs, alcohol, or tobacco use, or have inappropriate language cannot be worn at school. Students will be asked to turn shirts inside out, wear something else provided at school, or call home to get a change of clothes.

Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

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:

    a. 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).

    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.

    d. 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 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.

    e. 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.

    f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented

to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, smartwatches, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. 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.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in 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.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (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.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. 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.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.

22. 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.

23. 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 these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply 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;

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; or

5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school

voluntarily due to behavioral or academic difficulties. 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.
7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. 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.

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent

danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Weapons Prohibition

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, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Nondiscrimination Coordinator and Title IX Coordinator:

Name: Nicholas Reineck, Interim Superintendent & Assistant Superintendent for Human Resources and Educational Programs

Address: 1947 Bethany Road, Sycamore IL 60178

Phone Number: 815-899-8100

Email Address: swilder@syc427.org

Complaint Managers:

Name: Nick Reineck, Interim Superintendent & Assistant Superintendent for Human Resources and Educational Programs

Address: 1947 Bethany Road, Sycamore IL 60178

Phone Number: 815-899-8100

Email Address: nreineck@syc427.org

Name: Meg Thurman, Director of Student Services

Address: 1947 Bethany Road, Sycamore IL 60178

Phone Number: 815-899-8100

Email Address: mthurman@syc427.org

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 incidents 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.

Sexual Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator (Mr. Nicholas Reineck), Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

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.

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/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

Elementary Schools Cafeteria Conduct

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly during lunch.
3. Loud talking, yelling, screaming, and other disruptions are prohibited.
4. Students shall not throw food, milk cartons or other items.
5. Students shall not trade food. Students are able to put unwanted school purchased food on the “Share Table” in the lunchroom.
6. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
7. Students shall remain seated while in the cafeteria except to return to the lunch line or dispose of trash.
8. Students shall report spills and broken containers to cafeteria staff immediately.
9. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

Elementary Schools Recess Conduct

The following guidelines define the parameters for student behavior during the recess period.

1. Students will display proper behavior at all times and be respectful of others.
2. Students must get permission from the recess supervisors before entering the building.
3. Students must wear coats, boots and snow pants to play in the snow.
4. The following activities are not allowed:
    - Throwing of objects, such as: stones, rocks, snowballs, ice balls, pinecones etc.

- Running or playing tag around central equipment
- Pushing, shoving, fighting, or wrestling
- Sliding on ice
- Jumping from any place higher than the student's height

5. Students will properly use and return all game balls, ropes, and equipment to their proper place.
6. Students will line up quietly and orderly in their assigned places when the supervisors blow the whistle or the bell rings.
7. Additional playground items brought from home must be approved before use.
8. Before students are dismissed from recess, they must be quiet before and during their entrance into the building.
9. Students who continually break the playground rules, will receive consequences.
10. Recess during Inclement Weather: Recess will be held indoors. Supervisors will be assigned to the area.
11. A student may be excused from recess after an illness with a note from the parent for one day. **Exemption for longer periods of time requires a doctor's excuse.**

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

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

Access to Student Social Networking Passwords & Websites
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.

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: cell phone, smart phone, audio or video recording device, smartwatch, ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During the school day, which includes class periods, passing periods, recess and lunch, electronic devices must be kept powered-off and out-of-sight 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.

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 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 school 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. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student 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.

Chapter 7: Internet, Technology and Publications

Acceptable Use of the District's Electronic Networks
Sycamore Community School District 427 requires that all users adhere to our Acceptable Use Policy when using any technology.

Purpose of Technology Use

The Sycamore Community Unit School District (the "District") is pleased to offer students access to our computer network as well as the Internet. We are happy to be able to provide this service and believe it offers vast, diverse, and unique resources. Our goal in providing this service is to continue to promote educational excellence by facilitating resource sharing, engaged learning, and communication. Students' use of the District's computer network will be teacher directed and for academic-related assignments only.

Opportunities and Risks of Technology

Internet access will enable the exploration of thousands of libraries, databases, museums, and other sources of information around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of school use of Internet resources is constructive educational goals, students may still find ways to access inappropriate materials. We believe that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed the disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their students should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to allow their student(s) access to the Internet.

Even though the District uses robust filtering software to keep students from accessing unauthorized and inappropriate sites, no filter is guaranteed to be error free or totally dependable. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties;
- The accuracy or appropriateness of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from a student's failure to follow District policies and procedures governing the use of technology.

Privileges and Responsibilities of Technology

The District promotes the use of computers in a manner which is responsible, legal and appropriate. Use of the District's network is a privilege. Failure to adhere to this Technology Acceptable Use Policy will result in the revocation of access privileges, disciplinary action, and/or appropriate legal action. Should a user's privileges be revoked, there shall be no

obligation to provide a subsequent opportunity for access to the District's network.

