



Northbrook | Glenview
School District 30

Student-Parent Handbook

2026-27



This handbook is intended to be a convenient tool for families and staff of Northbrook/Glenview School District 30 by summarizing selected information about procedures, services and programs. District 30 is governed by Board of Education policies, which are available at district30.org. Board of Education policies and this handbook may be amended during the year without notice.

District 30 Strategic Plan 2024-2029



Mission Statement

District 30 exists to create an inclusive community that inspires learning, fosters resilience, and cares deeply for every child. We honor childhood and foster intellectual, physical, and social-emotional growth.

Vision Statement

District 30 will nurture the whole child by fostering academic growth, well-being and individual passions. We will create inclusive environments and strong partnerships that encourage students to become confident, lifelong learners who embody compassion, resilience and make a positive impact in the world.

Values

In District 30, we understand the interdependence between our community and school system, and we value every person. Our values ensure:

- Student-Centered Education that promotes the development of every child, nurturing their intellectual, physical, and social-emotional growth in a safe and supportive environment.
- Open Communication that fosters mutual respect, understanding, trust, and connectedness.
- Growth Mindsets that prioritize a lifelong pursuit of knowledge and growth, encouraging perseverance, curiosity, exploration, and innovation.
- Community Collaboration that encourages active participation and engagement and is rooted in empathy from all in District 30.
- Inclusivity and Belonging by celebrating each individual and ensuring that every person feels valued, respected, and included.
- Health and Well-Being for our community's physical and emotional wellness, promoting healthy lifestyles and practices to support each individual.

The 2024-2029 Strategic Plan guides all initiatives in District 30. You can find the entire [Strategic Plan on our website](#). Progress made on each of the goals is reported to the Board of Education in spring each year.

Quick Contact List



District 30 Administrative Offices

2374 Shermer Road
Northbrook, IL 60062
Phone: 847-498-4190 | Fax: 847-498-8981

[Dr. Emily K. Tammaru](#), Superintendent

[Mr. Dale Falk](#), Assistant Superintendent for Finance and Operations

[Dr. Scott Carlson](#), Assistant Superintendent for Human Resources

[Ms. Katherine Kelly](#), Director of Teaching and Learning

[Ms. Lauren Schulman](#), Director of Student Services

[Dr. Andrew Kohl](#), Director of Educational Technology



Wescott School

1820 Western Avenue
Northbrook, IL 60062
Phone: 847-272-4660 | Fax: 847-512-4748

[Dr. Anthony Candela](#), Principal

[Mrs. Katie Petersen](#), Assistant Principal

[Mrs. Ana Stockler](#), Assistant Director of Student Services



Willowbrook School

2500 Happy Hollow Road
Glenview, IL 60026
Phone: 847-400-1090 | Fax: 847-272-0893

[Mrs. Katie Compagno](#), Principal

[Mr. Erik Brekke](#), Assistant Director of Student Services



Maple School

2370 Shermer Road
Northbrook, IL 60062
Phone: 847-400-8900 | Fax: 847-272-0979

[Dr. Sam Kurtz](#), Principal

[Mrs. Angela Jaeger](#), Assistant Principal

Mrs. Maggie Price, Assistant Director of Student Services

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ATTENDANCE AND DISMISSAL

ABSENCES

District 30 Board Policy [7:70 \(Attendance and Truancy\)](#)

Absences fall into two major categories: excused and unexcused. Principals are charged with the responsibility for using these categories to determine the necessity of an absence. The following are the Illinois State Board of Education parameters used to determine attendance:

- Full-day kindergarten and grade 1: Students who miss more than 114 minutes but less than 3 hours and 55 minutes of school will be credited with half-day attendance. Students who miss 3 hours and 55 minutes or more of school will be considered absent for the full day.
- Grades 2-5: Students who miss more than 54 minutes but less than 3 hours and 5 minutes of school will be credited with a half-day of attendance. Students who miss 3 hours and 5 minutes or more of school will be considered absent for the full day.
- Grades 6-8: Students who miss more than 37 minutes but less than 3 hours, 6 minutes of school will be credited with a half day of attendance. This translates to missing four class periods during a day. Students who miss more than 3 hours and 6 minutes of school will be considered absent for a full day. This translates to missing five or more class periods during a day.

District 30 Board [Policy 7:90 \(Release During School Hours\)](#)

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Excessive Absences

District 30 Board [Policy 7:70 \(Attendance and Truancy\)](#)

Any student who is absent for 10 percent of regular attendance days, excused or unexcused, may be considered to have excessive absences. The school will contact the student and their parents/guardians if accumulated absences become excessive. The district will track and provide early identification or potentially harmful attendance practices, and provide a progressive, multi-level plan toward remediation of the problem as defined in the Illinois School Code, Section 26-2a. If absences continue to be excessive after supportive services have been provided, a medical note signed by a physician licensed to practice medicine in all its branches, including MD, DO, advanced practice nurse, or physician assistant, may be required in order to have the absence excused. The note must state the dates that the student was unable to attend school and the date a medical professional saw the student.

Excused Absences

District 30 Board [Policy 7:70 \(Attendance and Truancy\)](#)

The importance of regular school attendance is vital to the learning continuity needed to promote maximum opportunities for achievement and success.

Students are allowed up to five mental or behavioral health days per school year. The student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missing during such absences. Following the second day, a student may be referred to the appropriate school personnel.

Additionally, a student will be excused for up to five 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 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.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school to explain the reason for the absence. If a call has not been made to the school by 10 a.m., or the student has not checked in remotely, a school official will call the parent/guardian to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. The district requires, at the time of enrollment, at least one telephone number at which parents/guardians can be reached by the school regarding absence notifications.

Unexcused absences include those when the school office has not been notified that a child will be absent from school. Parents are discouraged from taking their children on vacations or trips when school is in session. Vacations are recorded as unexcused absences. If family vacations or trips are unavoidable, the school should be notified several days in advance. Students who are absent because of extended vacations will not receive homework assignments ahead of time. At the middle school, students are expected to return from unexcused absences prepared to continue with class without extensions and to submit any missed work that was previously posted online. In addition, students should be present during standardized testing, which is essential to monitoring current understandings and driving future instruction.

Notification Of Absence

Schools have a legal obligation to make a conscientious effort to report any unauthorized absence, within two hours of the start of the school day, to the child's parent, guardian, or other person having legal custody. The requirements of this policy shall have been met if notification of an absence has been attempted by calling the home or business phone numbers provided to the school by the parent, legal guardian, or other person having legal custody of a child, whether or not there is any answer at such telephone number or numbers. Further, the requirements of this policy shall have been met if the said notification is given to a member of the household of the child's parent, legal guardian, or other person having legal custody of the child, provided the member of the household is 10 years of age or older.

ABSENCE COMMUNICATION

All parents/guardians are required to report all student absences, late arrivals, or early departures through the Parent Portal. Please include as much detail as possible regarding the reason for the absence. If an absence is medically related, please report it first in the Parent Portal. Following this, you may contact the School Health Office to communicate with the Nurse about the condition.

ATTENDANCE POLICY

District 30 Board [Policy 7:70](#) (Attendance and Truancy)

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy.

CHRONIC OR HABITUAL TRUANT

District 30 Board [Policy 7:70](#) (Attendance and Truancy)

Students who miss more than 1 percent but less than 5 percent of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5 percent or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

A child is considered to be a truant minor when supportive services for the chronic truant have been provided, or offered but refused by the parents, guardians, and/or student, or have failed to result in the remediation of the chronic truancy. Truant minors are referred to the Regional Office of Education Truancy Intervention Program. Punitive actions, including out-of-school suspensions, expulsions, or court action, shall not be taken against a chronic truant for his/her truancy unless available supportive services and other school resources, including prevention, diagnostic, intervention and remedial services, and alternative programs, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Once a student's absenteeism has been classified as truancy, chronic truancy, or as being characteristic of a truant minor, the superintendent shall direct the appropriate district staff to develop diagnostic procedures to be used with the student. The diagnostic procedures may include, but are not limited to, interviews with the student, his or her guardians, and any school officials or other parties who may have information about the reasons for the student's attendance concerns.

A student who is absent 15 consecutive days and cannot be located – or a student who refuses to return to school despite supportive services being offered - may be dropped from the school's enrollment. Upon return, and whenever possible, the student will be re-enrolled in the same class or classes they had been enrolled in prior to the extended absence. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

In addition to developing the diagnostic procedures listed in Board [Policy 7:70](#) (Attendance and Truancy), District 30 also provides the following resources and supportive services for the chronic truant and their parents or guardians:

1. Conferences with school personnel;
2. Student and family counseling;
3. Psychological testing;
4. Schedule or program changes; and
5. Information about existing community agencies for appropriate services.

When the supportive services of the school district have been offered to the student, and if these measures prove ineffective and that the truancy persists, the building principal shall refer the matter to the Attendance Program of the North Cook Intermediate Service Center. The Board of Education, superintendent, administrators, and teachers of District 30 shall assist and furnish any information that may be helpful in aiding truancy officers in the performance of their duties.

E-LEARNING

Electronic learning may be available when the school is closed due to weather conditions. When schools are closed on an emergency basis (such as snowfall or ice that makes travel dangerous), District 30 staff members can provide temporary e-learning. (For more information on weather-related school closings, go to: <https://www.district30.org/about/emergency-procedures>) All policies in this book, including those related to discipline, apply to students who are present in person as well as those participating in e-learning.

