Kaneland School District #302

Student Handbook

2026-2027





The mission of Kaneland Community Unit School District #302 is to graduate all students college, career, and community ready.

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General Information about Kaneland Community Unit School District #302

Board of Education
The Kaneland Board of Education is comprised of seven citizens elected to set district policy and oversee its administration. The Board of Education meets the second and fourth Mondays of each month. Interested citizens are welcome to attend. All Board of Education Member names and contact information are listed on the district webpage.

Administrative Contacts

Superintendent: (630) 365-5111 ext. 71105

Assistant Superintendent: (630) 365-5111 ext. 71119

Director of Human Resources: (630) 365-5100 ext. 71114

Director of Special Education: (630) 365-5111 ext. 71111

Director of Educational Services EC-5: (630) 365-5111 ext. 71112

Director of Educational Services 6-12: (630) 365-5111 ext. 71130

Kaneland Buildings:

Kaneland High School

47W326 Keslinger Rd | Maple Park, IL 60151 (630) 365-5100

Fox Valley Career Center

Located inside Kaneland High School: 47W326 Keslinger Rd | Maple Park, IL 60151
and Kaneland Meredith Academic Center: 1N137 Meredith Rd, Maple Park, IL 6015
(630) 365-5113

Harter Middle School

1601 Esker Drive | Sugar Grove, IL 60554 (630) 466-8400
IgKnight Personalized Learning Academy, Empower; Grades 6 through 8

Blackberry Creek Elementary

1122 S. Anderson Rd | Elburn, IL 60119 (630) 365-1122

McDole Elementary

2901 Foxmoor Drive | Montgomery, IL 60538 (630) 897-1961

John Shields Elementary

85 S. Main St | Sugar Grove, IL 60554 (630) 466-8500
IgKnight Personalized Learning Academy, Inspire; Grades 3 through 5

John Stewart Elementary

817 Prairie Valley Street | Elburn, IL 60119 (630) 365-8170

Visitors Statement

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be screened through an electronic database which requires a Driver's License or State ID. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

When a student is released or leaves school early for the day, parents may be required to present an ID to school staff in order to verify the identity of the parent/guardian authorizing the release of the student. In addition, school staff may need to confirm specific release/dismissal requests in writing from the parent/guardian. The District appreciates your understanding and patience as we work to ensure your student's safety.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, Board of Education member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.

7. Smoke, vape, or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when a person's alcohol, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, (c) use a cell phone while driving or (d) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

School Volunteers and Guests

All school volunteers must be approved by the building principal prior to assisting at the school. School specific forms and procedures for volunteering are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Volunteer Information Form & Waiver of Liability

Please reach out to the main office of the school to sign the District's Confidentiality Agreement.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical

or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact building administration.

Animals on School Property

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

Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

Class Treats

In order to promote healthy choices and support a culture of wellness in our schools, along with our concern for food allergies, birthday treats in the form of food items will not be allowed. If a food item is sent, they will not be served and will be sent home. Suggested birthday "treats" can include things like: a pencil, a book for the classroom, or stickers.

Emergency School Closings

If weather conditions or other emergency situations make it necessary to close school, the district will notify various area radio stations and ask them to broadcast the information. Please do not call the school. The information will be available much more conveniently by listening to a local radio station. School will be closed in the event of excess snow or if the wind-chill is greater than 40 degrees below zero. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled. Determination of school closing will be made by 6:00 A.M. and announced on: www.Kaneland.org

WLBK DeKalb 1360 AM/92.5 FM; WSPY 107.1 FM WKKD Aurora 1580 AM 95.9 FM; WDKB 94.9FM WBIG Aurora 1280 AM, WGN, WBBM(AM) CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, CLTV(TV)

School Operations During a Pandemic or Other Health Emergency

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

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

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

Additionally, please note the following:

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with State and local requirements.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

- In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

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

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance; Fran Eggleston, Director of Student Services, or Nicole Bakalis, Special Education Coordinator.

Student with Food Allergies

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

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

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

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

Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Please contact the school if you are in need of resources.

Contact information for the National Suicide Prevention Lifeline and for the Crisis Text Line on the back of each student identification card issued by the school district or published on the district website.
National 24/7 Suicide & Crisis Hotline: call or text 988 (English & Spanish)
Crisis Text Line: Text START to 741-741

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:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.

2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.

3. Access to a power source for a breast pump or any other equipment used to express breast milk.

4. Access to a place to store expressed breast milk safely.

5. 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).

6. 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 District's Complaint Manager or Non-Discrimination Coordinator.

Parent Organization 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 Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's 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 of Education policies and administrative procedures.

4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.

6. An agreement to maintain and protect its own finances.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

Social Media

The Kaneland Community Unit School District 302 is pleased to provide several social media platforms to enhance our existing communications between home and school. Our Facebook page, Twitter account and Blog posts enable everyone to become an online supporter of Kaneland. Kaneland Community Unit School District 302 intends to increase public engagement and we welcome your comments. The District, however, reserves the right to delete comments deemed inappropriate by officials.

