



# D34 FAMILY HANDBOOK

*2026-2027*

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ANTIOCH CCSD 34  
964 SPAFFORD STREET, ANTIOCH, IL 60002  
[www.antioch34.com](http://www.antioch34.com)

# INTRODUCTION

At Antioch CCSD 34, we are committed to creating an engaging and supportive learning environment where every student is inspired to dream and empowered to achieve. As a district, we strive to be the destination that unites ALL, students, families, staff, and community members, to transform the future together. We believe that strong partnerships between home and school are essential to student success, and open communication is key to ensuring a positive and enriching educational experience.

This handbook serves as a guide to our shared expectations, policies, and resources designed to support a safe, inclusive, and thriving school community. We encourage you to stay connected, ask questions, and work alongside us to make this a great school year for your child.

[The district website](#) offers additional information, including access to each school website, as well as staff contact information, updated calendars, news and announcements, and school board meeting agendas.

## Board Policy

Antioch CCSD 34 follows applicable federal and state statutes and guidelines, including those set out by the U.S. Department of Education, Illinois State Board of Education, U.S. Department of Health and Human Services, and other applicable organizations. Antioch CCSD 34 also follows best-practice industry procedures. The complete [Antioch CCSD 34 Board Policy Manual](#) is available on the district website.

## Handbook Availability and Amendment

The Antioch CCSD 34 Family Handbook is a summary of the District's rules and expectations, and is not a comprehensive statement of school procedures. This handbook is available on the [district website](#), and is available in our schools and the District office.

The District reserves the right to amend the handbook during the school year without notice.

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# INTRODUCTORY INFORMATION & GENERAL NOTICES

## Automated Phone Calling System and Texting System

The District utilizes an automated phone calling and texting system to the household's selected phone number. This system is used on a limited basis and will be implemented to communicate to families such items as school emergencies, school closures, and program cancellations. In order to receive these phone calls and text messages, it is necessary for the schools to have up-to-date phone information; please ensure your information is current in [PowerSchool](#).

To ensure you are receiving email communication from the District and school, make sure your spam folder isn't blocking emails from D34 and do not unsubscribe from school or district email. If you have any questions or need assistance, please contact your student's school.

## Text Notifications

In accordance with the Telephone Consumer Protection Act, districts are required to provide all cell phone numbers with the option to opt in or out of text messages coming from this system. If you would like to receive text messages, please make sure you have opted in to receive them.

To opt-in, send a text message of "Y" or "Yes" to 67587.

## Home/School Communication

Maintaining open lines of communication between home and school is essential to supporting student success. Teachers may share important updates and information through district-approved platforms such as PowerSchool, email, Google Classroom, SeeSaw, and newsletters. Additionally, the school office may distribute newsletters and other communications as needed.

To ensure professionalism and consistency, teachers and staff are expected to use district-approved communication methods and should not engage in school-related communication through personal social media platforms (e.g., Facebook) or personal communication devices (e.g., personal cell phones).

## Telephones

Each teacher is equipped with a classroom telephone to enhance communication; however, these phones only ring before and after school hours. Voicemail messages left on classroom phones may not be retrieved until after the school day concludes. To ensure timely communication, please do not leave messages for students on classroom phones. For time-sensitive matters, contact the school's main office directly.

## Email

Each staff member has a designated school email address to facilitate convenient communication. Staff are expected to respond to emails in a timely manner. In addition, teachers may communicate through district-approved Learning Management Systems, such as SeeSaw and Google Classroom. However, for urgent or time-sensitive matters, please contact the school's main office directly.

## Visitors

To ensure a safe and secure learning environment, all visitors—including parents, guardians, and siblings—must enter through the front door and report directly to the main office upon arrival. Visitors are required to identify themselves and state the purpose of their visit to office personnel.

## Check-In Process

- Visitors must sign in, providing their name, date, time of arrival, and the location they will be visiting.
- A state-issued photo ID is required for a background check through the district's visitor management system (Raptor).
- Upon approval, visitors will receive a guest identification tag and/or lanyard, which must be worn on the outer clothing in a clearly visible location.

## Conduct During Visits

- Visitors should proceed directly to their approved location in a quiet and respectful manner.
- Before leaving, all visitors must return to the main office to sign out.
- To schedule a meeting with a staff member, visitors should arrange an appointment in advance. Conferences with teachers will be scheduled outside of instructional hours or during the teacher's designated preparation period whenever possible.

## Visitor Expectations

Visitors are expected to adhere to all school policies and conduct themselves in an appropriate manner while on school property. Any visitor who fails to do so may be asked to leave and could face legal consequences for trespassing or disruptive behavior. No individual on school property or at a school-sponsored event shall engage in any of the following prohibited actions (Reference: [Board Policy 8:30](#)):

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, student, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke, vape, or otherwise use tobacco or nicotine related products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Board policy [7:270, Administering Medicines to Students](#), implementing Ashley's Law. Ashley's Law allows a designated caregiver to administer medical cannabis infused products to students who are registered qualifying patients at school or on the school bus. However, it also requires the caregiver to immediately remove the product from school grounds after administration. (Reference: [105 ILCS 5/22-33](#), Board Policy [7:270](#))
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## Equal Opportunity and Sex Equity

Antioch CCSD 34 is committed to providing equal educational and extracurricular opportunities for all students, regardless of race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, homeless status, or actual or potential marital or parental status, including pregnancy. These protections align with civil rights laws, including the Illinois Human Rights Act.

Furthermore, the District will not knowingly enter into agreements with any entity or individual that discriminates against students based on sex or any other protected status. However, the District remains viewpoint neutral when granting access to school facilities, as outlined in [School Board Policy 8:20](#), *Community Use of School Facilities*.

No student shall be denied equal access to programs, activities, services, or benefits, nor be restricted in exercising any right, privilege, or advantage based on sex or sexual orientation. All students are entitled to fully participate in educational and extracurricular programs and activities without discrimination.

Any student or parent/guardian with concerns regarding sex equity or equal opportunity should contact the designated Antioch CCSD 34 staff member(s). A complaint form is available on the district website.

| NONDISCRIMINATION COORDINATOR                                                                                                                                |  | COMPLAINT MANAGERS                                                                                                                                           |                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 |  | <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>Anita Hernandez</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:auhernandez@antioch34.com">auhernandez@antioch34.com</a><br>(847) 838-8470 |

Cross Reference: Board policy [7:10](#) and [8:20](#)

## Animals on School Property

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

Cross Reference: Board Policy [6:100](#)

## School Volunteers

Some teachers may choose to utilize parent/guardian volunteers in their classrooms. This decision is at the discretion of the individual teacher, and those seeking volunteers will communicate directly with parents/guardians. For school-wide volunteer opportunities, please contact the school office directly, for more information.

### Volunteer Requirements

- Check in and out at the main office and obtain a visitor badge before proceeding to their assigned location.
- Present a state-issued photo ID for a background check through the District's Raptor system.
- Maintain confidentiality and professionalism at all times while volunteering.

To ensure a productive and focused environment, volunteers may not bring other children to school while volunteering unless prior arrangements have been approved.

## **Latex Balloons, Flowers, and Body Sprays**

For the health and safety of all students and staff, latex balloons, flowers, and body sprays are strictly prohibited in all district schools. These items may pose allergy or respiratory risks and should not be brought into school buildings.

## **Healthy Snacks (PreK-5th Grade)**

Antioch CCSD 34 is committed to supporting student health and wellness by promoting nutritional choices and fostering allergy-safe learning environments. Efforts to prevent allergic reactions and reduce childhood obesity contribute to the district's focus on healthy snack options.

While it is understood that a completely allergen-free environment cannot be guaranteed, the district strives to create allergy-safer spaces by minimizing exposure to potential allergens. As part of this commitment:

- All classrooms throughout the district will be nut-free to reduce the risk of allergic reactions.
- Students engage in learning activities across various classrooms, including flexible group settings, middle school class changes, and specials (e.g., music, PE). Therefore, all classrooms must provide, to the extent reasonably possible, an allergy-safe environment.
- Sharing of food and beverages is strictly prohibited during meals and snacks due to allergy concerns and dietary restrictions.