On the first day our buildings are closed due to a weather emergency, students will NOT attend classes. Only staff will participate in a virtual professional development day. On the second day of a weather emergency, staff and students will most likely participate in an e-learning day, if advanced notice of a school building closure occurs. (E-learning will occur even if emergency days are not contiguous and the second school closure occurs weeks after the first.) E-learning would then continue for any subsequent weather emergencies that close our buildings.

An e-learning day will consist of at least five hours of instruction or schoolwork. The e-learning day could consist of checking assignments, learning new skills, practicing skills, working on projects, working with other students, teacher instruction, or other academic tasks. Students could be working on any of the subjects that would take place during an in-person school day. Support staff (counselors, language support, psychologists, social workers, etc.) may also be available. District 30 makes every effort to keep schools open if it is safe to do so.

If schools must provide e-learning, students should check their District 30 email account or online classroom for instruction and assignments at the start of the school day. If students cannot participate in e-learning, they should contact the school to report an absence. Please note: when in person school is in session, E-learning is not available for students who are absent due to vacation or illness.

HOME AND HOSPITAL INSTRUCTION

District 30 Board [Policy 6:150](#) (Home and Hospital Instruction)

A student who is absent from school - or whose physician, physician assistant, or advance 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 pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. 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, as defined in 105 ILCS 5/26A, informs the District, 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.

For information on home or hospital instruction, contact the Director of Student Services.

RELEASE TIME FOR RELIGIOUS OBSERVANCE

District 30 Board [Policy 7:80](#) (*Release Time for Religious Instruction/Observance*)

A student shall 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 five 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.

SCHOOL CLOSINGS

If there is a serious weather emergency, the automated emergency phone system will be activated to contact each family. To receive these messages, you must ensure the school has up-to-date emergency contact information. School closing information can be obtained via the district's website and social media resources. The buses usually run every day that school is in session, although schedules may vary in bad weather for reasons of safety and slow-moving traffic.

If weather and road conditions become worse during the school day, it may become advisable to dismiss school early. In addition to weather, there are other types of emergencies that may cause an early dismissal of school. Parents should be aware of the possibility that early school dismissals may be necessary and should make plans for the care of their children. Parents should ensure their children know which individuals have been listed on school forms as people who can pick them up if school is dismissed early.

In case of an early dismissal, families would be notified by mass notification, the District 30 website and social media.

SEVERE STORM WARNING AT DISMISSAL TIME

If a severe storm approaches the area at dismissal time, all children will be kept inside the school building until the storm warning is lifted. Students will then be dismissed and buses will proceed as usual.

VISITORS TO SCHOOL

Parents/guardians of students currently enrolled at a District 30 school may visit their child's school during the day when students are in class. Parents are encouraged to limit their visits to school in order to minimize disruptions to the learning environment. Visits by non-parents and volunteers may be permitted with approval of the principal. School district employees may request any person entering a building or on school grounds to identify him/herself and the purpose of the visit.

All visitors must comply with all check-in procedures including, but not limited to: providing identification, having an identification card scanned, a background check, signing a visitor's log, and/or wearing a visitor's lanyard badge/sticker. When leaving the school, visitors must return their lanyard visitor badge and their identification will be returned.

On those occasions when large groups of parents and friends are invited onto school property, visitors may not be required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. This includes parents who wish to visit recess, as the playground is considered an extension of school property. Our recess supervisors are expected to refer all adults/visitors to the front desk.

Visitors may not enter any room where students are present or approach students on school grounds without the prior approval of the principal or his/her designee. In all cases, the principal or his/her designee may exclude or restrict visits when they deem it appropriate.

Generally, individuals wishing to visit a school should contact the school at least 24 hours in advance. Visitors must contact the school principal 24 hours in advance of a classroom visit. Visitors may be escorted. When visits occur while school is in session, visitors to a classroom should confine their questions and inquiries to a time when the teacher does not have direct responsibilities to the students.

Parents/guardians are advised that the District may revise its visitor rules at any time, in the interest of orderly operations and school safety.

It is prohibited by law to commit criminal damage to school property, to vandalize school property, or to distribute/deliver written or printed solicitation within 1,000 feet of school property for the purpose of inviting students to an event in which a significant purpose is to commit or solicit illegal acts or will otherwise be held in or around abandoned buildings.

CURRICULUM AND INSTRUCTION

ACCELERATED PLACEMENT PROGRAM

Per District District 30 Board Policy [6:135 Accelerated Placement Program](#)

The district provides an Accelerated Placement Program (APP). APP options include but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.

Eligibility to participate in the district's APP shall not be conditioned upon the protected classifications identified in Board [Policy 7:10](#) (Equal Educational Opportunities) or any factor other than the student's identification as an accelerated learner. The district has the flexibility to establish the criteria for the APP, and design local education policy and instructional programs. Based on such criteria, policies, and programs, the district reserves the right to make the final determination regarding a student's placement after fair and equitable review.

EDUCATION OF CHILDREN WITH DISABILITIES

District 30 Board [Policy 6:120](#) (Education of Children with Disabilities)

Special education services are provided in accordance with Article XIV of the [Illinois School Code](#), Individuals with Disabilities Education Improvement Act of 2004 (I.D.E.I.A or IDEA 2004) and Section 504 of the Rehabilitation Act of 1973. The district provides a comprehensive program of special education for students who have been identified as having a disability under one of the federally recognized disability categories. The district follows all required procedures involved in eligibility determination to ensure that all students receive the necessary services to achieve academic success. District 30 values the establishment of strong home/school partnerships in its provision of special education services. Special education services are provided through a transdisciplinary model, with support from special education teachers, speech-language pathologists, school psychologists, social workers, and occupational therapists. Parents are encouraged to contact the Director of Student Services for more information. Through a transdisciplinary model and parental involvement, students are appropriately supported by individual education plans. District 30 has developed programming that can accommodate students through co-teaching, specialized instruction, resource programming, and therapeutic support. In addition, staff work on an ongoing basis with all special education personnel to build in the requisite support within grade level coursework to ensure that students are educated in the Least Restrictive Environment as identified with each IEP.

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term Children with disabilities, as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules, that special education services are needed.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the district office. Parents/guardians have the ability to request related service logs, including speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, and school nursing services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act (IDEA) 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.

An independent educational evaluator, or a qualified professional retained by or on behalf of the parents/guardians must be afforded reasonable access to educational facilities, personnel, classrooms and buildings, and to the child, consistent with District policy.

Any parent/guardian who is deaf or does not typically communicate using spoken English is entitled to the services of an interpreter when the parent/guardian participates in a Section 504 meeting with the representative of the school district. For further information, please contact the Director of Student Services at 847 498-4190.

ERIN'S LAW (CHILD SEXUAL ABUSE PREVENTION)

All Illinois school districts are required to provide health education to students regarding the protection from sexual abuse and abduction. The goal of this law is to increase awareness of crimes against children. All students in grades preschool through eighth grade receive age-appropriate curriculum related to the prevention of sexual abuse and abduction. If you have any questions or concerns regarding the content of the curriculum, please contact your child's principal.

The district will provide written notice to parents/guardians of students in preschool through eighth grade before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford the parents/guardians an opportunity to exempt their child from participation.

When a perpetrator intentionally harms a minor physically, psychologically, sexually, or by acts of neglect, the crime is known as child abuse. Child sexual abuse isn't always easy to spot, and some survivors may not exhibit obvious warning signs. The perpetrator could be someone you have known a long time or trust, which may make it even harder to notice. Consider some of the following common warning signs.

- Physical signs: Bleeding, bruises, or swelling in genital area; bloody, torn, or stained underclothes; difficulty walking or sitting; frequent urinary or yeast infections; pain, itching, or burning in genital area.
- Behavioral signs: Changes in hygiene, such as refusing to bathe or bathing excessively; develops phobias; exhibits signs of depression or post-traumatic stress disorder; expresses suicidal thoughts, especially in adolescents; has trouble in school, such as absences or drops in grades; inappropriate sexual knowledge or behaviors; nightmares or bed-wetting; overly protective and concerned for

siblings, or assumes a caretaker role; returns to regressive behaviors, such as thumb sucking; runs away from home or school; self-harms; shrinks away or seems threatened by physical contact.

More information about signs of child sexual abuse is available at <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf> and www.rainn.org/articles/child-sexual-abuse

GROOMING/FAITH'S LAW

District 30 [Board Policy 4:165](#) Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the district's environment, school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between district employees and students based upon state law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through [Board Policy 6:60](#) (Curriculum Content);
 - b. Information in [Board Policy 7:250](#) (Student Support Services) about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) Community-based children's advocacy centers and sexual-assault crisis centers and how to access those serving the district.
2. Train district employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to [policy 5:120](#) (Employee Ethics; Code of Professional Conduct; and Conflict of Interest);
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to Board policies [2:260](#) (Uniform Grievance Procedure); [2:265](#) (Title IX Sexual Harassment Grievance Procedure); [5:90](#) (Abused and Neglected Child Reporting); [5:100](#) (Staff Development Program); and [5:120](#) (Employee Ethics; Conduct; and Conflict of Interest); and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to Board policies [2:260](#), (Uniform Grievance Procedure); [2:265](#) (Title IX Sexual Harassment Grievance Procedure); and [5:90](#) (Abused and Neglected Child Reporting).
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy [5:120](#) (Employee Ethics; Conduct; and Conflict of Interest), and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities;
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the

student can continue to succeed in school pursuant to [Board Policy 7:250](#) (Student Support Services).