Additionally, the District may block users on any of its social media sites who post comments which, in the school district's sole discretion, bully, intimidate, or harass any individual; contain obscenity, nudity or gratuitous violence; are commercial or political solicitations; are factually erroneous, libelous or wildly off-topic; are posted anonymously; or that otherwise violate Illinois State law, school district policy, or the guidelines of Facebook, Twitter or Tumblr.

The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of Kaneland Community Unit School District 302 staff and students.

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel when the Internet website through which 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 is prohibited.

Asbestos Management

The asbestos management plans of the federal Asbestos Hazard Emergency Response Acts are available in the principal's office or district administration offices for public review.

Pesticide Application

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact and leave a message with the request at (630) 365-5111.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Section 2 – Attendance, Promotion & Graduation

Attendance

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

There are three types of absences: excused, unexcused, and mental health. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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, or other reason as approved by the building principal. Public middle school and high school students have one day-long excused absence per school year for the purpose of attending a civic event.

Students are permitted to take up to five mental health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the third mental health day, a student/guardian(s) may be contacted by school personnel to offer additional support.

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.

All other absences are considered unexcused. Examples of unexcused absences (even with parental/guardian consent) include but are not limited to: missing the bus, working, cutting class, transportation issues, needed at home, and other avoidable absences.

Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence. The district considers excessive absenteeism (excused and unexcused) to occur when a student is absent for a number of days equaling 10% or more of accumulated school days. At this point, the parents/guardians may be contacted by school personnel. If excessive absenteeism continues, the district may notify the Kane County Truant Officer.

In the event of any absence, the student's parent/guardian is required to call the school's office or attendance line before 8:00 a.m. (for 6-12th grade students) and 9:30 a.m. (for EC-5th grade students) to explain the reason for the absence. Contacting the classroom teacher does not qualify as a notification. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official may contact the home to inquire why the student is not at school. This procedure is to ensure your child's safety by confirming that you are aware of the absence. 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. Students arriving to school late must check-in at the main office. Unexcused tardies and absences, such as skip days, will be handled through progressive discipline, as needed.

STREP THROAT, IMPETIGO, SCABIES AND CONJUNCTIVITIS (pink eye) – students may return to school 24 hours after treatment has begun and proof of medication is shown.
CHICKEN POX - students will remain out of school not less than six (6) days after the appearance of the first eruption.
MONONUCLEOSIS - students may return to school only with a doctor's permit.
HEAD LICE – A student may return to school following treatment for head lice. They must be checked by the school nursing staff before returning to class, and must be free of any further evidence of active lice.

If we are unable to contact parents in the event of an emergency, we will transport, via ambulance, your child to the hospital if the need arises.

Student Release from School

If a student needs to leave during the school day, the parent/guardian picking the student up will sign him/her out in the office with proper identification. If a student is a driver at the High School Level, the parent/guardian must call or email school officials with valid reason for leaving the school and the student must sign out from the front office prior to leaving the premises.

Any change to a student's release time must be communicated to the school office one hour prior to the end of the school day, to ensure that adequate time is allotted to notify the classroom teacher (when applicable), and student of the change.

When leaving at the end of the school day, students are expected to go directly home or to the designated location determined by the family. Students are not allowed to play on school property prior to checking in at home. Students will not be allowed to re-enter their classroom to retrieve forgotten materials after dismissal.

If a student is ill during the day, the student must be signed out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians/car services to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in a building, a student who is ill should report to the Main Office.

Custodial and Non-custodial Parents

A school shall refuse to release a student to a non-custodial parent or other person when there is a court order on file that clearly limits the custody of visitation rights of that particular person. The custodial parent is responsible for informing the school about any legal restrictions on custody or visitation. Additionally:

- A school may delay the release of a student to a non- custodial parent or other person in order to communicate with the custodial parent regarding release of the student.
- If neither parent can produce a legal document, release may be made to either parent.
- In the case of joint custodial agreements, the student may be released to either parent when a court order does not clearly limit access to the student.
- In the case where no legal document exists, the custodial parent will have one week (seven days) to obtain such a document and provide the document to the school office. Until that time, the student will only be released to the parent that has regularly picked up the student.

Release Time for Religious Instruction and Observance and Voting

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction and to vote.. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit.

Truancy

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are considered 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, and/or 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 or withdrawal from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Tardies

Early Childhood through 5th Grade: It is very important that children arrive at school and to class on time. The educational process is disrupted for all concerned when this does not occur. When tardy to school, a student must report to the main office to sign in before attending class. A parent/legal guardian call-in or a note explaining the tardy is required. Excused tardies are appointments with a dentist, doctor, eye doctor, etc. Unexcused tardies are oversleeping, missing the bus, etc. Tardiness to class occurs when a student is not in his/her seat at the beginning of each class period. If a student has a pass from a teacher or other school personnel, he/she is excused for being late for class. At the EC-5 level, excessive tardies will be addressed by school administration on a case by case basis.