This D34 Approved Snack List was developed to help create a safe and manageable opportunity for students who may benefit from a healthy snack during the school day: Teddy Grahams, Pretzels, Mini Muffins (Peanut free), Cheez-It Crackers, Goldfish Crackers, Whole Grain Pop Tart, Whole Grain Rice Krispie Treat, Mini Rice Cakes (Peanut free), Animal Crackers, Yogurt Cup, Tub or Squeeze Pouch, Applesauce Cup or Squeeze Pouch, Welch's or Mott's Fruit Snacks, Fruit Cup or Squeeze Pouch, String Cheese, Cheese Cubes, Raisins, Craisins, Fresh Fruit, Fresh Veggies, and Fruit Smoothie. To view a more extensive list of approved snacks, please view [guidance from the Alliance for a Healthier Generation](#).

## **Snack Guidelines**

- Snacks should be clearly labeled with your student's name.
- Students will consume snacks in their individual learning spaces.
- Snack time is incorporated into the instructional day.
- Sharing of snacks is not allowed.
- Generic or off-brand versions of the listed items are acceptable.
- Any snacks not on the approved list may be sent home with your child.
- If specific allergies are identified in your child's class, certain snacks from the list may not be allowed.

## **Holiday and Birthday Celebrations**

Parents/guardians often participate in birthday and holiday celebrations by providing treats for students. All treats must comply with district regulations (as listed in the aforementioned snack guidelines) unless otherwise specified in a student's 504 Plan or Individualized Education Program (IEP). Parents/guardians are also encouraged to recognize special occasions in non-food ways, such as providing non-edible trinkets for the class (e.g., stickers, pencils, small toys) or donating a book or game to the classroom. These alternatives help promote inclusivity and ensure a safe and enjoyable celebration for all students.

## **Invitations and Gifts**

To maintain a respectful and inclusive school environment, party invitations and gifts for classmates should not be brought to school for distribution. These items are considered personal and should be delivered outside of the school setting, directly to students' homes.

## **Emergency School Closings**

In the event of inclement weather or local emergencies, parents and guardians should monitor local media outlets for updates on remote learning, school closings, or delays. The district will also communicate these announcements through its electronic communication system and social media platforms.

If an emergency or severe weather occurs during the school day, updates regarding early dismissal will be shared through local media, the district's automated phone system, and email notifications.

For your child's safety, parents/guardians should ensure their child knows in advance where to go in the event of an early dismissal.

### **Important Notes**

- If school is dismissed early due to an emergency, all after-school activities and events will be automatically canceled.
- For additional details, visit the district's [Emergency Closing Information](#) webpage.

## **Video and Audio Monitoring Systems**

To ensure the safety of students, staff, visitors, and school property, video and/or audio monitoring systems may be used on school buses and in public areas of school buildings. These monitoring systems are in place to help maintain a secure and orderly environment for all members of the school community. If a disciplinary issue is captured on a recording, it may be used as the basis for student discipline. If a criminal act is recorded, the footage may be shared with law enforcement authorities as necessary.

Cross Reference: [Illinois Compiled Statutes 720 ILCS 5/14-3\(m\)](#)

## **Accommodating Individuals with Disabilities**

Antioch CCSD 34 is committed to ensuring that individuals with disabilities have the opportunity to participate fully in all school-sponsored services, programs, and activities. Individuals requiring special assistance or accommodations should notify the Superintendent or building administrator as soon as possible before the scheduled event, program, or meeting. This advance notice allows the district to make the necessary arrangements to provide appropriate support services.

### **Illinois PUNS - Division of Developmental Disabilities**

PUNS (Prioritization for Urgency of Need for Services) is a statewide database that registers individuals seeking Developmental Disability (DD) Waiver services, such as Community Integrated Living Arrangements, Home-Based Supports, and Child Group Homes. These services are funded by the Illinois Department of Human Services/Division of Developmental Disabilities (DHS/DDD). As funding becomes available, individuals are selected from the PUNS database and invited to apply for DD Waiver services. Recent updates to the PUNS categories, criteria, and forms have streamlined the process to reduce confusion, increase transparency, and improve predictability for individuals with developmental disabilities and their families.

For further information or assistance with PUNS registration, please contact PUNS-trained staff: Director of Student Services or Coordinator of Student Services in the D34 Student Services Office at (847) 838-8401

## **Students with Food Allergies**

In accordance with state law, Antioch CCSD 34 is required to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses about the provisions of Section 504 of the Rehabilitation Act of 1973, along with other applicable federal and state regulations. If your child has a life-threatening allergy or chronic illness, please notify the building administrator and school nurse as soon as possible.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan may be developed to ensure they receive the necessary support to access their education on an equal basis with their peers.

It is important to note that not all students with life-threatening allergies or chronic illnesses will qualify for a Section 504 Plan. However, the district is committed to meeting each student's needs through appropriate alternative support measures as needed. Individual student allergy action plans are maintained in the nurse's office at each school to ensure proper care and emergency response when necessary.

## **Prevention of Anaphylaxis**

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

Cross Reference: [Board Policy 7:285](#)

## **Care of Students with Diabetes**

A student with the diagnosis of diabetes who requires management of diabetes in the school setting will be required to have a Diabetic Medical Management Plan (DMMP) written by the licensed health care provider (MD, DO, APN, PA) and signed by the parent/guardian, which serves as the basis for the student's Diabetes Medical Action Plan or Section 504 Plan. The plan must be submitted to the school nurse. Parent/Guardians are responsible for and must:

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

Students with diabetes may also self-carry diabetic testing supplies and insulin as per the DMMP written by the health care provider and with a parent/guardian signature. Students may also self-test glucose and self-administer insulin as per the DMMP written by the health care provider and with a parent/guardian signature. For further information, see: Helping the Student with Diabetes Succeed: A Guide for School Personnel from the National Diabetes Education Program of the National Institutes of Health and the Centers for Disease Control and Prevention as referenced in [105 ILCS 145 Care of Students with Diabetes Act](#). For further information, please contact the [Health Service Office Staff](#).

Cross Reference: [Illinois Compiled Statutes 105 ILCS 145](#)

## Suicide and Depression Awareness and Prevention

Suicide and depression awareness and prevention are important priorities for Antioch CCSD 34. The district provides resources for students and parents/guardians on these topics, which are available on the district website and at each school office.

### Suicide Prevention Hotlines

| National Suicide Prevention Lifeline | Crisis Text Line   | Essential Community Services |
|--------------------------------------|--------------------|------------------------------|
| Dial 988                             | Tex HOME to 741741 | Dial 211                     |

### Abused and Neglected Child Reporting

In 2013, Illinois enacted [Public Act 105 ILCS 5/10-23.13](#), commonly known as Erin's Law, to increase awareness of child sexual abuse and enhance prevention education in schools. This law requires all school districts, including Antioch CCSD 34, to implement age-appropriate programs designed to educate and empower students on the topic of sexual abuse prevention.

### Program Objectives

- Increasing awareness of child sexual abuse, including recognizing warning signs that a child may be a victim.
- Educating students on how to seek help and intervention if they have experienced abuse.
- Informing students of available counseling resources for those affected by sexual abuse.

### Evidence-Informed Educational Information on the Warning Signs of Sexual Abuse

Erin's Law is an Illinois law named after a survivor of sexual abuse. Erin's Law requires school districts to address child sexual abuse through several proactive practices, including providing evidence-informed educational information to parents/guardians on the warning signs of a child being sexually abused, along with any needed assistance, referral, or resource information.

Parents/guardians are essential partners in the fight against sexual abuse. Parents/guardians can do this by discussing body safety with their children, as well as recognizing signs of potential abuse.