4. Provide parents/guardians of students in any of grades kindergarten through eighth with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

Professional and Appropriate Conduct

All district employees and agents are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The superintendent or designee shall identify appropriate employee conduct standards and provide them to all district employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies [2:260](#) (Uniform Grievance Procedure); [2:265](#) (Title IX Sexual Harassment Grievance Procedure); and [5:90](#) (Abused and Neglected Child Reporting); and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies [2:265](#) (Title IX Sexual Harassment Grievance Procedure); [4:165](#) (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors); [5:90](#) (Abused and Neglected Child Reporting); and [5:100](#) (Staff Development Program).

AVAILABILITY OF COUNSELING

Counseling is available to students without parental or guardian consent.

HOMEWORK

The type, frequency, and quantity of homework will be based upon the needs and capacities of the students as determined by each teacher. If students are unable to complete a homework assignment, they should report it to the teacher as soon as possible and explain the circumstances concerning the incomplete assignment. Each child will spend varying amounts of time completing homework based on their organizational skills, academic abilities, study habits, and personal responsibilities outside of the school day. As students progress through grade levels, the amount of time spent on homework is expected to increase. On average, students should expect the following amount of nightly homework at each grade level: K-1 less than 30 minutes per night; in grades 2-5, less than an hour; 6th grade, 1-1.5 hours; 7th grade, 1.5 - 2 hours; and 8th grade, 2 - 2.5 hours. If homework for students consistently exceeds these averages, please contact your teachers to collaborate on next steps.

HUMAN GROWTH AND DEVELOPMENT

District 30 teaches age-appropriate human growth and development curriculum based on the state mandates for health education. Human growth and development are taught in fifth grade and then again in seventh grade. District 30 has not adopted the national sex-education standards.

Parents/guardians of fifth and seventh grade students will be notified prior to the start of this instruction. Families are encouraged to have conversations about this instruction before and after in-class instruction. Parents/guardians may request their students be excused from portions of this instruction, as well as instruction on AIDS or family life. Excused students will be provided an alternative learning activity and will not be subject to penalty.

INSTRUMENTAL MUSIC

Participation in Instrumental Music is a family's decision. Instruction in string instruments (orchestra) is offered beginning in fourth grade, and instruction in band instruments is offered beginning at fifth grade. Information about instrumental programming is sent home with students in those grades eligible to participate.

LIBRARY MEDIA CENTER (LMC)

Students may check out materials and will be given regular opportunities to visit the library. Books must be returned or renewed on their due date, or renewed if needed longer. There are no fines for overdue books, but if a book is lost, we ask that you replace the book with the same exact book, or we will advise you as to a replacement if the original is no longer available.

Parents are encouraged to read to their children and to support independent reading on the part of the child. Independent reading is an integral part of our reading curriculum, and all students are encouraged to check out books from the LMC.

MULTI-TIERED SYSTEM OF SUPPORTS - MTSS

Multi-Tiered System of Supports or MTSS is a level of service available to all District 30 students who demonstrate a need for additional academic assistance. It is an integrated component of the district's educational programming. MTSS service is based upon student performance on standardized assessments and classroom performance. The types of assistance vary based on the level of need demonstrated by our students. For more information, go to [District 30 MTSS Information](#)

MULTILINGUAL LEARNERS (ML) PROGRAM

District 30 offers opportunities for Multilingual Learners to achieve at high levels in academic subjects and meet the same challenging state standards as other students. Parents/guardians of Multilingual Learner students will

be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the academic standards expected of all students.

During registration, District 30 administers a home-language survey to all students who are new to the district. The home-language questions are: 'Is a language other than English spoken in the home?' and 'Does the student speak a language other than English?' Based on the response to these questions, ML staff will screen and determine if the student qualifies for English-language services.

District 30 sends notification letters to parents of ML students who participate in the language-instruction programs no later than 30 days after the beginning of the school year. District 30 notifies parents every year in which ML students participate in a language-instruction program. When a student is identified as ML after the start of the school year, the district sends a notification letter to the students' guardians within 14 days of the child being placed in a language-instruction program.

Learn more about the district's Multilingual Learner (ML) Program at:

<https://www.district30.org/departments/student-services/el-program-overview>

NAVIGATE PROGRAM

The goals of the Navigate program are directly related to the characteristics and needs of gifted and talented students. Areas that are emphasized include critical and creative thinking, problem-solving, decision-making, research, written expression, and oral presentation of ideas. These skills are linked to the content areas as well as to the processes involved in thinking and learning in all curricular areas.

The District 30 identification process follows the research and best practice of the field. Identification is not based on a single test score cut-off or a single subjective criterion, ensuring the proper use of assessment information.

Objective criteria include several standardized achievement test scores, specific academic subject area tests, and general cognitive assessments. Local percentiles, i.e., student performance as compared to the District peer group, are used when available; otherwise, national percentile scores are used. Multiple scores assure an accurate representation of a child's performance and potential. Subjective criteria include teacher evaluation forms to identify general intellectual and specific academic behaviors.

For more information regarding Navigate please see the Curriculum and Instruction web site at :

<https://www.district30.org/departments/curriculum-and-instruction/navigate>

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held in October and February in person or over video conference via Google Meet. Parents/guardians are welcome to request an in-person conference at any time.

The Illinois School Visitation Rights Act permits employed parents/guardians leave of up to 8 total hours during any school year (no more than 4 hours of which may be taken on any given day) to attend school conferences or activities related to the employee's child if the activities cannot be scheduled during non-work hours. Upon completion of a school visitation, The school can provide a letter documenting the time the school visitation began and ended for the parent/guardian to submit to his/her employer.

PHYSICAL EDUCATION

Students in grades 1-8 participate in Physical Education five days per week. Daily physical education classes are co-ed. At Maple, students will take three quarters of Physical Education and one quarter of Health each year.

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

PROMOTION/RETENTION

District 30 Board [Policy 6:280](#) (Grading and Promotion)

District 30 shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

REPORT CARDS

Performance reports, or report cards, are made available at the end of each trimester to indicate a child's general progress. Parents seeking more specific information during a year can arrange a conference with the teacher.

STATE-SPONSORED IEP FACILITATION

IEP facilitation is a process that helps foster effective communication between parents and districts as they develop a mutually acceptable Individualized Education Program (IEP). Information about IEP facilitation can be found at: <https://www.isbe.net/pages/iep-facilitation-system.aspx>.

TESTING AND EVALUATION

District 30 assessment program aids in the evaluation and improvement of teaching and learning. Assessments measure achievement, readiness, speech and language, gross and fine motor skills, hearing, and vision.

Test results indicate a student's ability, achievement, or growth. Tests are one measure of academic, physical, or social development. They become useful only when considered in relation to a student's overall performance in and out of school.

Measurement of Academic Progress (MAP) and Cognitive Abilities Test (CogAT)

Student academic achievement is measured by classroom-based and district assessments. A comprehensive system of local assessments tied to the District 30 instructional resources measures how students progress toward achieving grade level learning expectations and the Illinois Learning Standards. The Measurement of Academic Progress (MAP) Test is administered in grades 1-8. This is a nationally recognized test of academic achievement. The CogAT (Cognitive Abilities Test) is given to all third and fifth grade students. This nationally-recognized test measures student ability in verbal, quantitative, and non-verbal reasoning skills.

Eighth grade PreACT 8/9 testing

In the fall of eighth grade, students will take the PreACT 8/9, which will be used by the high school as one metric of the placement process identifying students for future classes as they transition to the high school the following school year.

State Standardized Tests

In addition to local tests, the State of Illinois requires that students take the Illinois Assessment of Readiness (an assessment of reading and math) in grades 3-8, as well as the Illinois Science Assessment in grades 5 and 8, to measure students' proficiency with the Illinois Learning Standards.

Preschool Screening

District 30's preschool screening process is designed to identify preschool-age children (3-5 years old) who may benefit from special education support prior to kindergarten. Five developmental areas are included in the screening: communication, gross motor, fine motor, problem-solving, and personal-social.

These areas will be assessed after your child has passed a hearing and vision screening. The developmental screening takes about one hour to complete and is conducted by the school district's speech-language pathologist, psychologist, occupational therapist, social worker, and school nurse. Parents are encouraged to stay with their child throughout the screening.

To verify District 30 residency and/or to make an appointment for future screening, please contact the Administrative Assistant to the Director of Student Services. For more information about preschool screenings, please contact the Director of Student Services.

TUTORING

As identified by board policy, the professional staff of the District shall not accept for tutoring purposes students who attend the school where the staff member is employed, except as deemed necessary by the Superintendent. Arrangements with specific tutors and payment for the services of tutors are the responsibilities of the parent. The Director of Student Services shall act as the resource person for teachers and parents when requesting tutorial services. Parents with interest in tutoring services from District staff should email a request for tutoring support to the Superintendent with specific information on why the identified staff member's support is being sought.

ENROLLMENT

ENTRANCE REQUIREMENTS

District 30 Board [Policy 7:50](#) (School Admissions and Student Transfers To and From Non-District Schools)

To enter kindergarten, a child must be 5 years of age on or before September 1 of the current school term. First-graders must be 6 years of age on or before September 1 of that school term.

Parents/guardians must also prove residency in the district and provide proof of vaccinations and/or physical exam, when applicable. Within 30 days of a student enrolling in the district, parents/guardians must supply the district with a certified copy of the child's birth certificate.

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A

“homeless child” is defined as provided in the McKinney Vento Homeless Assistance Act and State law. The superintendent shall act as or appoint a McKinney Vento Liaison to coordinate this policy’s implementation.