6th through 12th Grade: Tardiness is considered unacceptable behavior. All tardies to class are considered unexcused, with the exception of those involving serious problems or emergencies. Tardy policy includes total accumulated tardies per quarter and discipline will be issued by the

Dean and/or administration for every 5th tardy. Absences may only be cleared in by an adult on the student's Infinite Campus profile. Unexcused tardies are considered unacceptable behavior.

Grading and Promotion

In accordance with Illinois Law, District #302 does not socially promote students. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and/or other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

The Proficiency Scale: EC-5th Grade

Proficient (3) You got it!	**Approaching (2) Almost got it!**	**Needs Support (1) Not quite yet!**	**Insufficient Evidence (0) Just starting!**	**No Evidence (NE)**
Student has demonstrated a full in-depth understanding of content and skill application of the outcomes for the particular reported standard at this point in the year.	Student has demonstrated partial understanding of the expected content/skills. Partial development indicates progress has been made, but gaps in understanding or application exist.	Student has demonstrated little evidence of content/skill understanding. The student has large gaps in understanding or application.	Student has demonstrated no conceptual understanding of the content/skill.	Student has yet to provide evidence.

Grading Scale: 6th- 12th Grade

Purpose of a Grade
Grades are clear and accurate indicators of student learning aligned to course standards. Grades provide feedback to students and other stakeholders at a given moment in time.

How Grades are Determined:
Grades are established using three primary types of assignments. Their purpose and value are described below:

> **Summative (worth 80% of grade):** These assessments are used after learning periods when teachers feel students are ready to assess on a given set of standards or a topic. They can come in the form of written, multiple-choice exams, or project-based work among others. **High school will have a breakdown of 70% summative and 10% final grade.**

Formative (worth 20% of grade): These "checkpoints" are moments in time when teachers want to assess current progress during a unit of study. Information gathered in these checkpoints will be enough to provide a grading value. This allows students and parents to see emerging progress with checkpoint scores on important activities or smaller assessments that are helping students work toward mastery. These activities *may* include rough drafts, quizzes, exit slips, worksheets, or other activities students may use to show understanding.

Grading Communication and Expectations

Official grades will be sent out at the end of each quarter (grades 6-8) and end of semester (grades 9-12) via Infinite Campus. These will be the grades used to determine a student's Grade Point Average (GPA) and ultimately their class rank (grades 9-12).

In between official grading periods, teachers will maintain a running gradebook that accounts for all formative and summative graded assessments as outlined above. This communicates a child's current level of performance *at this point in time* and is subject to change along the course of the grading period. Gradebooks will be maintained via Canvas and should be updated weekly to reflect any grade additions. Parents/guardians can pair with their child's courses (through a unique pairing code) in order to see updates to the Canvas gradebook throughout the year.

Role of Final Exams at the High School

Final exams will be administered the last week of each semester. Final exams are meant to be purposeful and prioritize concepts and/or standards throughout the semester. Departments will have the autonomy to develop what the finals will entail (i.e. multiple choice, written, presentation, combo, etc.), but these will be consistent across the entire department.

Grading Scale for 6-12th Grade

Beginning with the 2024-2025 school year, Kaneland CUSD 302 will utilize a traditional grading system based on a 100-point scale for all general courses. Advanced Placement courses, as regulated by the College Board, will be weighted on a 5.0 point grading scale.

Grading Scale for grades 6-12			
Grade System		GPA Points	Weighted GPA (AP Courses)
93-100	A	4	5
90-92	A-	3.7	4.7
87-89	B+	3.3	4.3
83-86	B	3.0	4.0
80-82	B-	2.7	3.7
77-79	C+	2.3	3.3
73-76	C	2.0	3.0
70-72	C-	1.7	2.7

67-69	**D+**	**1.3**	**2.3**
63-66	**D**	**1.0**	**2.0**
60-62	**D-**	**0.7**	**1.7**
0-59	**F**	**0**	**0**

Reassessment Policy
Teachers should be engaging with students in continuous cycles of feedback for the main purpose of clarity and understanding lesson objectives. *The purpose of offering reassessments is to allow students the opportunity to demonstrate their understanding in a timely manner.* (From Hattie: Providing formative evaluation- 0.90; Teacher Clarity- 0.75; Feedback- 0.73).

6-8th Grade Policy
Each grade level content area team (i.e. 6th grade math, 7th grade Science, etc.) will create their reassessment policy and communicate to students at the beginning of each year.

9-12th Grade Policy
Each KLC (Kaneland Learning Community) (i.e. Algebra 1, English 10, AP U.S. History) will create their reassessment policy and communicate to students at the beginning of each year. If an assessment is required for graduation (i.e. U.S. Constitution test), a student will have unlimited opportunities to reassess.