### Warning Signs of a Child Being Abused

- Nightmares
- Trouble sleeping
- Bedwetting
- Change in appetite
- Fear of certain people, places, activities
- Mood swings: rage, anger, fear, anxiety, insecure or withdrawn
- Change in academics
- Depression
- Aggression
- Withdrawal from someone
- Resisting removing clothes when appropriate times (e.g., bedtime, bath time)
- Running away from home
- Suicidal thoughts
- Feeling shameful or guilty
- Isolating oneself
- Acting out sexually
- Exhibits adult behaviors, knowledge, and language

### Signs More Common in Adolescents

- Eating disorders
- Self-injury
- Drug and alcohol abuse
- Promiscuous activity
- Running away
- Suicidal
- Depression and anxiety
- Fear
- Academic problems

## Assistance, Referral, or Resource Information

If you believe a child may be a victim of sexual assault or abuse, it is critical to report it immediately. For emergencies, contact 911. For non-emergencies or additional support, the following resources are available:

| Rape, Abuse & Incest National Network                                              | Childhelp National Child Abuse Hotline                                                     | Illinois Coalition Against Sexual Assault        |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------|
| <a href="#">National Sexual Assault Telephone Hotline</a><br>1-800-656-HOPE (4673) | <a href="http://www.childhelp.org">www.childhelp.org</a><br>1-800-4-A-CHILD (800-422-4453) | <a href="http://www.icasa.org">www.icasa.org</a> |

All school personnel are mandated reporters and are legally required to report any suspected child abuse or neglect to the Illinois Department of Children and Family Services (DCFS). The safety and well-being of students is our highest priority. If you need additional information, please reach out to your building principal, social worker, or school psychologist.

Cross Reference: Board Policy [7:290](#) and [Illinois Compiled Statutes 105 ILCS 5/10-23.13\(b\)](#)

## Faith's Law Notifications

Employee Conduct Standards 43 School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. Additional resources and information can be found in the [Sexual Abuse Response and Prevention Resource Guide](#).

CrossReference: Public Act 102-676; [Board Policy 5:90](#), [5:120](#), and [7:190](#)

## Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant.

Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the Director of Student Services or any staff member.

Cross Reference: [Illinois Compiled Statutes 105 ILCS 5/10-20.60](#);

## Parent/Guardian Involvement

Parent and guardian involvement is a vital part of a child's educational experience, and we encourage active participation in school activities. If you are interested in volunteering in the classroom or at school events, please notify your child's teacher. To

maintain an optimal learning environment, we kindly ask that siblings do not accompany parents/guardians when volunteering in the classroom or assisting with school events and celebrations.

Cross Reference: [Board Policy 8:95](#)

## **Parent Organizations and Booster Clubs**

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and restricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.

The Superintendent shall designate administrative staff members to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## **ATTENDANCE AND PROMOTION**

### **Attendance**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child

lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences; excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by a building administrator.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building administrator. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (847) 838-8181 before 8:00 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a phone call home will be made to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross Reference: Board Policy [7:70](#)

## Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant ([105 ILS 5/26-2a](#)). Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act

- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross Reference: [Illinois Compiled Statutes 105 ILCS 5/26-2a](#) and [105 ILCS 5/26-12](#)

## **Truant and Chronically Absent Students**

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

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

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

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

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services. Visit the [Lake County Regional Office of Education's attendance and truancy webpage](#) for more information.

## **Tardy Policy**

Students who are tardy may be excused or unexcused. Excused tardies are given for students who are late to school because of unavoidable emergencies or professional appointments with doctors or dentists. A notification from the parent/guardian or doctor with the reason for the tardy is necessary to be given an excused tardy. Unexcused tardies are given for all students who are late to school without valid cause. For example, students who are late because they overslept and missed the bus will be given an unexcused tardy. Office Discipline Referrals may be written for students who receive 4 or more tardies in a trimester (AUGS) or quarter (elementary) and those with excessive tardies may be referred to the Lake County Regional Office of Education Attendance & Truancy Division.

## **Release Time for Religious Instruction and Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to a building administrator at least 5 calendar days before the student's anticipated absence(s).

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

## **Attendance on Take Your Child to Work Day**

The District would prefer that students be in school unless a parent/guardian's place of employment has special events planned. If a parent/guardian intends on taking their child(ren) to work, the following requirements must be met:

- A letter on company letterhead stating the company's planned activities must be submitted by a parent/guardian, and it may be counted as an excused absence.
- Students will be expected to make up any missed work.

## **Grading and Promotion**

School report cards are issued to students on a tri-annual basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **Homework**

Homework serves as an opportunity for students to reinforce and practice the skills and concepts learned in the classroom. The amount and frequency of homework assignments may vary based on a student's teacher, ability level, and grade level.

Students who are absent from school for a valid cause (excused absence) will be given a reasonable timeframe to complete and submit missed homework. Teachers will provide guidance on missed assignments to support student learning.

## **Make-Up Work**

If a student is absent, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Teachers are not required to provide work in advance for students going on vacation.

## **Exemption from Physical Education Requirement**

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

A student in grades 7 and 8 may submit a written request to a building administrator requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program (interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader). The building administrator will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Special Education section of the Handbook.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The considerations used to determine when a student shall return to a physical education course are: the time of year when the student's participation ceases and the student's class schedule.

Cross Reference: Board Policy [7:260](#)

## **Home and Hospital Instruction**

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (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, and (2) for up to three months after the child's birth or a miscarriage.

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

Cross Reference: [225 ILCS 60/](#) Board Policy [7:260](#)

## **Student/Family Conferences**

Student/Family conferences are scheduled on the school calendar and may also be arranged as needed throughout the school year. These meetings provide an opportunity for discussing student progress, addressing concerns, and implementing interventions when necessary. Student/Family conferences must be scheduled in advance to allow for proper planning and discussion. Each student is limited to one conference time slot per family to ensure that all families have the opportunity to meet with teachers.

If you have a concern, you are encouraged to contact your child's teacher. Many questions or minor concerns can often be resolved through a note, email, or phone call. If a more in-depth discussion is needed, the teacher will be happy to schedule a conference at a mutually convenient time.

# STUDENT FEES AND MEAL COSTS

## Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may submit a [fee waiver](#). A fee waiver applies to all fees related to school, instruction, and extracurricular activities but does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment.

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

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

The district administrator or designee will give additional consideration where one or more of the following factors are present: an illness in the family, unusual expenses such as fire, flood, storm damage, etc., unemployment; emergency situations, or when one or more of the parents/guardians are involved in a work stoppage.

The district administrator or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the district's business office. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

Additionally, no fees are charged for *Preschool For All*-eligible students including registration, milk, technology, field trips, etc.

Cross Reference: Board Policy [4:130](#) and Board Policy [4:140](#)

## Lost or Damaged Books, Materials, and Technology

Library books, district technology and other instructional items must be returned at the end of the school year to the Library Media Center or issuing teacher. If items are lost or damaged, students, except for *Preschool For All* grant students, must pay for the item. If the item is later found, an overpayment may be issued to their Antioch CCSD 34 PowerSchool account. In some circumstances, if the material has already been replaced, a refund may not be available. Unpaid fines/fees may result in lost privileges. Please note that a fee waiver does not exempt a student from lost and damaged books, locks, materials, supplies, and/or equipment. In the event that a student damages or loses school property, whether intentionally or accidentally, parents/guardians will be responsible for the cost of repair or replacement. The school will assess the damage and provide a written notice detailing the necessary restitution.

On an occasional basis, students will be allowed back in the building to retrieve forgotten materials and supplies. Students may be asked to sign in at the office and may be escorted to the classroom by a staff member. We cannot always guarantee that the office will be open to let students back into the building.

## Student Lunch Accounts

Antioch CCSD 34 uses a debit-style lunch account system through the LINQ® point-of-sale software. Each student has a lunch debit card, which is securely stored in the cafeteria. The Director of Food Service maintains records of all purchases, including a daily running balance in the food service system.

Funds must be added to the account before a meal can be purchased. Parents/guardians can make credit card payments through their child's account via the [PowerSchool Parent Portal](#). Deposits can be made by sending cash or a check to the student's school. Please place the payment in an envelope labeled with the student's first and last name and their teacher's name.