Students are responsible for appropriate behavior on the District's network just as they are in a classroom or on a school playground. The user is personally responsible for his/her actions in accessing and utilizing the District's computer resources. Users are advised never to access, save, print, or send anything that they would not want parents/guardians and teachers to see or read. Network storage areas may be treated like school lockers. Network administrators may review communications and files to maintain system integrity and to ensure that the network is being used responsibly.

Network Etiquette

Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite and non abusive in your messages to others;
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;
- Do not reveal personal information of others, including addresses or telephone numbers;
- Do not use the network in any way that would disrupt its use by other users;
- Adhere to the rules of copyright law and assume that all software is copyrighted (unless it is labeled"freeware" or "public domain");
- Adhere to the licensing agreements governing the use of shareware;
- Be responsible at all times for the proper use of access privileges and for complying with all required system security identification codes including not sharing such codes;
- Close any site (URL) that has inappropriate material. Contact or report the site to a lab supervisor or teacher, and do not share such sites with other users;
- Respect the right of others to use equipment and therefore do not use it for non-school activities; and
- Protect the privacy of other users and the integrity of the network by avoiding misuse of passwords and others' files, equipment and programs.

Unacceptable Use

Users are responsible for their actions and activities involving the network. Network users will not:

- Use offensive, obscene, inflammatory or defamatory speech;
- Harass other users;
- Use the account or password of another user;
- Misrepresent themselves or others;
- Violate the rights of others including their privacy;
- Access, submit, post, publish, download or display any defamatory, intentionally inaccurate, abusive, obscene, profane, sexual, threatening, racially offensive, harassing, or illegal material;
- Post material authored or created by another without his/her consent;
- Post anonymous messages;

- Use the network for commercial or private advertising or for the sale or purchase of materials for personal use;
- Download unauthorized software programs or files: including but not limited to the following types: exe, zip, mp3, mpeg, avi, streaming audio, etc.;
- Wastefully use network resources such as file space;
- Gain unauthorized access to resources or entities;
- Use the network for private financial or commercial gain;
- Vandalize data, programs, and/or networks;
- Damage technology hardware and/or software;
- Spread computer viruses;
- Use the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state regulation;
- Reveal their personal address or telephone number or those of others; and
- Use the network while access privileges are suspended or revoked.
- Use software, hardware or any other means to bypass our web filter, firewall or any other security protocols.

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 Network Coordinator 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 for any reason. 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.

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 Network Coordinator. 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 *Acceptable Use Policy* 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 Network Coordinator and Building Principals shall monitor student Internet access.

Use of District Devices

Students are granted use of District-issued devices including but not limited to a student Chromebook. Use of any district device requires adherence to the Chromebook Handbook, which can be found on the Technology page of the District website.

Disciplinary Action

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in the revocation of access privileges, disciplinary action including payment for any equipment damage), and/or appropriate legal action.

Confidentiality

Network users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside or from persons inside the District. Also, the District reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed. Therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

Student Authorization for Access to the District's Electronic Networks

Please review Sycamore School District 427's Acceptable Use Policy. This policy is agreed to by all parents at time of registration.

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 school district

A list of the District's most up-to-date SOPPA-approved software can be found on the SDPC website.

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: Search and Seizure

Search and Seizure

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

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

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

Students 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.

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

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.

Chapter 9: Extracurricular Activities

Extracurricular 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.

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.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
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.

Chapter 10: Special Education

Education of Children with Disabilities

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

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

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

For further information, please contact:

Margaret Thurman
Director of Student Services
815-899-8117 or mthurman@syc427.org

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

For further information, please contact the building principal.

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 School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

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

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.

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. He or she (a) is in grades 3-12, (b) his or her 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. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

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.

Chapter 11: Student Records and Privacy

Student 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 a 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.

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.

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

This notice contains a description of your and your students' rights concerning school student records. To contact the School's Official Records Custodian, please contact your child's school.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The District maintains two types of school records for each student: permanent records and temporary records.

The permanent record includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
- A copy of the student's certified birth certificate;
- Academic transcripts, including grades, graduation date, grade level achieved, and the unique student identifier assigned by the Student Information System;
- Attendance record;
- Health record (i.e., medical documentation necessary for enrollment and proof of health examinations); and
- Record of release of permanent record information.

The permanent record may include:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information may be kept in the permanent record. All information not required or authorized to be kept in the student permanent record is kept in the student temporary record.

The temporary record includes:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8);

- The completed home language survey;
- Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from the Child Protective Service Unit;
- Any biometric information that is collected in accordance with Section 10-20.40 of the School Code and Board Policy 7:340;
- Health-related information; and
- Accident reports.
- The temporary record may include:
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records, including reports of the multidisciplinary staffing conference(s) on which placement or non-placement was based, and all records and audio recordings relating to special education placement hearings and appeals;
- Section 504 plans and related records; and
- Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

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

1. **The right to inspect and copy the student's education records within 10 business days (or 15 business days if extended) of the day the District receives a request for access.** The degree of access a student has to their records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parent(s)/guardian(s) or students should submit to the designated official records custodian for each school a written request that identifies the record(s) they wish to inspect.