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Pursuant to Public Act 102-1077 (effective 1-1-23), school districts must begin the process of allowing students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school, but only for high school credit. Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school.Other changes are made to comply with PRESS.

Graduation Guidance for Students with Disabilities

- Students with a disability earning a diploma must successfully complete the credit requirements for graduation. General education course standards may not be altered, however pace and depth may be modified.
- Students who are working towards a Certificate of Completion may continue to receive post secondary services until the day they turn 22.
- Students with a disability who are on-track for graduating with a diploma are not eligible for district provided transition services post graduation

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse, anticipates their absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact your building principal. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

School Admission

To enter kindergarten, a child must be five years old on or before September 1st of the school year. When enrolling your child in kindergarten, you must present a certified copy of your child's birth certificate.

Residency Requirement (Board Policy 7.60)

A student must establish residence within the District's boundaries in order to attend a District school without a tuition charge, except as otherwise provided in State law. The administration may require proof of residence. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. A non-resident student may attend District schools only at the discretion of the school board if sufficient room exists and if the student's parent/guardian pays tuition. If a student's family plans to move into the District by October 1 of the school year, the student will be allowed to attend school at the beginning of the school year with payment of 50% of the estimated annual tuition. Parents/guardians enrolling two or more students will be required to deposit $3,000 with the first semester balance being due by October 2 if residence has not been established. After October 1, if the parent/guardian is unable to establish residency, the District will deduct a proration retroactively of the annual tuition beginning with the first day of enrollment. If the parent/guardian is unable to establish residency by January 10, the parent/guardian will be required to make a second payment of 50% of the estimated annual tuition for the second semester. If by the October 2 or January 10 deadlines the required payment has not been made and residency is not established, the student(s) enrollment may be discontinued.

Homework (Board Policy 6:290)

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;

2. Is not assigned for disciplinary purposes;

3. Serves as a communication link between the school and parents/guardians;

4. Encourages independent thought, self-direction, and self-discipline; and

5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Vacation Homework

We understand that from time to time, families have a need to be excused from school. While we value the experiences that students would gain from these opportunities, we are unable to provide parents with a replica of the curriculum and experience that will be occurring in their absence from school. In lieu of providing exact learning experiences, teachers will be able to provide a student with learning opportunities to engage in based on similar content. Students will need to show proficiency in content missed after they return from a vacation. Parents/guardians are encouraged to keep excused absences to a minimum, because of the effect on academic achievement.

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

Exemption from PE Requirement

Early Childhood through 8th Grade: 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. If a student submits a doctor's note for exclusion from P.E. for any reason, he/she will automatically be excluded from activity at recess. 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.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal 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 Handbook Procedure 10.301.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents 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 following considerations will be used to determine when a student shall return to a physical education course:

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

9th through 12 Grade: In order to be excused from participation in physical education, a student must present an appropriate excuse from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. P.A. 102-405 provides that a student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting. 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. 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. A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program(student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Section 10.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents 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 following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Section 10

Section 3 – Student Fees and Meal Costs

Free & Reduced Lunch Waiver

Fines, Fees, and Charges: Waiver of Student Fees

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

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

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

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

An illness in the family;

Unusual expenses such as fire, flood, storm damage, etc.;

Unemployment;

Emergency situations; or

When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.3

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

School Lunch

Elementary- All elementary schools are 'brown bag' schools. This means that there are no hot lunches available for student purchase. Free lunches will be provided to eligible students. Milk is available for $.40 per carton (price subject to change).

Middle School and High School lunch information can be found on the district website.

Food Delivery

If a parent/guardian wants to drop off a lunch for a student, they may only bring food for their own child. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. No food deliveries, whether ordered by a student or parent, will be accepted. For middle school students, these rules also apply to after school events.

Illinois Textbook Loan Program

Public Act 82-469, 1981 makes available to students textbooks for use in the classroom. Kaneland District 302 students receive books through this program.

Textbook Rental and Instructional Material Fees

Registration fees are charged for all students except those specifically exempted by law or unable to pay due to emergency circumstances. However, unless exempted by law or special arrangements are made for emergency purposes, all fees are to be collected. Individuals in need of alternative payment schedules or a fee waiver should contact the building principal. If necessary, the collection process will involve the referral of unpaid fees to a collection agency.

Student fees are established by the Kaneland Board of Education. A schedule of the student fees will be distributed by each building at registration. Fees are to be paid by August 20th.

Section 4 – Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A student's bus stop will be assigned to each student at the beginning of the school year before the first day of school. Students are not permitted to ride a bus other than the bus to which they are assigned. For alternate transportation, such as for daycare providers, parents must submit the Alternate Transportation Form, and be approved in advance by the building principal and the director of transportation. For special requests of short-term changes, a written note from both households (one note from the parent of allowing their student to change and one note from the parent/guardian accepting responsibility for the other student) must be given to the office at the beginning of the day.While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal or designee. In the interest of the student's safety and in compliance with State law, students are also expected to observe School Bus Safety Rules.