A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school’s attendance area may attend that school. Homeless students are not required to attend a separate school for homeless children or youths and homeless children will be provided with comparable transportation services, education services, and meal programs.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Vento Homeless Assistance Act and State law. The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the McKinney Vento Liaison shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the regional superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

Children experiencing homelessness will be supported and not stigmatized by school staff. For questions or support, contact the Director of Student Services or the Illinois State Board of Education’s Wellness Student Care Department at homeless@isbe.net or (217) 782-5270.

STUDENT FEES

Each year, a schedule of fees, if any, is approved by the school board. Fees may include textbooks, consumable materials, extracurricular activities, and other school student fees. The cost of student supplies is included in parent fees to the respective school PTO. The supplies are delivered directly to the classroom. Families may be asked to purchase a few specific personal items (e.g., backpack, gym shoes, lunch box).

STUDENT REGISTRATION

All students will be registered online through a secure, online registration program. Each returning student will be assigned a unique code which is mailed to his or her home. Once received, guardians can begin the registration process by creating an account with a password. Guardians will use the individual code to register each child in the family under this account. Students are not fully enrolled until parents/guardians complete the full online form and submit the information. Payment may be made online or by personal check at the school office.

More information is available at <https://www.district30.org/families/enrollment>

TRANSFERS FOR STUDENTS

District 30 Board [Policy 7:30 \(Student Assignment and Intra-District Transfer\)](#) guides transfers.

All records pertaining to the creation of attendance units are open to the public. The Superintendent or designee shall assign students to classes. A student's parent/guardian may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated at another school, provided space is available. If a request is granted, the parent/guardian shall be responsible for transportation. The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board [Policy 4:170](#), Safety. The Superintendent or designee shall assign students to classes.

UNSAFE SCHOOL CHOICE OPTION

District 30 Board [Policy 4:170 \(Safety\)](#)

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

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

STUDENT RECORDS

PRIVACY RIGHTS FOR STUDENTS AND FAMILIES

District 30 Board [Policy 7:15 \(Student and Family Privacy Rights\)](#)

Surveys

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

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.

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

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

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

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

Physical Exams or Screenings

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

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

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

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

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

1. Book clubs, magazines, and programs providing access to low-cost literary products.
2. Curriculum and instructional materials used by elementary schools and secondary schools.
3. 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.

4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. Student recognition programs.

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

Notification of Rights and Procedures

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

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy. This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

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

STUDENT RECORDS

District 30 [Policy 7:340](#) Student Records

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parents/guardians of their rights concerning school student records. This notification may be distributed by any means likely to reach parents/guardians.

The contact information for the School Official Records Custodian:

Theresa Blackburn

Administrative Assistant to the Director Teaching and Learning

tblackburn@district30.org

847-498-4190

This notice contains a description of your and your child's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: permanent record and temporary record.

The permanent record includes:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parents/guardians.
- Evidence required under the Missing Children Records Act. 325 ILCS 50/5(b)(1).
- Academic transcripts, including: grades, graduation date, and grade level achieved; the unique student identifier assigned and used by the Ill. State Board of Education (ISBE) Student Information System; as applicable, designation of an Advanced Placement computer science course as a mathematics-based,

quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.159; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy; and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.169.

- Attendance record. Health record defined by ISBE as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code.”
- Record of release of permanent record information that includes each of the following:
 - The nature and substance of the information released;
 - The name and signature of the official records custodian releasing such information; The name and capacity of the requesting person and the purpose for the request; The date of release; and A copy of any consent to a release.

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5. If not maintained in the temporary record, the permanent record may include: Honors and awards received. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

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

- Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
- 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.
- Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act (325 ILCS 5/8.6) shall be placed in the student record.
- Information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, as defined in 105 ILCS 5/26A, including a statement of the student or any other documentation, record, or corroborating evidence and the fact that the student has requested or obtained assistance, support, or services related to that status.
- Any biometric information that is collected in accordance with 105 ILCS 5/10-20.40.
- Health-related information, defined by the ISBE as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, documentation regarding a student athlete and his or her parent/guardian's acknowledgment of the District's concussion policy adopted under 105 ILCS 5/22-80 and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
- Accident report, defined by the ISBE as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event, or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying

information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older), or an unaccompanied homeless youth ... has followed through on that request.”

- Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
- Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course or a registered apprenticeship program under 23 Ill.Admin.Code Part 255 as a substitute for a high school or graduation requirement.
- Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

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
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

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

- The right to inspect and copy the student’s education records within 10 business days after the date the District receives a request for access.
- The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records.
- Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District shall make the records available to inspect and copy within 10 business days, unless the District extends the response timeline to 15 business days in accordance with ISSRA. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student. 105 ILCS 5/10-22.3c and 10/5(a); 750 ILCS 60/214(b)(15).

- The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.
- Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligations with the District.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- 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 five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five 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 four years or upon a student's change in attendance centers, whichever occurs first.

- The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, the District may release directory information regarding its students, limited to:
 - 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

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

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

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

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

- 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.

- The right to file a complaint with the U.S. Dept. 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 Avenue, SW
Washington DC 20202-8520

HEALTH

ANAPHYLAXIS PREVENTION, RESPONSE, MANAGEMENT

While it is not possible for the district to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps reduce risks and provide accommodations and proper treatment for anaphylactic reactions.

District 30 has adopted Board [Policy 7:285](#) Anaphylaxis Prevention, Response, and Management Program. Parents/guardians can contact Director of Student Services Lauren Schulman at 847 498-4190 with any questions.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

Parents/guardians should notify the nurse or principal at their child's school if the child has a communicable and/or chronic infectious disease. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies.

If a student's communicable or infectious disease affects his or her ability to participate in the district's educational programs, he or she shall be treated as a person with a disability under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for and is receiving services through an Individualized Education Plan (IEP).

Rules and guidance from the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) should be consulted and supersede these procedures. Guidance documents and important information include:

1. Communicable Disease Guide:
<https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guide.html>
2. The Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois (20 ILCS 2310/) and the Department of Professional Regulation Law of the Civil Administrative Code of Illinois (20 ILCS 2105/).

CONCUSSIONS

After being diagnosed with a concussion by a physician, a student may not return to the classroom, competition, practice, or physical education until the student has completed the Return to Play and Ready to Learn protocols developed by the Concussion Oversight Team.

Students may not participate in an interscholastic athletic activity during a school year until the student's guardian has signed and submitted the pre-participation acknowledgment and consent form that explains concussion prevention, symptoms, treatment, oversight, and guidelines for resuming participation in athletics following a concussion.

More information and the sign-off form are available at <https://maple.district30.org/athletics/iesa-concussion-protocol>. See also board [policy 7:305](#) (Student Athlete Concussions and Head Injuries) for additional information.

CPR and AED

Families are encouraged to watch the video that is posted on the Illinois High School Association website that outlines hands only cardiopulmonary resuscitation and automated external defibrillators. The video is available at: <https://www.ihsa.org/health-safety/cpr-training>. Parents may object if they do not wish their child to participate in training on how to properly administer cardiopulmonary resuscitation.

DIABETES

Parents/guardians must notify the nurse or principal at their child's school if the student has a diagnosis of diabetes. District 30 will follow the Care of Students with Diabetes Act, including the requirement that the parent provide the school with a Diabetes Care Plan (completed by their physician) and an authorization and release form, which must be updated on an annual basis. The Diabetes Care Plan will serve as the basis for a Section 504 plan or as part of an Individualized Education Plan (IEP). Staff will receive training on the care of a student with diabetes according to state mandates.

FOOD GUIDELINES FOR SCHOOL EVENTS

Food is not permitted to be brought to school for birthday recognition or PTO organized parties in the classroom. Birthdays will be acknowledged according to individual teacher guidelines. PTO organized parties will plan activities without food or drink.

FOOD PRACTICES

We strive to maintain an allergy-aware and safe environment for all students. Our food service program operates a "nut safe" program but cannot guarantee complete freedom from cross-contamination. An allergy-safe lunch table is available for students with life-threatening allergies. Allergies can affect a child's physical and emotional health and interfere with daily activities. Additionally, a severe allergic reaction with rapid onset, anaphylaxis, can be life-threatening, and foods represent the most common cause of anaphylaxis among children and adolescents. We adhere to the following food practices that sustain a safe and nurturing environment for all students.

The scheduling of a daily snack is at the discretion of the classroom teacher. To support safety and welfare, we ask that you very carefully consider the foods that you send to school for a snack with your student. Sharing of foods containing dairy or nuts or not washing hands thoroughly after eating these foods may trigger a possibly life-threatening situation. We are limiting snack options to fruits and vegetables. If you feel your student requires a snack, please send only fruit or vegetable, preferably cut into bite-size pieces to make it easier for them to eat. Any fruits or vegetables are safe. Some examples include baby carrots, apple slices, grapes, blueberries, pears, bananas, cucumber slices, celery sticks, cherry tomatoes, raisins, and dried fruit, "GoGo" squeezes, plain applesauce, plain canned fruit in its juice, etc. Please do not send in condiments such as dips or salad dressings.

HEAD LICE

The school will observe the following recommendations of the Illinois Department of Public Health regarding head lice:

- Parents are required to notify the school nurse if they suspect their child has head lice.

- Infested students will not be sent home following notification of the parent/guardian.
- A student with head lice will be permitted to return to school only after receiving the first treatment.