   Within 10 business days, the official records custodian will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. In certain circumstances, the District may request an

additional 5 business days in which to grant access.

These rights are not available to any person against whom an order of protection has been entered concerning the student. All rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

2. **The right to request an amendment and/or to challenge the contents of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend or may challenge the contents of a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the appropriate school's official records custodian and should clearly identify the record the parent/guardian or eligible student wants to be changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise that parent/guardian or eligible student of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to provide written consent before disclosure of personally identifiable information from the student's education records, except to the extent that FERPA or the Illinois School Student Records Act ("ISSRA") authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, evaluator, data analysis/reporting firm, cloud computing providers, and/or providers of educational software or applications, such as Google); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational or administrative interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information to be released, and an opportunity to inspect, copy, and challenge the records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and other individuals or entities as set forth in FERPA or the Illinois School Student Records Act.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.** Directory information is information contained in the school student records that is generally not considered harmful or an invasion of privacy if disclosed. Throughout the school year, the District may release directory information regarding students, without prior consent. The District considers the following to be directory information:
    - Name
    - Address
    - Grade level
    - Birth date and place
    - Parent(s)'/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
    - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
    - Academic awards, degrees, and honors
    - Information in relation to school-sponsored activities, organizations, and athletics.
    - Major field of study
    - Period of attendance in school

    A parent/guardian or eligible student shall have the right to opt-out of the release of directory information. Any parent/guardian or eligible student may prohibit the release

of any or all of the above information by delivering a written objection to the Building Principal. The District will comply with state and federal law with regard to release of student's school records, including where applicable, without notice to, or consent of, the student's parent/guardian or eligible student.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion, or fundraising without the prior, specific, dated, and written consent of the parent or student, as applicable.

6. **The right contained in this statement**: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA**. The name and address of the Office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Ave, SW
   Washington, DC 20202-8520
   FERPA.Complaints@ed.gov

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.

Chapter 12: Parental Right Notifications

Teacher Qualifications
Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- 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 school office.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: MAP, Illinois Assessment of Readiness (IAR) and Illinois Science Assessment (ISA).

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.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

For additional information and resources, please contact Neilly Berger, McKinney Vento Liaison, at nberger@syc427.org.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

English Learners

The school offers English Learner (EL) and Bilingual services to meet the linguistic and academic needs of children whose native language is not English. These services are designed to facilitate high levels in academic subjects and to ensure that they meet the same challenging State standards expected of all students.

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 Claribel Robles, Director of English Language Learning, at crobles@syc427.org.

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.

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason –

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

A violation of this law is a Class 4 felony.

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

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Parent Notices Required by the Every Student Succeeds Act: Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

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 www.syc427.org.

Parent & Family Engagement Compact

The Parent and Family Engagement Compact will be given to parents and/or guardians at Parent/Teacher conferences and updated yearly. This document will be kept on file at each school.

Frequently Asked Questions

- Are your school buildings left unlocked during the school day?
    - No, all schools are locked during the school day. Visitors will need to come to the main entrance. Office staff will allow the visitor to enter into the building and will ask you for your name and the reason for your visit prior to allowing further entry into the building.
- **Do you have a Police Liaison in your school buildings?**
    - Our district has two full-time school resource officers (SRO) that assist all buildings within the district. As part of our ongoing partnership with the Sycamore Police Department, a School Resource Officer (SRO) will be made available for use by all schools in District #427. School administration empowers the SRO, as a staff member, to enforce all school and district rules. The objectives of the SRO program are as follows:
        - Provide law enforcement and police services to all schools, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
        - Work to prevent juvenile delinquency through close contact and positive

relationships with students. In addition the SRO can develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies.

- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.

- Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

- Develop and implement classes in law-related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting topics relating to law and the role of police in our society.

- Work with student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.

- Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.

- **How do you collaborate with your first responders?**
    - Our district works closely with our first responders. We have a great working relationship with both police and fire. It is not uncommon to see officers and firemen in our buildings. It is important for them to get to know our staff and the layout of our buildings under non stressful situations. The district shares our building maps, keys/FOBS, and our emergency response plans with our first responders. It is key that during an emergency that they know how students and staff in a building are going to respond so that they can respond to the emergency quickly and provide help for us. Collaboration is key and sharing plans with our partners is invaluable. We also conduct training and our drills with our first responders, this is a great way to provide valuable feedback as to

what works and what we need to improve on.

- **Does the district have a Safety Team?**
    - Yes, the district has a District Safety Team. The team consists of district administrators, building administrators and law enforcement. The team discusses and makes decisions regarding safety and security along with updating emergency crisis plans.
- **How does the district address threats?**
    - The district takes all threats seriously. Anyone who becomes aware of a threat should immediately notify the building principal. If school is not in session and you cannot contact the building principal, contact the police immediately. The police department and the school district will work together on all threat assessments. The goal of a threat assessment is to make sure that everyone is safe and that the situation is handled appropriately and effectively.