For questions regarding school transportation issues, contact: Director of Transportation at 630-365-5111 ext. 71145.

Community Relations (Americans with Disabilities Act)

Individuals with disabilities should notify their Building Principal if they have a disability which will require special assistance or services. This notification should occur as early as possible before the school sponsored function, program or meeting.

Kaneland School Bus Passenger Regulations

The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. Bus drivers are required to report any student who violates these rules and regulations. Bus misconduct notices are issued to the students by the principal or designee and indicate whether the notice is a warning or a suspension. Students who are suspended from riding the bus must be present in school on the suspension days. School administrators may use more discretion and consider age-appropriateness in the application of consequences for bus misconduct. Special education students will also be given special consideration based upon their needs as stated in their Individual Education Plans (IEP). (See Board Policy 7.230 and contract with Mid-Valley Special Education Cooperative).

School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

3. Arrive at least 5 minutes early to the bus stop and stay away from the street while waiting for the bus.

4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

5. Find your assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones. Privileges can be revoked to use electronic devices if rules are not being followed.

7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

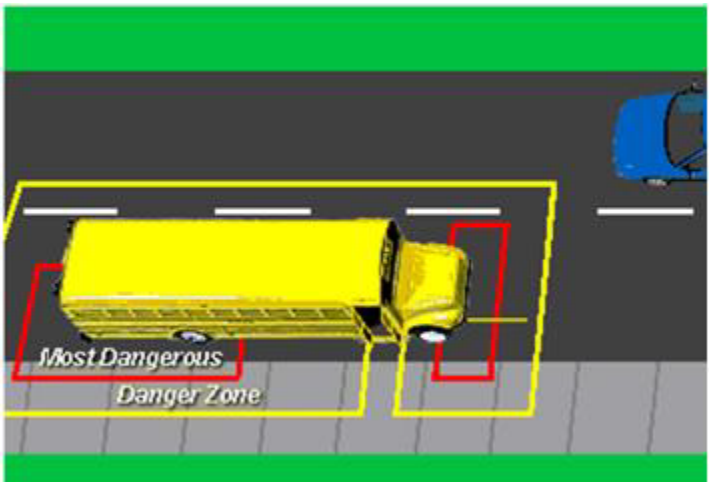
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) 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.

11. 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, even after the driver's signal.

12. Never run back to the bus, even if you dropped or forgot something.



Bus Misconduct

It is the belief of Kaneland District 302 that the bus is an extension of the classroom. It is important to note that each bus violation counts toward the total number of offenses a student

may commit. Therefore each violation may result in a progression of consequences toward a permanent loss of bus privileges. School administrators may use more discretion and consider age- appropriateness in the application of consequences for bus misconduct. District 302 reserves the right to impose additional school consequences if the behavior involved creates a potential safety hazard. Students are expected to follow all school rules while on the bus. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. The Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. 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, school district policy, or safety rule (see list above).
2. Refusal to cooperate with driver; lack of courtesy and respect to driver or to fellow student
3. Willful injury or threat of injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Repeated use of profanity or obscene or unacceptable language gestures, remarks or signs directed to fellow student
6. Repeated willful disobedience of a directive from a bus driver or other supervisor.
7. Such other behavior as the building principal, or designee, deems to threaten the safe operation of the bus and/or its occupants
8. Excessive talking or unnecessary noise
9. Throwing items of any kind in the bus or out of the window or at the bus stop
10. Refusal to stay properly seated
11. Extending hands, arms, or head out of the window
12. Tampering with bus equipment; deliberate vandalism
13. Littering, spitting, eating, drinking, or chewing gum on the bus
14. Theft on the 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.

School Bus Disciplinary Procedures

School officials shall limit the number and duration of bus suspensions/expulsions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of

non-exclusionary discipline before using bus suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

- Driver conference/warning with student
- Assigned seat
- Bus Misconduct written notice
- School administration notifying parents/guardians.
- School administration disciplinary conference.
- Withholding of school privileges.
- In-school, after-school detention, or possible Saturday detention
- Out-of-school suspension
- Conference with administrator, driver, and student
- Bus Suspension
- Bus expulsion

The above list of disciplinary measures is a range of options that will not always be applicable in every case.

Other Bus Violations

The following bus violations constitute offenses of a more serious nature. These actions could result in additional school consequences as well as a 10-day bus suspension. Any additional offense in this category will result in transportation expulsion for the remainder of the year.

- Obscene or unacceptable language, gestures, remarks or signs directed to school employees.
- Throwing an item of any kind at the bus driver or in close proximity to the bus driver.
- Physically attacking another student or fighting on the bus or bus stop
- Having or using tobacco, e-cigarettes, or other illegal substances on the bus or at the bus stop.

School officials shall limit the number and duration of bus suspensions/expulsions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using bus suspensions or expulsions.