HEALTH CERTIFICATE

Documentation from your physician is required:

1. After certain communicable diseases, to show freedom from contagion. If you inform the school that your child has been diagnosed with a communicable disease, the district will share this information with the local health department. (Board [Policy 7:280](#) Communicable and Chronic Infectious Disease)
2. After a rash, to show freedom from contagion.
3. After surgery or significant injury, to notify the school of any restriction on physical activity.
4. When an excuse from physical education classes is necessary ~~for longer than three days~~. (Board [Policy 7:260](#) Exemption from Physical Education)
5. When requested by the nurse.

HEALTH FORMS AND REQUIREMENTS

All health forms and requirements are available on the district website at:

<https://www.district30.org/families/parents/health-forms>

HEALTH RECORDS

Each child's health examination and immunization records are kept up to date. When a child transfers, the health record is sent to the new school upon request of that school. Parents should inform the school principal and the school nurse of any health problem their child has, especially if the medical condition could result in an emergency situation at school.

Parents/guardians are requested to provide updated action plans on an annual basis (e.g. asthma, seizure, food allergy). These care plans should be dated after the end of the previous school year.

HEALTH SERVICES

Health services are available to all students through our health office. Additional services may also be available based on a medically diagnosed condition. Levels of service depend upon the medical needs of the students involved. Additional information can be provided through the health office or by contacting the Director of Student Services at (847) 498-4190.

ILLNESS AT SCHOOL

If a child becomes ill at school, the parents or other responsible party will be notified as soon as possible. During registration, parents are asked to provide the name and phone number of emergency contacts who can come for the child if the parents are not available. These emergency forms should be kept up to date and the school should be notified immediately if there is any change in the emergency information.

MEDICATION POLICY AND PROCEDURES

District 30 Board [Policy 7:270](#) (Administering Medicines to Students)

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

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

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

PEST CONTROL AND HERBICIDE APPLICATIONS

Illinois law requires schools to adopt an Integrated Pest Management (IPM) plan and notify staff, students, and parents prior to certain types of pest-control applications.

Integrated Pest Management emphasizes inspection and communication within the school. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest-control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program, but does involve use of nontoxic control methods such as sticky traps and baits. If it becomes necessary to use any pest-control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as practicable. The district maintains a registry in each school for those who wish to be notified of certain pesticides and/or herbicide applications. Each school has its own registry. If you wish to be placed on the list to receive written notification prior to the applications of any pest-control materials subject to the notification requirements, please call the school or schools that your child or children attend, and ask for a copy of the request form for each. Once you receive the form(s), please complete and return it to the appropriate school.

For more information contact Dale Falk, Assistant Superintendent of Finance and Operations.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

District 30 Board [Policy 7:100](#) Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screenings are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza and influenza vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians. Information on influenza can be found at:

<https://dph.illinois.gov/topics-services/diseases-and-conditions/respiratory-disease/diseases/influenza.html>

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

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not

submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Waiver forms can be found at: <https://www.district30.org/families/parents/health-forms> that address undue burden or lack of access to services to eye examination. The waiver form must be submitted by October 15 of the school year.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

The dental examination must have taken place within 18 months prior to May 15 of the school year. Waiver forms can be found at: <https://www.district30.org/families/parents/health-forms> that address undue burden or lack of access to services to dental examination. The waiver must be submitted by May 15 of the school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

PRIORITIZATION OF URGENCY OF NEED FOR SERVICES (PUNS) ELIGIBILITY

PUNS is a database of Illinois children, adolescents and adults with developmental disabilities who want or need services through the Illinois Department of Human Services Division of Developmental Disabilities. In order for your child with a documented developmental disability to be added to the database, the guardian must complete registration for the "PUNS List" with their local Independent Service Coordination (ISC) agency. Residents of District 30 should follow the directions online at <https://www.dhs.state.il.us/page.aspx?item=41131> or connect with:

Service Inc. of Illinois (Area E)
Developmental Disability Services
1919 South Highland Ave., Suite A #230
Lombard, IL 60148
Phone: (630) 425-2350

Once registered, ISC will conduct an annual update with the child's parent/guardian to plan for future service needs. It is important to register your child with a documented intellectual disability as early as possible as a person in the category of "planning for services" so there is no delay in acquiring the necessary services when the person turns 18 years of age. Contact the Director of Student Services for more information.

SCHOOL WELLNESS

District 30 Board [Policy 6:50](#) School Wellness

SEIZURES

Parents/guardians must notify the nurse or principal at their child's school if the student has a seizure diagnosis. District 30 will follow the Seizure Smart School Act, including the requirement for the parent to provide the school with a Seizure Action Plan (completed by their physician) and an authorization and release form, which must be updated annually. The Seizure Action Plan will serve as a basis for a Section 504 plan or as part of an Individualized Education Plan (IEP), as appropriate. Staff will receive training on care of the student with a seizure according to state mandates.

SPORTS PHYSICALS FOR INTERSCHOLASTIC TEAMS

The Illinois Elementary School Association requires that any student wishing to try out and participate in interscholastic sports (not intramurals) in middle school is required to have a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner not more than 395 days preceding such tryout, practice, or contest in any athletic activity.

You may submit documentation on the Physical Exam Form, which is located on the district website at: <https://www.district30.org/families/parents/health-forms>

SUICIDE 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 are important Board goals. You can learn more about the district's work to increase awareness and prevention

of depression and suicide in Board Policy [7:290 \(Suicide and Depression Awareness and Prevention\)](#). The National Suicide Prevention Lifeline (988) can also be reached by phone or text. The Crisis Text Line can be reached by texting HOME to 741741. Safe2Help Illinois can be reached by calling (844) 4-SAFEIL, texting SAFE2 (72332), or emailing HELP@Safe2HelpIL.com.

VISION AND HEARING SCREENING

Vision screening is performed on all preschool, kindergarten, second, and eighth-grade students. Hearing screening is performed on all preschool, kindergarten, first, second and third grade students. In addition, vision and hearing are screened on all students with an IEP, foster children, by request from a teacher or parent, and on all new transfer students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. If you do not want your child's vision and/or hearing screened, please submit a written note or email to the nurse prior to the screening day.

WHEN TO KEEP YOUR CHILD HOME

The importance of regular school attendance is vital to promote maximum opportunities for achievement and success. While illness is never predictable, students should not attend school if they are experiencing any of the following symptoms:

1. Fever of 100.4 degrees or higher
2. Vomiting or diarrhea
3. White patches on the tonsils
4. Red or irritated eye or eyes, which may be pink eye (conjunctivitis). May also see swollen eyelids and pus or crusting
5. Severe cold with persistent cough, extreme congestion, sneezing, running nose (especially if nasal drainage is very thick or green/yellow in color)
6. Any rash not diagnosed by a physician
7. Earache – with or without drainage
8. Head lice, before the first treatment

Do not send your child back to school until:

1. Temperature is normal without fever reducing medicine for 24 hours
2. No vomiting or diarrhea for 24 hours
3. On antibiotics for 24 hours for bacterial infection
4. Breathing is comfortable without medication
5. A note is received from the doctor stating that your child's rash is not contagious
6. Cough does not interfere with school functioning and your child is able to cover his/her mouth and nose when coughing

TRANSPORTATION

BICYCLES

Parents are encouraged to check with the principal to determine specific regulations. Parents are also encouraged to review the following safety regulations with their bicycle-riding children:

1. Students who ride their bicycles to and from school should ride on the right side of the street.
2. Always ride single file.
3. Students should walk their bicycles across major roads.

4. Bicycles must not be ridden on the playground. When arriving or leaving the school grounds, students should walk their bicycles.
5. When the weather is bad, bicycle riding should be discouraged.
6. All bicycles should be locked to prevent theft.
7. Children are not to loiter around bicycles parked in the rack.
8. Students are not to take bicycles out of the rack and ride them without the permission of the owner.
9. Students should not ride double.
10. Students must wear helmets.

The district is not responsible for the theft or vandalism of student bicycles.

eBIKES

While e-bikes are permitted in the Village of Northbrook, safety officials have provided [this guidance](#) for residents. It states that, to ensure safety and compliance with local laws, electric bikes and electric scooters are not permitted on school grounds. It also adds that the majority of e-bikes, e-scooters, and e-motos cannot be driven on roadways or in parks, even if they are used to get to school.

In Glenview, e-bikes [are prohibited](#) throughout the village.

BUS REGULATIONS

First Student is the contracted bus company. Bus service is arranged directly with First Student by the parent/guardian (a fee applies). A student wishing to be dropped off at a different stop must have a parent note, and the stop must be an established, paid bus rider stop.

BUS SUSPENSIONS

The superintendent, or any designee as permitted in the Illinois School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in School Board [policy 7:190](#) (Student Behavior).
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

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

ELECTRONIC RECORDINGS ON SCHOOL BUSES

District 30 Board policies [7:220](#) (Bus Conduct) and [7:340](#) (Student Records)

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

school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have: (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing a video recording stating the time, name of individual viewing it, and date the video recording was viewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

SCHOOL-BUS SAFETY – INSTRUCTIONS FOR BUS RIDERS

District 30 Board [Policy 7:220](#) (Bus Conduct)

Parents are urged to instruct their children about proper behavior at bus stops and where to stand while waiting for the bus. In most cases, students should stand back from the edge of the road at least 10 feet. Students must remain at a safe distance from a moving bus at all times.

It is the responsibility of the parents to teach their children to respect the property of others. Students who do not conduct themselves properly at bus stops may have their bus privileges suspended.