## Negative Lunch Balances

When a student's lunch account reaches **-\$15.00**, they may no longer be able to charge lunches or milk. Weekly reminders will be sent home by email and in print for low or negative balances, and phone calls will be made for higher negative balances. If charging is not available, please send a cold lunch and drink from home until payment is made. We encourage families to regularly monitor lunch account balances. Thank you for your support.

| LUNCH                            | MILK            | REDUCED LUNCH                  |
|----------------------------------|-----------------|--------------------------------|
| Daily (includes milk): \$3.00    | Daily: \$0.40   | Daily (includes milk): \$0.40  |
| Weekly (includes milk): \$15.00  | Weekly: \$2.00  | Weekly (includes milk): \$2.00 |
| Monthly (includes milk): \$60.00 | Monthly: \$8.00 |                                |

Applications for free and reduced lunch are available in the school office or on our D34 website under [Parent Forms](#). Eligibility for free and reduced benefits must be established each school year by filling out an income eligibility application and [fee waiver form](#). If your student is on free or reduced lunch, they must take the entire lunch. If they purchase milk only, this is at a cost of \$0.40 to your family.

## End-of-Year Lunch Balances

Any remaining funds in students' lunch accounts at the end of the school year will be rolled over to the following school year.

For 8th grade graduates or students that are not returning to the District, parents/guardians must request that any leftover funds be refunded. In order to qualify for check reimbursements, the minimum account balance must not be under \$10.00 and submitted within 30 days from the student's last attendance day. [The reimbursement form](#) is available on the [forms](#) page of the district website. Please contact your student's school office with any questions.

For 8th grade graduates that have younger siblings, remaining funds will be transferred to those siblings or opt to donate the remaining balance to another student(s).

# TRANSPORTATION AND TRAVEL

## Expectation

Antioch CCSD 34 works to maintain a safe and orderly environment and students are expected to behave in a safe and appropriate manner at all times, even when traveling to and from school. We ask parents/guardians and students to work together with school and transportation staff to ensure that the beginning and end of our school days are safe and orderly. Please review the following information with your students.

## Walkers

Students who walk to school are held to the same expectations as if they were on school grounds and must follow all the district's rules and policies with regard to student behavior. For more information on walking to and from school, please reference the [Walker Guidelines](#) section located on the [Transportation page](#) of the district website. Note that while it is not illegal (but dangerous) for pedestrians to cross railroad tracks or walk beside the tracks in the railroad right of way, it is illegal to cross the tracks if the gates are down.

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

The use of bicycles, scooters, skateboards, rollerblades, etc., is prohibited on district property. Once on district property, students must walk with their equipment. Students who travel to school in this manner must use extreme care and are encouraged to wear helmets. Students must also be aware and respectful of other riders, pedestrians and vehicular traffic. The District does not accept responsibility for bikes or other equipment, which should be chained and locked in the available racks. Equipment is not to be used during the school day. Students are not allowed to ride motorized vehicles. In addition, shoes with built-in wheels are not allowed to be in the rolling position while students are on district property.

## Car Pick Ups and Drop-Off

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

## Rules of the Road in School Zones

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

## Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents/Guardians will be provided their child's bus route at the beginning of the school year. Only one District-designated bus

stop at which a student is to be picked up, and one District-designated stop at which a student is to be dropped off is permitted. Students are not permitted to ride a bus other than the bus to which they are assigned. This applies to all situations for safety purposes, even if the parent sends a note (students can only ride their assigned bus).

Students must be at the bus stop 5 minutes prior to their scheduled pickup time. Students are not to be waiting in a car or inside their house. Students must be visible at the bus stop and ready to load in order to keep the route on schedule. In the event of an emergency, exceptions must be approved in advance by the Director of Transportation.

## **Bus Conduct**

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

In the interest of the students' safety and in compliance with State law, it is expected that students:

1. Stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board.
3. Enter in a single file without pushing; always use the handrail.
4. Take a seat right away and remain seated facing forward.
5. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, music devices, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, when windows are open, keep your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up.
10. Use the handrail when entering and exiting the bus.
11. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus to retrieve any personal item.
12. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
13. Never run back to the bus, even if you dropped or forgot something.
14. Kindergarten students must have parents/guardians or designees (12 years or older) meet them at their assigned stop. If a parent/guardian is not present to pick up their kindergarten students, the route will continue and the student will be returned to their school.
15. Students who are ill at the end of the school day will not be permitted to take the bus. Instead, parents/family will be notified to come to school to pick up their child.

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.

3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building administrator deems to threaten the safe operation of the bus and/or its occupants.

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

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

For questions regarding school transportation issues, contact the Transportation Department at (847) 838-8385.

Cross Reference: Board Policy [7:220](#) and [4:110](#)

## HEALTH AND SAFETY

### Immunization, Health, Eye & Dental

#### Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten or the first grade, entering the sixth and ninth grades; and enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. As of the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements if moving from outside of Illinois. If moving from within Illinois, the health examination and immunization requirements must be received before they start school. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by a licensed health care provider (MD, DO, APN, PA).

Cross Reference: [105 ILCS 5/27-8.1\(2\)](#), [410 ILCS 45/7.1](#), and [105 ILCS 5/27-8.1\(5\)](#)

## Eye Examination

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

## Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15th of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th.

## Exemptions

Students may be exempted from certain health requirements under the following conditions:

1. Medical Exemption: A student may be exempt if their parent/guardian provides the building administrator with a signed statement from a licensed healthcare provider (MD, DO, APN, PA) explaining the medical objection.
2. Religious Exemption: A student may be exempt for religious reasons if their parent/guardian submits a completed [Illinois Certificate of Religious Exemption form](#) to the building administrator.
3. Health Examination or Immunization Exemption: A student may be exempt from a health examination or immunization requirement on medical grounds if a physician provides written verification of the medical necessity for the exemption.
4. Eye Examination Exemption: A student may be exempt from the eye examination requirement if the parent/guardian demonstrates an undue burden or lack of access to a licensed physician or optometrist who provides eye exams.
5. Dental Examination Exemption: A student may be exempt from the dental examination requirement if the parent/guardian demonstrates an undue burden or lack of access to a licensed dentist.

Parents/guardians seeking an exemption should contact the building administrator for further guidance and to ensure proper documentation is submitted.

## Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider (MD, DO, APN, PA) and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an Antioch CCSD 34 [Medication Authorization Form](#).

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed D34 [Medication Permission Form](#) is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Signing the D34 [Medication Permission Form](#) authorizes school district employees to allow the student to receive ordered medication and releases Antioch CCSD 34 and its employees of liability associated with it. The parent/guardian is responsible for bringing any medication, including over-the-counter medications, to school, providing refills, removing any unused medication once treatment is completed and providing dosage changes in writing from the health care provider (MD, OD, APN, PA). Students should never be responsible for transporting medication to school. In the event the parent/guardian is unable to,

arrangements should be made to have it delivered to school. In all cases, the school district retains the discretion to reject any request for administering medication, in which case, a parent/guardian can come to school to administer.

All medication must be in the original container and labeled with the student's name, name of medication, dosage and frequency of administration. The medication provided must be what the licensed provider ordered.

Per state mandate, any medication not picked up at the end of the school year will be discarded.

### **Self-Administration of Medication (self-carry)**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen<sup>(R)</sup>) and/or an asthma inhaler or medication prescribed for use at the student's discretion), provided the student's parent/guardian has completed and signed a D34 [Self-Administration Medication Form](#).

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Medical Management Plan, which must be on file with the school. See more information on diabetes care in the "Care of Students with Diabetes" section below.

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a D34 [Self-Administration Medication Form](#).

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

### **Administration of Medical Cannabis**

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

Cross Reference: [105 ILCS 5/22-33\(g\)](#) and Board Policy [7:270](#)

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Cross Reference: Board Policy [7:270](#)

## **Over the Counter (OTC) Medications**

OTC (Non-prescription) medication should be limited to those required during school hours which are necessary to maintain the child in school and those needed in the event of a medical emergency.