Other (Non-Bus) Transportation

Bicycle Rider / Scooter Regulations: Students in third, fourth and fifth grades may ride their bikes to and from school. While the district believes the safer practice is for students K-2 to walk

or ride the bus to and from school, K-2 students who are accompanied by their parents on foot or on a bike may also ride their bikes to and from school. If scooters are ridden to school, they are to remain outside with the bicycles.

Parent Transportation: Vehicles are NOT permitted to enter and exit in the parking lots when buses are present. Student drop- off and pick-up is a designated area for each school. Please abide by the policies set forth at each school.

Student Drop Off and Pick Up Procedures:

- Follow the route established by your child's school
- Pull all the way forward before allowing your child to exit or enter the car
- Children should enter/exit on the curb side only
- Remain in your car if using a designated drop-off/pick-up lane
- If walking your child to their door, park in a designated spot and use the marked crosswalk
- Refrain from pulling around cars that are unloading children
- Model respectful, patient, and positive interactions for students
- Allow extra time to get to your destination when using the crowded lot
- Cell phone use in a school zone, including the parking lots, is prohibited by law

Special Services Transportation

Under the Individual with Disabilities Education Act (IDEA) transportation "as may be required to assist a child with a disability to benefit from special education" is a related service to be discussed at an IEP meeting. This generally means door-to-door transportation, both ways, between home and school. Kaneland Special Services arranges transportation for students who qualify for special transportation.

Section 5 – Health and Safety

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:

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

Proof of immunization against meningococcal disease is required for students in 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. Beginning with 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 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication

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

A responsible adult must transport medication to school. Medication is **NEVER** to be sent to school with your child. No matter what kind of medication your doctor prescribes, it must be brought to school by an adult *(18+ and not a high school student)*. This prevents possible sharing, allergies, choking hazards, etc. Administration of the first dosage of medication must be done at home to observe for side effects. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. This includes over the counter medication. A safe, locked place is provided for the storage of the medication. No over the counter medication including but not limited to medications such as pain relievers, allergy medications, cough drops and eye drops are to be given by the school without a written order from an MD and the parent, unless deemed an emergency situation (105 ILCS 5/10-20.14b). If medication is necessary for a food or insect bite allergy, the parent and physician must complete the consent form for emergency treatment; parents should provide the appropriate medication.

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Legal Ref 105 ILCS 5/10-20.14b, 5/10-22.21b and 5/22-30.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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 the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Guidance & Counseling (Social Work Services): EC-5 and IgKnight Academy

Teachers may refer a student, or a student may refer themself, for a conference with a social worker. If a child appears to need regular counseling sessions, parents will be notified and permission obtained. If you do not want your child to see a social worker without your permission, please contact the principal. Information about social work services mandated by laws governing special education is available through the district's social workers.

Guidance & Counseling: Harter Middle School

HMS has three counselors dedicated to meeting with students for their emotional and academic needs. Students can meet with the counselors during the academic day by appointment.

Guidance & Counseling: Kaneland High School

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Emergency Medical Treatment

Under district policy, the principal or designated representative of your child's school is authorized to secure medical care and automobile or ambulance transport to Delnor Community Hospital or the nearest hospital facility when you cannot be immediately reached at the time of emergency. You will be responsible for the associated emergency medical charges.

Health Services

Kaneland's Health Services are overseen by registered nurses that conduct annual hearing and vision screening and evaluate immunization records as mandated by the Illinois School Code.

Insurance

Kaneland CUSD #302 provides student accident insurance for students that are injured while participating in school-related activities or athletics. The insurance coverage serves as secondary coverage, in the event that a student does not have primary health insurance coverage from their family. More information may be obtained by contacting the Business Office at Kaneland CUSD #302.

If a student is injured at school or while traveling by bus to or from school, he/she should report the injury immediately to the Teacher or to the office and obtain from the office an insurance claim form. This form must accompany all medical and hospital bills that are sent to the insurance company within 90 days of the accident or injury. The School District is not liable for any medical expenses due to school related injuries.

Communicable Disease

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- **Communicable Diseases:** Conditions such as strep throat, influenza, chickenpox, measles, or COVID-19 require students to stay home. Follow specific guidelines for each illness regarding the duration of absence and criteria for returning to school.
    - **Undiagnosed Rash:** Students with an unexplained rash should remain at home until evaluated by a healthcare provider to rule out a communicable disease.

Head Lice

Absence

In Illinois, the management of head lice in schools aligns with guidelines from the **Centers for Disease Control and Prevention (CDC)** and the **Illinois Department of Public Health (IDPH)**. These guidelines emphasize minimizing disruption to a student's education while effectively managing head lice cases.

Key Points:

1. **Attendance:** Students diagnosed with live head lice **do not need to be sent home immediately**. They can remain in class and return home at the end of the school day for treatment.
   Illinois Department of Public Health
2. **Return to School:** After appropriate treatment has begun, students should be allowed to return to school. "No-nit" policies, which require students to be free of nits before returning, are **discouraged** because they can lead to unnecessary absenteeism.
   Illinois Department of Public Health
3. **Parental Notification:** Parents or guardians should inform the school if they suspect their child has head lice.
   ilprincipals.org
4. **Education and Prevention:** Schools are encouraged to provide information to families about detecting and treating head lice, as well as preventive measures to reduce transmission.