Student safety on the school bus depends on how well they conduct themselves on the school bus as well as how the driver performs his or her responsibilities. There are consequences for breaking bus rules, and students may lose their bus-riding privileges as a result of breaking the rules. The driver and the bus supervisors also have rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the principal or Assistant Superintendent for Finance and Operations.

The following bus safety rules for students are published by the State Superintendent of Education, and they should be followed to ensure the safety and well being of all students:

1. Help keep the bus on schedule by being on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus comes to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus window.

8. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident. Keeping distractions to a minimum will help the bus driver ensure your safety while in transit.
9. Be quiet when approaching and crossing railroad crossings.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus except with special permission of the district.
13. Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits. These items should be placed under the school bus seat while in transit.
14. Do not leave books, lunches, or other articles on the bus.
15. Be courteous to fellow students and the bus driver. To earn respect, you must first show respect.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for the signal from the school bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Students are encouraged to keep their electronic devices turned off and in their backpacks, pockets, purses or otherwise out of sight and not readily accessible while riding a school bus.

SAFETY

The district is deeply concerned with the safety of every child. Safety rules and procedures should be taught and practiced both at home and school to prevent accidents. Parents are asked to urge their children to walk with friends and go directly to and from school or home. Parents are asked to follow the school's traffic and parking regulations for safety reasons and set a good example. The only children permitted on the playground during school hours are those who attend the school.

SCHOOL-BUS TRANSPORTATION

District 30 Board [Policy 4:110](#) (Transportation)

The District will offer transportation services to its students residing within District boundaries through an outside contractor or contractors. The District will provide free transportation for (1) any special education student if included in the student's individualized educational program, (2) any homeless student in accordance with federal and State law, (3) any student whose transportation costs are covered 100% by funding pursuant to a State or federal grant, (4) foster care students in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act, or (5) students to and from certain school-sponsored activities. Fees for transportation will be assessed on all other students who utilize the transportation services provided by the District in accordance with the annual fee schedule adopted by the Board and Board policy 4:140, Waiver of Student Fees. Any fees assessed are intended to cover the cost of the transportation services provided.

The school, the parents, and the students must cooperate in order to ensure the safety of all. Students whose behavior causes difficulty or endangers the safety of other students or the bus driver may be denied the privilege of riding the school bus for a short period of time or for the remainder of the school year. Parents will be notified if such action is necessary.

Students are not to ride on a bus to which they have not been assigned.

Buses usually run every day that school is in session. Bus pick-up and departure schedules may vary, particularly in very bad weather. The fact that a bus cannot make its normal run does not legally excuse students from attending school. It is your responsibility as a parent/guardian to make the bus driver aware of any health concerns related to your child.

GENERAL INFORMATION

ASBESTOS MANAGEMENT PLANS AVAILABLE

District 30 has removed all asbestos-containing materials inside schools, with the exception of floor tiles and mastic. The district maintains an asbestos management plan for each school building. These plans are located in the district office, and each school has a copy of the plan for that building. All questions concerning the asbestos management plans should be directed to the Assistant Superintendent of Finance and Operations.

CHANNELS OF COMMUNICATION

Communication with the schools is welcomed whenever it is motivated by a sincere desire to improve the quality of the educational program or to help the schools do their job more effectively. Complaints and grievances are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with the teacher, principal, or other staff members.

If you have a concern about the following areas, please make your first contact with the person listed first on this list. If you still have a concern, then reach out to the second person on the list, and so on.

Instruction, Discipline or Learning Materials

1. Teacher
2. Principal
3. Central Office Administrator
4. Superintendent
5. Board of Education

School Personnel

1. School employee
2. Employee's immediate supervisor
3. Principal, where applicable
4. Central Office Administrator
5. Superintendent
6. Board of Education

Transportation

1. Principal or Assistant Principal
2. Assistant Superintendent for Finance and Operations
3. Superintendent
4. Board of Education

Board Operations and Policies

1. Superintendent
2. Board of Education

Every effort will be made to promptly reply to complaints, questions, and comments. Matters referred to the superintendent and the Board should be in writing and should state the nature of the complaint and the desired outcome. The District 30 Board of Education provides a uniform grievance procedure (Board [Policy 2:260](#)) for any individual who alleges a violation of this policy. Further information regarding this policy can be found on the district's website <https://www.district30.org/about/board-of-education>

CHILD CARE PROGRAMS

District 30 maintains an Intergovernmental Agreement with the Northbrook Park District for the Adventure Campus (K-5) Before and After School Child Care Programs. Contact the [Park District](#) for more information.

COMMUNICATION

It is important that parents communicate with the school. Anything that would affect the student's progress, emotionally or academically, should be discussed with the teacher. Teachers can be emailed or reached by phone, but keep in mind that when they are teaching, the phones in their rooms are off. Feel free to leave a message on staff members' voicemails. Open communication will benefit everyone.

COMMUNICATING WITH PARENTS

District 30 schools use electronic newsletters sent by email as a regular means of keeping parents informed of upcoming activities and current procedures. These newsletters are also available at <https://www.district30.org/newsletters>. Fliers and notices for events of interest outside of District 30 will be posted on the district's webpage at <https://www.district30.org/families/virtual-backpack>. Additional communications are occasionally sent through a mass email system. If you are not receiving email updates from District 30, please call your school secretary and verify a valid family email address is on file.

In circumstances limited to those outlined in federal and state statutes and regulations, as well as state guidance, District 30 may use teleconference and/or videoconferencing software (such as Zoom, Google Meets, Google Classrooms, etc.), to provide instruction to students. A prominent feature of these platforms is that students and parents will have the ability to see teachers and other classmates during instructional sessions.

While the primary focus of these recordings will be on the instruction, rather than on the students, your student's image and voice may be recorded. Only staff and students in the class will have access to these recordings.

If you have any questions or concerns regarding your student's participation in these remote sessions through these platforms, or specifically regarding your child's privacy or confidentiality, please contact your school principal.

COMMUNITY NOTIFICATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and 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>

DISABILITY ACCOMMODATION

The district does not discriminate on the basis of disability in the provision of, or access to, any of its programs or services by student, parents, or community members. If you require accommodation to attend or participate in any board meeting, parent teacher conferences, or other school program or event, please contact the

superintendent's office. If you believe that you have been discriminated against on the basis of disability in the district's provision of programs or services, please contact the district's Non Discrimination Coordinator:

Dr. Scott Carlson, Assistant Superintendent for Human Resources
2374 Shermer Road, Northbrook, IL 60062
scarlson@district30.org
847-400-8957

BELONGING & CULTURE

District 30 exists to create an inclusive community that inspires learning, fosters resilience, and cares deeply about every student. We embrace all aspects of diversity and its contributions to learning. Equitable access, representation, and participation in educational opportunities generate the most effective learning environment for ALL students and prepares students to become global citizens. We do not tolerate racism, hate, or other discriminatory actions.

For more information please see <https://www.district30.org/about/equity>

EMERGENCY EVACUATION, FIRE, LAW-ENFORCEMENT, AND TORNADO DRILLS

District 30 Board [Policy 4:170](#) (Safety)

Emergency evacuation, fire, law-enforcement, and tornado drills are regularly practiced. In the event of an emergency evacuation, staff may need to relocate students to alternative sites designated by each school, and the procedure for off-schedule dismissal may be implemented. Information about a school's emergency plan is available from the principal.

Safety drills will occur at times established by the school principal. 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 evacuation drills, a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement drill to address an active-shooter incident, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

EQUAL EDUCATION OPPORTUNITY

District 30 Board [Policy 7:10](#) (Equal Education Policies) and [7:50](#) (School Admissions and Student Transfers To and From Non-District Schools)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being 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. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board [policy 8:20](#), Community Use of School Facilities. Any student may file a discrimination complaint by using Board [policy 2:260](#), Uniform Grievance Procedure, or in the case of discrimination on the basis of race, color, or national origin, Board [policy 2:270](#), Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. The District prohibits any conduct that harasses or intimidates students, whether that conduct is student-to-student or employee/agent-to-student, on the basis of actual or perceived protected classifications as identified under [policy 7:10](#), Equal Educational Opportunities. The District will not tolerate harassing or intimidating conduct whether verbal, physical, sexual, visual, or cyber 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, but are not limited to, 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 in [policy 7:10](#), Equal Educational Opportunities.

FINES, FEES, AND CHARGES: WAIVER OF FEES

District 30 Board [Policy 4:140](#) (Waiver of Student Fees)

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

Fees for textbooks and other instructional materials, as well as fines for the loss of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student shall be eligible for a fee and fine waiver when:

- 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 program;
- 2) The student's guardians are veterans or active-duty military personnel with income at or below 200 percent of the federal poverty line; or
- 3) The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act.

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

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

ITEMS NOT TO BRING TO SCHOOL

Objects that create a safety hazard or interfere with the learning environment should not be brought to school. Parents are urged to help children understand which items are undesirable and why. Undesirable objects will be confiscated if brought to school without the teacher's permission. The district is not responsible for lost or stolen items.

LABELING ITEMS BROUGHT TO SCHOOL

Articles of clothing, boots, tennis shoes, backpacks and lunch boxes should be marked with the child's name and grade or room number so they may be returned if lost. A lost-and-found box is located at each school. Found articles should be brought in immediately and children should check this box as soon as they lose an item. Parents are encouraged to occasionally go through the lost-and-found.

Please notify First Student (847-724-7200) if any items have been left on the bus.

LOCKERS

Each student has a locker or classroom space for their use. Locks are put on lockers at Maple School only. Lockers are school property and may be subject to search at any time. Lockers must be kept neat, clean, and should not be defaced. Do not use lockers to store money, valuables, or medications.