OTC medication must be brought to school by the parent/guardian in the original labeled container (preferably unopened) with the ingredients listed, expiration date stated, and the child's name affixed to the container.

OTC shall be prescribed by a licensed health care provider (MD, DO, APN, PA) on an individual basis as determined by the child's health status. A [Medication Permission Form](#) must be completed as a written order by the child's licensed prescriber.

Medications, including cough drops and eye drops, are not to be kept in the student's desk, coat pocket, backpack, etc. Any unauthorized medication will be confiscated. The only exception would be if it's necessary for the student to carry an Epinephrine injector or an inhaler with proper documentation.

Items listed as holistic, homeopathic, essential oils, and/or any other non-FDA approved substances will not be given by Antioch CCSD 34 staff or allowed to be taken during school hours unless administered by a parent or guardian. Students with epilepsy may also self-possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Cross Reference: Board Policy [7:270](#)

## **Expired Medications**

It is the responsibility of the parent/guardian to provide non-expired medication for daily and/or lifesaving use for their student.

## **No Liability Statement re: Undesignated Epinephrine Auto-Injector**

No Liability: When a nurse, or trained personnel administers an undesignated Epinephrine Auto-Injector to a person whom the nurse/trained personnel, in good faith, believes is having an anaphylactic reaction, notwithstanding the lack of notice to the parent/guardian or the absence of the parent/guardian's signed statement acknowledging no liability, except for willful and wanton conduct, the District and its employees and agents, including a physician providing standing protocol or prescription for school Epinephrine Auto-Injectors, are to incur no liability except for willful and wanton conduct as a result of any injury arising from the use of an Epinephrine Auto-injector regardless of whether authorization was given by the student's parent/guardian or by the student's health care provider.

## **Opioid Antagonist**

A school nurse, or trained personnel, as defined by state law, may administer an undesignated opioid antagonist according to district policy and procedure.

## **No Liability Statement re: Undesignated Opioid Antagonist**

No Liability: When a nurse, or trained personnel administers an Opioid Antagonist to a person whom the nurse/trained personnel in good faith believes is having an opioid overdose, the District and its employee and agents, including a physician providing protocol or prescription for school Opioid Antagonist, are to incur no liability, except for willful and wanton conduct as a result of any injury arising from the use of an Opioid Antagonist.

## **Emergency Aid to Students**

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

## Guidance & Counseling

The school provides an emotional support program for students. The school's Social Workers and Psychologists are available to those students who require additional assistance.

## Communicable Diseases

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

1. Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's licensed health care provider (MD, DO, APN, PA) stating that the student is no longer contagious or at risk of spreading the communicable disease.

## When to Keep Your Child at Home Due to Illness

Healthy children learn best, and preventing the spread of illness is essential to maintaining a safe school environment. To help reduce the spread of germs, please keep your child home if they are experiencing illness. If a student becomes ill while at school, the school office, in consultation with the school health official, may contact a parent/guardian to arrange for the child to be picked up.

Your child should stay home if they have any of the following symptoms:

- Fever of 100.4 degrees F or higher. Student must remain at home until the fever is below 100.4 degrees F without medications for 24 hours
- Nausea, vomiting, abdominal pain or diarrhea (not related to an already established medical issue)
- Sore throat with fever (see below)
- Has a persistent cough (dry or productive)
- Has diarrhea (three or more episodes in 24 hours)
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed or open and draining sores
- Has symptoms that prevent him or her from participating in school, such as:
  - Headaches, body aches, earaches
  - Severe sore throat (Can be strep-throat even without fever. Other symptoms of strep-throat in children are headache and stomach upset. Contact your pediatrician to assess or diagnose strep-throat.)

If your child has recently been ill, please be aware of the following guidelines before having your child return to school, athletic or social activities:

- Feel fit for at least 24 hours
- Be free of fever (without medications) for at least 24 hours
- Be free of vomiting and/or diarrhea for at least 24 hours
- If strep-throat, they must be on the appropriate antibiotic for at least 24 hours
- If conjunctivitis, they must be on the appropriate eye drops for at least 24 hours or cleared by a physician
- Rash illnesses should be assessed by a doctor

- If chickenpox is suspected, keep home for at least 5 days after the appearance of the rash or until all blisters have scabbed over

Please notify the school if your child has been diagnosed with an infectious condition such as strep-throat, chickenpox, scarlet fever, pertussis, influenza, etc.

## Head Lice

When a staff member suspects a student of having head lice, the following procedure will be followed:

- A staff member should notify the Health Services Office confidentially that they suspect a student may have lice.
- The nurse will inspect the student for an active case of head lice. (An active case of head lice is when live lice are visible and/or nits (eggs) are noted  $\frac{1}{2}$ " or less from the scalp.)
- If live lice are visible OR nits CLOSER than  $\frac{1}{2}$ " to the scalp are discovered, the student will return to class and the parent will be notified. Prompt treatment at home will be advised, including removal of live lice and all visible nits. The student will go home via regular mode of transportation at the end of the day unless other arrangements have been made. If nits are farther than  $\frac{1}{2}$ " from the scalp are discovered and no live lice are present, the parent will be notified and the student will return to class.
- Parents or guardians will be directed to their health care provider for proper diagnosis and treatment.
- The parents/guardians will be instructed to check all family members and notify anyone who the student spends a significant amount of time with (e.g. babysitters, grandparents, or parents who live in another home).

## Vision and Hearing Screenings

Vision and Hearing screenings are mandated by Illinois on an annual basis for the following students. This statement serves as notice that Vision and Hearing Screening will occur for the following students:

- Vision: Pre-school, kindergarten, second, and eighth grades, along with students new to the District and Special Education students
- Hearing: Pre-school, kindergarten, first, second, and third grades, along with students new to the District and Special Education students

Vision and hearing screenings are performed by a certified vision and hearing technician. 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 [State of Illinois Eye Examination Form](#) indicating that an examination has been administered within the previous twelve months and that the evaluation is on file at the school. If a vision or hearing examination report form is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

Families will be notified of the vision screening test dates. The parent or guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or guardian detailing such objections must be presented to the local school authority.

Cross Reference: Child Vision and Hearing Test Act ([410 ILCS 205](#)) and Hearing Screening ([77 Ill.Admin.Code 675](#)) and Vision Screening ([77 Ill.Admin.Code 685](#))

## **Pandemic or Health Emergencies**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads substantially. Your child's school and district plan an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent or designee in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

Please contact school or district officials if you have any other concerns regarding your child's education, health or safety.

## **Safety Drill Procedures and Conduct**

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

## **DISCIPLINE POLICY AND CONDUCT**

### **General Building Conduct**

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

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is permitted with permission from building administration.
- Water guns, play guns, and/or real guns are not permitted at school.
- Personal electronic devices are permitted with permission from building administration.

### **School Dress Code/Student Appearance**

Goals of Antioch CCSD 34's Student Dress Code:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

## **Students Must Wear**

- Shoes
- Shirts
- Bottoms (pants/sweatpants/shorts/skirt/dress/leggings)

## **Students May Wear**

- Hoodie sweatshirts (hood is allowed)
- Clothing with commercial or athletic logos
- Tank tops
- Fitted pants, including leggings, yoga pants, and skinny jeans
- Ripped jeans, as long as underwear is not exposed
- Hats, including religious headwear
- Athletic attire
- Pajamas

## **Students Cannot Wear**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, tobacco, sexual innuendos, or slogans that denote violence or are disruptive to the educational process
- Hate speech, profanity, images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation
- Swimsuits
- Students may not wear chains, spikes and/or dangerous jewelry for health, and safety reasons; this includes wallets with chains
- The wearing of or displaying of gang-related insignia, clothing, sweat bands, and/or colors are prohibited

If there is any doubt about dress and appearance, the Administration will make the final decision. Dress code violations may result in the student being required to change their clothing and/or the parents/guardians being contacted to provide a change of clothing. Repeat dress code violations may lead to disciplinary measures.