General Guidelines for Keeping Students Home:

In Illinois, determining when to keep students home from school involves adhering to guidelines Fever: from the **Illinois Department of Public Health (IDPH)** and local school policies. These measures aim to ensure the health and safety of all students and staff.

1. **Fever:** Students should stay home if they have a fever of **100.4°F (38°C)** or higher. They can return to school after being fever-free for **24 hours without the use of fever-reducing medications**.
   Illinois Department of Public Health
2. **Vomiting or Diarrhea:** Keep students at home if they experience vomiting or diarrhea. They may return to school **24 hours after the last episode**.
   Illinois Department of Public Health
3. **Communicable Diseases:** Conditions such as strep throat, influenza, chickenpox, measles, or COVID-19 require students to stay home. Follow specific guidelines for each illness regarding the duration of absence and criteria for returning to school.
   a. **Undiagnosed Rash:** Students with an unexplained rash should remain at home until evaluated by a healthcare provider to rule out a communicable disease.
      Illinois Department of Public Health
4. **Pink Eye (Conjunctivitis):** Students diagnosed with conjunctivitis should stay home until **24 hours after treatment has been initiated**.
   Illinois Department of Public Health

Targeted School Violence Prevention Program

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

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

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

For further information, please contact the Building Principal.

Controlled Substances

The following are prohibited substances and use of substances:

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
    - Any illegal drug or controlled substance
    - Any cannabis-based substance (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    - Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
        - that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
        - about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    - Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

Erin's Law

The Center for Disease Control estimates that approximately 1 in 6 boys and 1 in 4 girls are sexually abused before the age 18. All school employees have been trained in and watch for signs of child abuse. In addition, they are all mandated reporters. Parents play a vital role in protecting children. Please consider the possibility of sexual abuse when a child exhibits any of the following behaviors. These indicators include but are not limited to:

- Regressive behaviors depending on age (e.g. return to thumb sucking or bed wetting)
- Reluctance to be left alone with a particular person or people
- Sexual knowledge, language, and/or behaviors that are unusual and inappropriate for their age
- Withdrawn behavior
- Difficulty walking or sitting
- Angry outbursts
- Anxiety or depression
- Propensity to run away
- Pregnancy or contraction of a venereal disease, particularly if under age 14

Contact DCFS (1-800-25ABUSE) or 911 immediately if you suspect sexual or physical abuse or neglect of any child.

Sexual Abuse and Response and Prevention Resource Guide

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

Release of Basic Student Registration

If your child rides a bus for field trips, it may be necessary to have basic information such as addresses, parent/ guardian information, phone numbers, and emergency numbers so parents/guardians can be contacted if medical attention is needed. When private bus companies are used to transport students, they will be given access to basic student registration information and emergency medical information about your child.

Safety Drills

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

PE/Recess Illness

Parents may request indoor recess for their child after an illness, but for not more than one day. If a child must stay indoors for a longer period, parents must furnish a note from a physician.

Section 6 – Discipline and Conduct

General Building Conduct

Kaneland School District employs a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow the due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. Students must understand that any staff member has the authority to correct misconduct at any time.

School Dress Code and Student Appearance

Kaneland School District values students' rights to self-expression. The Kaneland School District dress code is meant to support this right to self-expression while at the same time avoiding reinforcing negative stereotypes of tacitly supporting discrimination or marginalization of any student or student group.

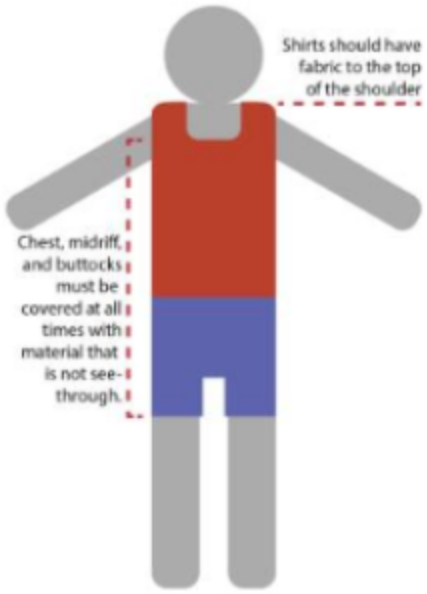
As such, the following guidelines have been created to ensure that students' dress and grooming does not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety and decency.

The goals of the student dress code are as follows:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), 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, and pornography.
- Prevent students from wearing clothing with 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.

Dress Code Policy

1. Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and chest areas are covered with opaque material. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.