LUNCH PROGRAM

District 30 Board [Policy 4:130](#) (*Free and Reduced-Price Food Services*)

The Superintendent shall be responsible for implementing the District's free food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free 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.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free food service; (2) the application process; and (3) the name and telephone number of a contact person for the program. The Superintendent or designee shall ensure this annual notification is provided and that the same information is provided to any other parties as needed or required by law.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free food services. These records shall be maintained for three years.

Elementary Schools:

Students may bring their lunches or purchase lunch from Quest Food Service using the MyMealOrder pre-ordering system. All orders need to be submitted three days in advance. We ask parents NOT to order food delivered to school during their child's lunch hour. Our front office staff cannot be responsible for the timely and safe lunch delivery to the classrooms.

The children eat for approximately 25 minutes and have a 30-minute recess period.

Maple School:

Utilizes MealTime Point of Sale System.

- Go to www.mymealtime.com and create an account

- Parents, along with their students, can deposit money on their Maple student IDs to pay for food and beverages in the Cafetorium serving line
- Cash will also be accepted

All Schools:

Children are expected to demonstrate good manners and appropriate behavior in the lunchroom. Inappropriate behavior may result in the child eating at a separate table or in the office. Students are responsible for helping to keep the lunchroom clean. Students must always be responsive to directions from the supervisors and stay seated until dismissed.

Students with food allergies will be cared for and provided with a safe environment to eat. If there are concerns about a student being exposed to food allergens in that environment, please contact the school nurse to discuss alternative arrangements. Students who would like to apply for reduced lunch fees can pick up the necessary forms in the school office.

PTO Special Lunch, Ice Cream Days, and Blizzards are NOT part of the Quest lunch program

You may contact the [Food Service Director for Quest](#).

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

District 30 Board [Policy 7:140](#) (Search and Seizure)

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a Social networking website. Examples of social networking websites and platforms include Facebook, Instagram, X, TikTok, and Snapchat.
2. 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 behavior 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.

PARENTS' RIGHT TO KNOW

In accordance with federal law, parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s) and paraprofessional(s) at District Title I schools. Parents/guardians may request information about the qualifications of their child's 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;
- When a student has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned;
- Whether any paraprofessionals provide services to your student and, if so, their qualifications.

Parents/guardians also have the right to the following information:

- Student's achievement level and academic growth of the student, if applicable and available, on each state academic assessment;
- Information regarding any state or local policy regarding student participation in mandated assessments by the state or the district. Parents/guardians have the right to opt the student out of such assessment, if applicable.
- Information on each assessment required by the state or the district, where such information is available and feasible to report;
- Choose delivery methods, which must include regular mail and picking up the materials at school, of how to receive copies of all written materials that will be considered at a meeting to determine their child's eligibility for special education and related services or to review their child's IEP. Email or a secure portal also may be options. The written materials must be provided to the child's parent/guardian no later than 3 school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within 3 schools days with the written consent of the child's parent or guardian.
- Review and copy their child's school student records prior to any special education eligibility or IEP program review meeting, subject to the requirements of applicable federal and State law.
- Parents/guardians of students with IEPs within 20 school days from the beginning of the school year or upon development of an IEP of the parents'/guardians' have the ability to request related service logs. Related services for which logs must be made are speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.
- School will provide annually to all parents/guardians of children with disabilities and in each Notice of Conference the following information: (1) notice to all parents/guardians of children eligible for an IEP about the availability of interpretation services at IEP meetings (in English, all common languages, and the parent's/guardian's preferred language, if known and practicable); (2) an explanation of how parents/guardians can request an interpreter; (3) notice that a parent/guardian has the right to request that the interpreter provided by the school district serve no other role in the IEP meeting than as an interpreter, and that the school district should make reasonable efforts to fulfill this request; (4) a point of contact for any questions or complaints about interpretation services; and (5) notice to all parents of children eligible for an IEP of the availability of written translations of vital IEP process documents, how to request translated documents, and who to contact with any questions or complaints about the translations (in English, all common languages, and in the parent's/guardian's preferred language, if known and practicable).
- No later than 30 days after the beginning of the school year, the school will inform parents/guardians of an English learner who is participating in, or has been identified for participation in, a program of English learning of (i) the reasons for the identification and need of placement in a language instructional education program; (ii) the child's level of English proficiency, how the level was assessed, and the status of the child's academic achievement; (iii) the methods of instruction used in the program, the methods of instruction used in other available programs, and the use of English and a native language in instruction; (iv) how the program will meet the educational strengths and needs of the child; (v) how the program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners; (vii) how the program meets the objectives of an IEP, if applicable; and (viii) information pertaining to parent/guardian rights.

If you would like to receive any of this information, please contact your school office.

PARENTAL RIGHTS AND RESPONSIBILITIES

District 30 Board [Policy 8:95](#) (Parental Involvement)

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the District shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

SERVICE ANIMALS

Service animals, including dogs and miniature horses, individually trained to perform tasks for the benefit of a student with a disability are permitted to accompany a student at all school functions, whether in or outside the classroom. The service animal must be properly vaccinated and in compliance with any local licensing/registration requirements for the type of animal.

PERSONAL APPEARANCE

Dress should not disrupt the educational process or interfere with the maintenance of a positive teaching/learning environment. Clothing and accessories that have hateful speech/obscene/drug/alcohol/gang-related messages are not to be worn in school. Clothing and accessories that are deemed inappropriate for school or disruptive to the learning environment will be discussed with the student and/or their parent(s). Students may be asked to change clothes.

Students participating in school educational trips should dress appropriately for the activity. Teachers will inform students of expectations for these out-of-school activities. Students not dressed appropriately may be asked to change or not be allowed on the trip.

PLAYGROUND/RECESS PROCEDURES

Students must practice good sportsmanship. General rules include: include others, keep hands/feet to yourself, use respectful language, and use equipment safely. Play is restricted to the blacktop, playgrounds, or field (weather permitting). Only school-provided equipment may be used.

When weather permits, the children go outside for recess before or after lunch. Mittens, scarves, hats, and boots are necessities in the winter. Children cannot play in the snow unless they wear snow pants and boots. Children should keep an extra pair of socks at school. Please label outerwear with the child's name. Inappropriate use of snow is strictly prohibited on school grounds. We recommend keeping an extra pair of socks at school.

Students are to line up promptly in assigned areas at the end of recess. When inside recess is necessary quiet activities and games are allowed.

RESTRICTIONS ON PUBLICATIONS

District 30 Board [Policy 7:310](#) Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Board policy 7:190, Student Behavior, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board [policy 7:180](#), Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

SELLING ITEMS AT SCHOOL

Items are not to be brought to school for sale or profit-making. Students interested in charitable fundraising must obtain prior approval from the building principal.

SEX EQUITY

District 30 Board [Policy 7:10](#) Equal Educational Opportunities

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 access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using *Board policy 2:260*, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). 10 Any student may file a sexual harassment complaint by using *Board policy 2:265*, Title IX Grievance Procedure.

SEXUAL HARASSMENT

District 30 Board [Policy 7:20](#) (Harassment of Students Prohibited), sexual harassment of students of any kind and in any form is prohibited.

The 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. 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.

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The District prohibits any conduct that harasses or intimidates students, whether that conduct is student-to-student or employee/agent-to-student, on the basis of actual or perceived protected classifications as identified under Board [policy 7:10](#), Equal Educational Opportunities. The District will not tolerate harassing or intimidating conduct whether verbal, physical, sexual, visual, or cyber 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, but are not limited to, 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 in Board [policy 7:10](#), Equal Educational Opportunities.

Title IX Sexual Harassment Prevention and Response

The superintendent or designee will ensure that the district prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the district's comprehensive health education program in Board [policy 6:60](#), (Curriculum Content), incorporates (a) age-appropriate sexual abuse and assault awareness and prevention

programs in grades preschool through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.

2. This includes incorporating student social and emotional development into the district's educational program as required by state law and in alignment with Board [policy 6:65](#) (Student Social and Emotional Development).
3. Incorporates education and training for school staff pursuant to Board [policy 5:100](#) (Staff Development Program), and as recommended by the superintendent, Title IX Coordinator, Nondiscrimination Coordinator, principal, assistant principal, or a Complaint Manager.
4. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the district's website, if any, and in each handbook made available to such persons.

Making a Report

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member.

Reports under this policy will be considered a report under Board [policy 2:260](#), Uniform Grievance Procedure, and/or Board [policy 2:265](#), Title IX Grievance Procedure. Allegations shall be referred to any of the following: a supervisor, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

Nondiscrimination Coordinator:

Dr. Scott Carlson, Assistant Superintendent for Human Resources
2374 Shermer Road, Northbrook, IL 60062
scarlson@district30.org
847-400-8957

Title IX Coordinator:

Dr. Scott Carlson, Assistant Superintendent for Human Resources
2374 Shermer Road, Northbrook, IL 60062
scarlson@district30.org
847-400-8957

Complaint Managers:

Dr. Sam Kurtz, Maple School Principal
2370 Shermer Road, Northbrook, IL 60062
skurtz@district30.org
847-400-8905

AND

Katie Compagno, Willowbrook School Principal
2500 Happy Hollow Road, Glenview, IL 60026
kcompagno@district30.org
847-400-8803

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge. Reports and complaints of 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.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under Board policy 2:265, Title IX Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.