## **Student Behavior**

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Student(s) who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy,, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 2. Using or possessing an electronic paging device.
- 3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by a building administrator, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically

includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
17. 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.
18. Knowingly making a false accusation or providing knowingly false information or spreading rumors about other students or staff.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an Unmanned Aircraft System (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by a building administrator.

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

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

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

## **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

## **Disciplinary Measures**

Office Discipline Referrals (ODR) will be put into place after the teacher has given a student ample reminders/warnings. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

and/or address the disruption is a suspension or expulsion. In addition, consequences may only be shared with the parent/guardian of the student being disciplined in order to protect student privacy.

Please note: Preschool students follow [Public Act 100-105](#) which took effect on January 1, 2018. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. For more information regarding preschool disciplinary measures, contact the Principal of Mary Kay McNeill Early Learning Center at (847) 838-8901.

Cross Reference: Board Policy [7:190](#)

### **Corporal Punishment**

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

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Cross Reference: Board Policy [7:190](#) and [105 ILCS 5/10-22.6\(d\)](#)

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following

a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross Reference: Board Policy [7:190](#)

## **Positive Behavior Interventions and Support (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Antioch CCSD 34 has adopted Positive Behavior Interventions and Supports as the framework for implementing a culture of discipline conducive to learning. Every school in Antioch CCSD 34 has developed a matrix listing the behavior we expect from students in all common locations of the school building.

These expectations are taught systematically and explicitly by staff within the first two weeks of school, following prolonged school breaks, and as needed. Students are recognized for displaying appropriate behavior. Students are corrected for inappropriate behavior in a re-teach model. Students who continue to display inappropriate or unsafe behavior will be referred to the office using an Office Discipline Referral (ODR) per the School Board discipline policy. Data is kept on office referrals to monitor location, time, frequency, and problem behavior. This data is used to help guide re-teaching, reinforcement schedules, and guide decision making.

As part of a [Multi-Tiered System of Supports \(MTSS\) model](#), PBIS applies a three-tiered system of support and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools using PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice.

The principles and practices of PBIS are consistent with federal education mandates such as the *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act of 2004* (IDEA 2004). PBIS Integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

Positive behavior interventions and supports focus on understanding why behaviors occur and implementing strategies to teach students more appropriate behaviors. Overall, positive interventions that focus on changing student behavior involves:

1. Teaching and modeling the behaviors that are expected,
2. Consistently recognizing and rewarding the positive behaviors when they occur, and
3. Consistently enforcing meaningful consequences for behavior intervention.

The positive behavioral approach to addressing behavior can occur on a school-wise level, within classrooms, or with individual students to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

## **Check-In/Check-Out**

The Check-In/Check-Out program is an additional layer of PBIS. Students are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day. The feedback system is connected to the school wide behavior expectations. Check-In/Check-Out may be an effective tool for any student who could benefit from having an ongoing,

supportive and reflective dialogue with an adult during the school days. Basic features of the Check-In/Check-Out program include:

- Check-in and check-out daily with an adult at school
- Regular feedback and reinforcement from teachers
- Family component
- Daily performance data used to evaluate progress

For further information, please visit the [Antioch CCSD 34 Social-Emotional Learning webpage](#).

## **Senate Bill 100 (SB100)**

Several policies were updated to reflect changes in the law and procedures governing student discipline as defined by Senate Bill 100 [P.A. 99-0456].

Highlights of Senate Bill 100:

- The term and usage of Zero Tolerance practices are strictly prohibited under SB100.
- Suspension and expulsion decisions will be made on a case-by-case basis.
- Reasonable efforts must be made to resolve threats, address disruptions, and minimize the length of exclusions.
- Student discipline policies include interventions the school district intends to implement as part of the disciplinary process.
- Appropriate and available support services must be identified and provided.
- Provision of re-engagement opportunities on a continuum, based on the underlying offense and length of the exclusion from school.
- Schools must limit the number and duration of expulsions and out of school suspensions to the greatest extent possible.

## **What Has NOT Changed**

The standard for student and staff safety has not changed under Senate Bill 100. Schools may still suspend students up to 10 school days providing new requirements of SB100 have been satisfied. Schools can still recommend a student be expelled for up to two calendar years. IDEA and Section 504 regulations continue to apply to students with disabilities facing suspension and expulsion.

## **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

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

Cross Reference: Board Policy [4:165](#)

## **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following physical signs:

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

## Behavioral Signs of Child Sexual Abuse

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

## Emotional Signs of Child Sexual Abuse

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

## Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Restricting a student's access to other adults
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that student or student's parents/guardians have indicated is unwanted
- Failing to maintain age-appropriate relationships with students
- Giving a student gifts without occasion or reason
- Trying to be a student's friend rather than filling an adult role in the student's life
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Spending a lot of time with a student

## **Warning Signs of Boundary Violations**

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

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

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

## **Additional Resources**

- National Sexual Assault Hotline at 800-656-HOPE (4673)
- National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)
- Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

## **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,

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 the orderly operation of a school.

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

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

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

1. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
2. Students are encouraged to immediately report bullying. A report may be made orally, or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as

appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

3. 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.

4. 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.
5. 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.
6. A student will not be punished for reporting bullying or supplying information, even if the schools' investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

| NONDISCRIMINATION COORDINATOR                                                                                                                                | COMPLAINT MANAGERS                                                                                                                                           |                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>McKenna Gomez</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mgomez@antioch34.com">mgomez@antioch34.com</a><br>(847) 838-8463 |

Cross Reference: Board Policy [7:20](#), Board Policy [7:180](#), 2:270, [105 ILCS 5/27-23.7\(a\)](#), [775 ILCS 5/1-103](#), and [23 Ill.Admin.Code §1.240](#)

# Sexual Harassment & Teen Dating Violence Prohibited

## Sexual Harassment Prohibited

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

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

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

Cross Reference: Board Policy [2:265](#) and 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 who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, nondiscrimination coordinator, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross Reference: [Board Policy 2:265](#)

| NONDISCRIMINATION COORDINATOR                                                                                                                                |  | COMPLAINT MANAGERS                                                                                                                                           |                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 |  | <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>Anita Hernandez</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:auhernandez@antioch34.com">auhernandez@antioch34.com</a><br>(847) 838-8470 |

## **Public Displays of Affection (PDA)**

In order to maintain a healthy school atmosphere, public displays of affection are not permissible in school or on school grounds at any time including activities outside of the school day.

## **Cafeteria Rules**

1. Students shall walk to lunch and shall be orderly and quiet (normal tone) during lunch.
2. Students shall not save seats for other students.
3. Carbonated or caffeinated beverages (soda pop) are not allowed in the cafeteria.
4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food, milk cartons or other items.
7. Students shall not trade or share food as each cafeteria has a "share cart" where students may put unopened, pre-packaged items that other students may take if they like.
8. If food is delivered such as McDonalds or DoorDash for a student, an alternate location will be arranged to eat lunch.
9. Parents/guardians attending lunch to eat with their child is at the discretion of a building administrator, based upon available space, and approved ahead of time.
10. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
11. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
12. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
13. Students shall report spills and broken containers to cafeteria staff immediately.
14. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
15. No cell phones are permitted unless approved by staff.

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

## **Field Trips**

A blanket permission slip will be issued with registration materials for parents/guardians signature for the school year. Other informational slips will be issued for all field trips listing the purpose of the activity, the date, time, and other important information. Student behavior during all aspects of off-campus trips is governed by school rules. There will be no tolerance of any behavior that detracts from or interferes with these off-campus activities. Although these trips are a planned part of our curriculum, a student may be excluded from a trip at the discretion of the Administration. The decision to exclude a student from a trip would be based upon a review of incidents and information that indicates the student would not be able to function appropriately in a loosely structured environment. An appropriate, alternative instructional activity will be arranged at school for students who do not participate on off-campus trips. Parents/Guardians will be notified in advance of the day of the trip of such an action and the reasons for it.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher.
2. Failure to complete appropriate coursework.
3. Behavioral or safety concerns.
4. Denial of permission from administration.

Field trip chaperones are expected to abide by all school rules during their time on a school sponsored field trip, including silencing cell phones.

## **Bicycle, Skateboard, Hoverboard, and Scooter Regulations**

1. Hoverboards are not permitted on school property.
2. Students may ride their bicycles, skateboards, and scooters to school if operated in a safe manner.
3. When entering school property, students should dismount and walk bicycles, skateboards, and scooters. When leaving school property, riders must wait until all school buses have departed.
4. Park bicycles, skateboards, and scooters at the bike rack and lock securely.
5. Students are responsible for the security of personal belongings.
6. Students are not to be near the bicycle rack during the day except for leaving or entering school.
7. Students should:
  - a. Always ride bicycles on the right side of the road, close to the sidewalk or shoulder of the road.
  - b. Keep bicycles, skateboards, or scooters in a safe condition for riding.
  - c. Obey all traffic lights and signals.
  - d. Walk bicycles at crosswalks.
  - e. Give proper hand signals when making right/left hand turns or intending to stop.
  - f. Yield right-of-way to pedestrians.
8. Any student riders found consistently breaking bicycle safety rules will not be allowed to ride their bike to and from school. Bicycles may be confiscated in extreme cases.

## **INTERNET, TECHNOLOGY & PUBLICATIONS**

### **Guidelines for Responsible Use of Technology**

The [Guidelines for Responsible Use of Technology](#) can be viewed on the Antioch CCSD 34 website.

### **Access to Student Social Networking Passwords & Websites**

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

Cross Reference: Illinois Compiled Statutes [105 ILCS 75/15](#) and [Board Policy 6:235](#) and [7:140](#)

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but it is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod<sup>(c)</sup>, iPad<sup>(c)</sup>, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building administrator.

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and, in some cases, during the student's lunch period.

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

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

Reference: [D34 1:1 Device Handbook](#)

## **Guidelines for Student Distribution of Non-School Publications**

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

1. The student(s) must notify a building administrator of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by a building administrator, e.g., before the beginning or ending of classes at a central location inside the building.
3. A building administrator may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity;
  - b. violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Family Handbook;
  - d. is reasonably viewed as promoting illegal drug use;
  - e. is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
  - f. incites students to violate any Board policy.
7. A student may use the [School District's Uniform Grievance Procedure](#) to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Cross Reference: Board Policy [7:310](#)

## **Access to Non-School Sponsored Publications**

### **Restrictions on Publications**

Cross Reference: Board Policy [7:310](#)

#### **Non-School Sponsored Publications Accessed or Distributed On Campus**

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

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

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

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

#### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

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

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

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, 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 learning, free/reduced meals or homeless/foster care status)
- Conduct/behavior data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

## SEARCH AND SEIZURE

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

## **School Property and Equipment as well as Personal Effects Left by Students**

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

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

## **Student Searches**

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

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

## **Seizure of Property**

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

## **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference: Illinois Compiled Statutes [105 ILCS 5/22-88](#); Board Policy [7:140](#)

# GENERAL SCHOOL POLICIES AND GUIDELINES

## Physical Education (PE)

1. Shoes must be *athletic footwear* and fastened properly.
2. No hats, sunglasses, toys or unauthorized accessories.
3. To ensure safety, students may be asked that jewelry be taken off for PE class.
4. Parent/guardian notes for excusal from PE are valid for only two days. After two days, a doctor's note is required.
5. Students who sit out of PE can be given an alternative assignment.
6. Hair must be kept out of the eyes and face during PE class for safety reasons. Rubber bands, hair ties, hair clips, etc. may be used. No hats or bandanas may be used.
7. If students do not participate in PE for a medical reason due to a parent/guardian note, then they may not participate in recess, extracurricular activities/school sponsored sports or practices.

## Students Excused from Physical Education

Students may be excused from physical education for two days with a note from a parent/guardian. After two days, students will only be excused with a note from a licensed healthcare provider (MD, DO, APN, PA).

## Students Excused from Outdoor Recess

Weather permitting, all students will be sent outside at recess unless they have a note from their parent/guardian. If longer than two days is requested, a note from a licensed healthcare provider (MD, DO, APN, PA) must be provided. (See PE exemption).

## Dressing for Winter

Whenever possible, we try to get the students out in the fresh air for recess. Your child should be dressed appropriately for the weather. When the weather is either 14 degrees or feels like 14 degrees or below, students will stay indoors. At all other times, students will be expected to go out for recess and to dress appropriately for the weather. Recommended outdoor attire includes snow boots, snow pants, winter coat, winter hat, mittens/gloves, and a scarf.

## Attendance at School Events

Attending school-sponsored events is a privilege, not a right. Only students enrolled at the school may attend these events unless the principal or designee has approved a guest in advance.

All school rules, including the discipline code and dress code, remain in effect during school-sponsored events. Students who violate the discipline code will be required to leave the event immediately, and their parent or guardian will be contacted. Additionally, the school may impose further disciplinary consequences as outlined in the school's discipline policy. Students are expected to conduct themselves in a respectful and responsible manner to ensure a safe and enjoyable experience for all attendees.

# SCHOOL PROGRAMS

## Enrichment/Gifted Program

The Enrichment/Gifted Program in Antioch CCSD 34 provides a continuum of services for students who are eligible for inclusion in the program. Enrichment/Gifted staff will collaborate with teachers to provide a differentiated curriculum and/or curricular modifications for accelerated students. Small group participation may be provided.

Students are formally identified in the area of English Language Arts at the end of 2nd grade using a combination of teacher observations, achievement test scores, and cognitive ability test scores. In accordance with guidelines recommended by the State, the top 2-5% of students in grades 3, 4, and 5 will be placed together in a cluster classroom. Enrichment/Gifted facilitators and cluster teachers work together to provide academic challenges in specific content areas. The affective needs of gifted students are addressed through the curriculum, and small group dialogue.

Enrichment is provided in the area of mathematics in grades K-8. In grades 3rd through 5th, students work on acceleration through regrouped math classes. Students prepare to gain an extra year of mathematical knowledge in preparation for entering 6th grade a year in advance within mathematics.

Antioch Upper Grade School combines enrichment and acceleration opportunities for students in grades 6, 7, and 8. Students can qualify for placement in Honors Math or Accelerated Language Arts classes in grades 6-8.

All enriched and Gifted Teachers support and monitor the social emotional learning needs of those students receiving enrichment/gifted services.

Cross Reference: [Public Act 03-0743](#)

## Instrumental Music Program

Instrumental music students (Band & Orchestra) pay a participation fee. Student fees are viewable through the student's [PowerSchool SIS account](#). All registration and participation fees must be paid prior to starting the program each year.

Participation fees are waived for students eligible upon the submission and approval of the [general fee waiver](#). Students approved for reduced fees will pay a reduced participation fee. Any other waiver of fees requires the approval of the Superintendent or designee.

## Band Program

The Antioch CCSD 34 Elementary Band Program is open to all students in grades 4 and 5. Elementary participants engage in at least one small group lesson per week held during the school day. Elementary participants engage in weekly before-school large group rehearsals while middle school (AUGS) students have band as an encore class during the school day. Throughout the year, band students showcase their progress through a variety of formal and informal performances, based on their grade level and experience.

## Strings/Orchestra Program

The Antioch CCSD 34 Strings/Orchestra Program is open to all students in grades 1-8. Participants engage in at least one small group lesson per week during the school day. Elementary students attend before-school orchestra rehearsals, while middle school (AUGS) students have orchestra as an encore class during the school day. Throughout the year, orchestra students showcase their progress through a variety of formal and informal performances, based on their grade level and experience.

## Library Media Centers

Antioch CCSD 34 believes that Library Media Centers (LMCs) are learning commons where the school community comes together for reading, collaboration, independent study, 21st century learning, and other various learning opportunities including Makerspaces.

Students in grades K-5 visit the LMC weekly with their classroom teacher taking home one or two books in grades K-3 and one to three books in grades 4-5. Books are due every week. Students in grades 6-8 visit the LMC with their ELA teacher and are able to check out three books per visit. Books are due every three weeks.