For any other alleged student harassment that does not require action under Board policies [2:265](#), Title IX Grievance Procedure, or [2:270](#), Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies [2:260](#), Uniform Grievance Procedure, and/or [7:190](#), Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any 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 District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with Board [policy 7:190](#), Student Behavior. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies [2:260](#), Uniform Grievance Procedure, [2:265](#), Title IX Grievance Procedure, and [2:270](#), Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited). Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

District 30 Board Policy 2:270, a copy of which is included below, prohibits discrimination and harassment based on race, color, and national origin and prohibits retaliation.

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 affect 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 goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies 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 under this policy will be processed under Board policy 2:260, Uniform Grievance Procedure.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

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 Ill. 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 Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include 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.

Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

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 Board policy 7:190, Student Behavior.

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 (see Board policy 2:260, Uniform Grievance Procedure). Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

SPORTS ATTIRE MODIFICATIONS FOR INTERSCHOLASTIC TEAMS

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive prior approval of the school for such modification.

STUDENT ACCIDENT INSURANCE

District 30 does not carry accident insurance on its students. The district annually designates a company to offer student accident insurance coverage, and any contract is between the parents /guardians and the company. The following is a link to the student accident insurance information and application:

<http://www.k12specialmarkets.com/>

STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)

District 30 Board [Policy 7:345](#) (Use of Educational Technologies; Student Data Privacy and Security)

School districts in 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 (also known as '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 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 State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the 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:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, 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, homeless status, etc.)
- 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 e-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

District 30 uses internet filters, blocking software, and other technology protection measures to prevent access to obscenity, pornography, or materials that would be harmful to minors. You can see the district's Acceptable Use Policy at: <https://www.district30.org/families/parents/documents-and-forms>

TELEPHONE

Students should use the school phone only with teacher or office permission and for emergencies only. Students may not use the phone to call home for forgotten homework or books. There are times when a student may need to use a phone. At these times, a student should ask permission for us from the teacher.

STUDENT/PARENT HANDBOOK

This handbook may be amended during the year without notice. This handbook is only a summary of board of education policies governing the school district. Current Board of Education policies are available to the public at the school district office and on its website.

TIME OUT AND PHYSICAL RESTRAINT

District 30 Board Policy 7:190 Student Behavior

Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint."

Guardians of the affected student will be notified within 24 hours if time out or physical restraint occurs.

Isolated time out and physical restraint are defined as follows:

- "Physical restraint" or "restraint" means holding a student or otherwise restricting the student's movements and includes only the use of specific, planned techniques. Physical restraint or restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another person or damage to property. "Momentary periods of physical restriction" are considered physical escorts under the definition provided by the U.S. Department of Education. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.
- "Time out" means a behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with a trained adult for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break; a student initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate; an in-school suspension or detention; or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.
- "Isolated time out" means the involuntary confinement of a student alone in a time-out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out is allowed only under limited circumstances when the adult in the time-out room or enclosure is in imminent danger of serious physical harm because the student is unable to cease actively engaging in extreme physical aggression. Isolated time out does not include a student-initiated or student-requested break; a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate; an in-school suspension or detention; or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or has a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board [policy 2:265](#), Title IX Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.;

and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board [policy 2:270](#), Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)

5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board [policy 2:265](#), Title IX Grievance Procedure)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. Employees retain the right to report allegations of sexual harassment to the Illinois Department of Human Rights through means established by that Department, including, but not limited to, a hotline.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board [policy 7:180](#), Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall process and review the complaint under Board [policy 2:265](#), Title IX Grievance Procedure.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board [policy 2:270](#), Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board [policy 5:20](#), Workplace Harassment Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board [policy 5:120](#), Employee Ethics; Code of Professional Conduct; and Conflict of Interest, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving a Complaint Manager, the Superintendent shall appoint another Complaint Manager or another qualified person to undertake the investigation as the designated Complaint Manager.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager.

The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

USE OF SCHOOL BUILDINGS AND GROUNDS

District 30 Board Policy 8:20 Community Use of School Facilities

School facilities are available to school district student groups, school district-related organizations, and local government agencies during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. School facilities may also be made available to registered not-for-profit community organizations whose purpose is: the educational, physical or social-emotional development of the School District's students; a local civics function; or philanthropic support of the School District, subject to the conditions listed above. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups.

The district provides equal access to the Boy Scouts and other designated youth groups.

VALUABLES/MONEY

Students should not bring expensive or breakable items (e.g., jewelry, electronic gadgets) to school. Money should only be brought for pre-approved school activities and should be placed in a well-marked envelope.

VANDALISM

Citizens are urged to immediately notify the school principal about any damage to the school building and/or grounds and give the identity of the vandals, if possible. The Board of Education, acting upon recommendations from school officials, will determine whether punitive or court action should be taken. In all cases where school property is damaged by students, parents and guardians will be held responsible for replacement or repair of damaged or defaced property.

WEATHER GUIDELINES FOR OUTDOOR RECESS/RECREATION

Weather permitting, students have outside recess/recreation at lunch time. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Schools use the following chart to determine temperature safety: <https://www.isbe.net/Documents/wind-heat-chart.pdf#search=weather>

DISCIPLINE

BEHAVIOR

District 30 Board Policy 7:190 Student Behavior

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabisinfused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's 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's or licensed practitioner's instructions.
 - e. 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.

- f. 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.
 - g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form
 - h. 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.
 - i. 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.
 - j. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons (Behavior) section of this policy, or violating the Weapons section of this policy.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 7. Sexting, which, for purposes of this policy, 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.
 8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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 unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

of a student who engages in aggressive behavior is notified of the incident. Failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

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

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or

transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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 to halt an offense, prevent its recurrence, 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 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her

supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm.

In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm or threatens firearm violence, also any involved student's parent/guardian. Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

BEHAVIORAL INTERVENTIONS

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

BULLYING, HARASSMENT, AND INTIMIDATION OF STUDENTS

District 30 Board [Policy 7:180](#) (Prevention of and Response to Bullying, Intimidation, and Harassment)

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection 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 nonschool- related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Students and families can confidentially call, email, or text the Safe2Help tip line whenever they have information the school needs to know, including information about bullying. Students or families can: Call Safe2Help at (844) 4-SAFE-IL, which is (844) 472- 3345; send a text to SAFE2, which is 72332; email to Help@Safe2HelpIL.com; submit tips through the online form at <https://app.safe2helpil.com/>; download the free “Safe2Help” app.

BULLYING PREVENTION AND RESPONSE PLAN

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

1. The District uses the definition of bullying as provided in Board [policy 7:180](#).
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action based solely on an anonymous complaint.
4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board [policy 2:240](#), Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

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

CORPORAL PUNISHMENT

Corporal punishment is prohibited by any District 30 employee as a means of discouraging student behavior. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm upon students. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Reasonable force by district employees may only be used as needed to maintain his/her own safety, the safety of a student or other students, or to protect other school personnel or visitors. Reasonable force may also be needed for the purpose of self defense, or protecting the physical site. Isolated time-outs or physical restraint may be utilized consistent with the requirements of the School Code and with the regulations of the Illinois State Board of Education. The district will provide written notice to a student's parent or guardian within one business day after any use of isolated time out, time out, or physical restraint.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS AND STUDENTS WITH SECTION 504 PLANS

The district shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

ELECTRONIC DEVICES

(Cell Phones and Other Electronic Devices)

The possession and use of cellular phones, including smartphones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker, unless use is authorized by the teacher or for the reasons in number two, below.
2. They must be turned off or silenced during the regular school day unless: (a) the supervising teacher grants permission for them to be used; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; or (d) the device is needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for sexting, as defined in Board policy 7:190, Student Behavior. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

EXPULSION PROCEDURES

District 30 Board [Policy 7:210](#) (*Expulsion Procedures*)

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer.
 - e. Inform the student and parent(s)/guardian(s) that a support person of their choice and at their expense is permitted to accompany the student throughout the proceedings.
 - f. List the student's prior suspension(s).
 - g. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
 - h. Ask that the student or parent(s)/guardian(s) inform the Superintendent or Board Attorney if the student will appear with a representative and/or support person and, if so, provide the name(s) and contact information for the representative and/or support person.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged.
 - a. School officials must provide:
 - (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and
 - (2) evidence of the threat or disruption posed by the student.
 - b. The student and his or her parent(s)/guardian(s) may appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.
 - c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.
5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
6. If the Board acts to expel the student, its written expulsion decision shall:

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

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agencies.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

OUT-OF-SCHOOL SUSPENSION

District 30 Board Policy 7:200 Suspension Procedures

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:

- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - d) Of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

SEARCH AND SEIZURE

District 30 Board [Policy 7:140](#) (Search and Seizure)

Maintaining order and security in schools is essential to establishing a positive learning environment. Recognizing this, the District 30 Board of Education authorizes administrators and certified employees to conduct searches of students and their personal effects, as well as the property of the district (including desks and lockers). Items found which are illegal may be seized and impounded by school officials, and law enforcement officials may be contacted. When appropriate, such evidence may be transferred to law enforcement authorities. Items that may merely disrupt the educational process can be confiscated until the item can be removed from the educational setting without creating a potential disruption. Whenever an item is seized, disciplinary action may be taken. For more information, see Board [Policy 7:140](#) (Search and Seizure)

TEEN DATING VIOLENCE PROHIBITED

District 30 Board [Policy 7:185](#) (Teen Dating Violence Prohibited)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The superintendent shall develop and maintain a program to respond to incidents of teen dating violence. Students in seventh and eighth grades will receive age-appropriate instruction on teen dating violence in accordance with the district's comprehensive health education program.