Antioch CCSD 34 does not apply late fees to student accounts; however, payment is expected for the cost of the book when the book is lost or damaged. Any book not returned by the end of the school year is considered lost and the cost will be applied to the students account.

Stakeholders who have concerns over materials in the LMC can complete the [Antioch CCSD 34 Request for Reconsideration of Library Materials Form](#) which is found on all school LMC websites.

## Extracurriculars

Our schools offer a variety of after school activities for students. These activities differ by school and may include such things as intramural sports, homework club, diversity club, student council, and running club. These activities are always subject to space availability and students being in good standing academically and behaviorally. These programs are generally provided without charge to students. Students must have approval to participate by their classroom teacher, parent or guardian, and the school principal or his/her designee. Approval is given when students are maintaining passing grades, completing class assignments on time, exhibiting responsible behavior while attending school or school events, and exhibiting a positive attendance pattern. Approval is also dependent on the availability of space. It is the parent/guardian responsibility to provide transportation and pick their child up on time. Failure to pick-up on time may result in removal from the extracurricular activity.

## SPECIAL EDUCATION

### Education of Children with Disabilities

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

The school provides a free appropriate public education (FAPE) in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Teachers or parents desiring that a child be considered for an evaluation for special education services should contact their building principal to discuss their request and concerns. For further information regarding special education programs, procedures, or parent/guardian rights, please contact the Director of Student Services.

For further information, please contact the Student Services Office at (847) 838-8401.

Reference: Board Policy [6:120](#)

## **Discipline of Students with Disabilities**

### **Behavioral Interventions**

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

Cross Reference: Board Policy [7:230](#)

### **Discipline of Special Education Students**

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

Cross Reference: Board Policy [7:230](#)

### **Isolated Time Out, Time Out, and Physical Restraint**

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

Cross Reference: Board Policy [7:230](#)

## **Exemption From PE Requirement**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).

## **Access to Classroom for Special Education Observation or Evaluation**

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

For further information, please contact the building administrator.

## **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at any time upon request.

## **STUDENT RECORDS & PRIVACY**

### **Student Privacy Protections**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives 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 by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

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

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

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

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.

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

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

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

## Student Records

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records with proof of ID and signing Authorization of [Record Release Form](#). If a student who is 18 years or older allows a parent/guardian to pick-up records, the student must sign the Record Release Form. When the parent/guardian picks up the Student Record, they must present their ID, along with the signed consent form and a copy of the student's ID. A parent/guardian or student should submit to the building administrator a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building administrator will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$0.35 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 the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building administrator and should clearly identify the record the parent/guardian or eligible student wants changed, and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise 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/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

5. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian 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 administrator within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information

from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

Reference: Board Policy [7:340](#)

## **Student Transfers**

### **Transferring In**

A student seeking admission to a district school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. If transferring schools within the State of Illinois, the school from which the student is transferring from must also send a completed [ISBE 33-78 Student Transfer Form](#) to Antioch CCSD 34. If an incoming transfer student was suspended or expelled from any Illinois public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun-Free Schools Act;
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. The student's parent/guardian should request the school from which he or she is transferring, to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

### **Transferring Out**

Parents/guardians of a student transferring from the District should give the building administrator written notification of their intent, pay outstanding fees or fines, sign a [records release form](#), and return all school-owned property. The building administrator shall complete [ISBE 33-78 Student Transfer Form](#) for any student transferring from the District. Within 10 days of a transfer notification, the building administrator shall send to the District in which the student will or has enrolled, a completed Good Standing Form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the building administrator shall mail an official transcript of the

academic records. Parents/guardians will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

### **Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the District if such school is an option.

### **Chain of Communication**

As a parent, you are an essential link in the communication process between home and school. Whenever you have a concern, question, or comment regarding your child's education, safety, or welfare, you are urged to first contact the teacher or staff member involved. Also, should you have general questions, comments or concerns regarding the curriculum or instructional program, the process should start with the teacher or staff member involved.

There are some rare occasions when the person you have contacted may be unable to solve the problem to your satisfaction. Should this occur, we ask that you follow the communication chain as is listed below. As you contact each "link" of the chain, you will probably be asked if you have contacted the prior person or persons in the chain.

When you have a question or concern:

1. Contact the Teacher, Bus Driver, or other Employee closest to the situation.
2. Contact the Assistant Principal or Building Principal
3. Contact Antioch CCSD 34 District Office
4. Contact the Superintendent
5. Contact the Board of Education

## **UNIFORM GRIEVANCE PROCEDURE**

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying prevention, 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 (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably, the right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure 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.

| NONDISCRIMINATION COORDINATOR                                                                                                                                | COMPLAINT MANAGERS                                                                                                                                           |                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>Marie Zlotnikov</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:mzlotnikov@antioch34.com">mzlotnikov@antioch34.com</a><br>(847) 838-8457 | <b>Anita Hernandez</b><br>964 Spafford Street, Antioch, IL 60002<br><a href="mailto:auhernandez@antioch34.com">auhernandez@antioch34.com</a><br>(847) 838-8470 |

Cross Reference: Board Policy [2:260](#)

## 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 parents/guardians. The Complaint Manager shall assist the Complainant as needed.

## Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (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 or any collective bargaining agreement, or (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. Within 30 school business days of 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. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

## Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant 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, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the

Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure 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.

### **Appointing Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

## **PARENTAL RIGHTS NOTIFICATIONS**

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Please see the [Curriculum and Instruction webpage](#) for more information.

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

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

### **Homeless Child's Right to Education**

- When a child loses permanent housing and becomes homeless as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:
- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **McKinney-Vento Homeless Assistance Act**

The term homeless children and youth means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative

accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

## **The Laws and Provisions**

The federal McKinney-Vento Homeless Education Assistance Act, as part of the No Child Left Behind Act, and the Illinois Education for Homeless Children Act ensures homeless children have a right to:

- A free, appropriate public education including a priority to preschool programs
- The choice of staying in the school of origin or attending any public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend
- Immediate enrollment even when required documents such as school records, medical records, proof of residency, or other such documentation cannot be produced at the time of enrollment
- Assistance with transportation, if needed

Reference: Board Policy [6:140](#)

## **Family Life & Sex Education**

Students will not be required to participate in any class or course covering comprehensive sex education, family life instruction, instruction on diseases, or recognizing and avoiding sexual abuse if a parent or guardian submits a written objection. A parent/guardian's decision to opt their child out of these lessons will not result in student discipline or negatively impact their grade.

This policy does not prohibit instruction in sanitation, hygiene, or traditional biology courses. Parents and guardians have the right to review instructional materials used in any district class or course. If you would like to examine these materials or submit an opt-out request, please contact your child's school.

Reference: Board Policy [6:60](#)

## **English Learners**

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

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

For questions related to this program or to express input in the school's English Learners program, contact the Coordinator of Multilingual Learning at (847) 838-8267.

Cross Reference: Board Policy [6:160](#)

## **School Visitation Rights**

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

## **Mandated Reporters**

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

## **Student Privacy**

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

## **Sex Offender Notification Law**

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross Reference: Illinois Compiled Statutes [720 ILCS 5/11-9.3](#)

## **Sex Offender & Violent Offender Community Notification Laws**

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

You can find the [Illinois Sex Offender Registry](#) and the [Illinois Statewide Child Murderer and Violent Offender Against Youth Registry](#) on the Illinois State Police website.

## **Parent Notices Required by the Every Student Succeeds Act**

### **Teacher Qualifications**

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

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

### **Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see the [Curriculum and Instruction Department webpage](#).

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

### **Annual Report Card**

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

### **Parent & Family Engagement Policy**

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts which can be found on the District and School webpages.

### **D34 Parent and Family Engagement Policy**

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs under Title I.

### **School-Level Parent and Family Engagement Policy**

Each Building Principal or designee shall develop a School-level Parent and Family Engagement compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by

federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs under Title I.

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.