2. Students Must Wear:*
    - Shirt: shirt must at least be to the armpit and long enough in length to cover the torso to the top of the bottoms.
    - Bottom: pants/sweatpants/shorts/skirt/dress/leggings
    - Shoes; activity-specific shoes requirements are permitted (for example for sports)
    - * High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering students' bodies or promoting culturally-specific attire

3. Students May Wear:
    - Hats, including religious headwear
    - Hoodie sweatshirts (overhead is allowed)
    - Fitted pants, including leggings, yoga pants and "skinny jeans"
    - Pajamas
    - Ripped jeans, as long as underwear is not exposed.
    - Athletic attire

4. Students Cannot Wear:
    - Violent language or images.
    - Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of.
    - Hate speech, profanity, pornography.
    - 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.
- Bathing suits.
- Helmets or headgear that obscures the face, except as a religious observance.

Dress Code Enforcement at Schools

A school dress code is only as effective and fair as its enforcement. The following is the intent of dress code enforcement:

- Enforcement is consistent with a school's overall discipline plan. Failure to comply with the student dress code will be enforced consistently with comparable behavior and conduct violations, including access to a student advocate or ombudsperson and appeals process.
- Violations will be treated as minor on the continuum of school rule violations.
- When a student is in violation of the dress code, they have the right to put on their own on-site clothing, receive a loaner clothing item, or call a family member to bring alternative clothing. If the child refuses to utilize one of these options, they may receive disciplinary action.
- No student will be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
- The dress code will be clearly conveyed to students.
- Students will not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes but is not limited to kneeling or bending over to check attire fit, measuring straps or skirt length, asking students to account for their attire in the classroom, and directing students to correct a dress code violation during instructional time.

Student Appearance

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

Graduation/Promotion Appearance

Schools shall not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act.

Student Behavior

Student behavior should reflect standards of good citizenship. Therefore, students are expected to conduct themselves in keeping with their level of maturity and act within the bounds set by our school district.

Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

Rules and guidelines established by District #302 are intended to encourage positive, constructive and responsible student behavior and an environment conducive to learning. It is the responsibility of all members of the school community to familiarize themselves with the rules and guidelines governing student conduct, so they are aware of their own role as well as the role of others.

A strong underlying belief is that behavior problems in our schools will be reduced and a better, safer, educational environment will prevail if parents and students know and understand the expectations for student conduct and the consequences for not meeting these expectations. All members of the District staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school. Any student who displays disruptive behavior may be removed from the classroom. Student behavior will be addressed on an individual basis and first addressed by using interventions and education around the behavior, as related to the severity of the infraction. Efforts, including the use of positive interventions and support, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.The minimum disciplinary action needed to change undesirable behavior should be implemented.

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. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has

been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellphone, smartphone, video/audio recording device, smartwatch, 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. Wireless communication devices including ear buds, headphones, and smartwatches are prohibited during the school day from the first morning bell to the last dismissal bell unless expressly directed by a teacher for an educational purpose. 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 the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period at the Harter Middle School, IgKnight personalized Learning Academy, and Kaneland High School, or (d) it is needed in an

emergency that threatens the safety of students, staff, or other individuals. The school is not responsible for damage to or loss of any personal belongings brought to school.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores. "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. 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.
20. Making an explicit threat on an internet or social media website against a school employee, a student, or any school-related personnel if the internet or social media 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.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or non-consensual dissemination of private sexual images.

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

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

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. (see Social Probation)

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. Should a suspension occur, parents would be notified immediately and advised of a right to a hearing.

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.

Social Probation:

Social probation will be used by school administration in regards to student's behavior and attendance. Students may be put on probation and have denied social access to be allowed to participate in: school dances, sporting events, and extracurricular activities.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Identified staff members in each school have been properly trained in physical restraint procedures yearly in order to maintain the safety of all students and staff. Parent(s) and/or guardian(s) of the student who was in isolated time out, time out, and/or physical restraint will be contacted within 24 hours and will receive written documentation of the incident.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

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 may 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 of Education on a case-by-case basis.

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

The building principal or designee may 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.

Delegation of Authority

Each Teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than in-school suspension, out of school suspension, expulsion, corporal punishment, which is appropriate and in accordance with the policies and rules of student discipline. Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as Teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

Special Definitions

Detentions

Detentions may be held during school, after school, and on Saturdays. Parents/guardians will be notified in advance of an after-school detention. Detentions may be assigned to students who violate school rules or disrupt the learning process may be given detentions as a consequence for their actions. The teacher who assigns the detention will, in general, be the person to contact the parent/guardian to arrange the time and date of the detention. Students who serve detentions must report to the detention room on time and must read appropriate material or do school work until detention is over. Failure to serve a detention will result in an additional detention. Repeated failure to serve a detention may result in a Saturday detention or other consequence. Students who are disruptive or violate the rules of detention will be assigned extra detentions and/or a Saturday Detention, or other consequence. On the day(s) a student is assigned to serve a detention, the student is not permitted to partake in or attend any extracurricular activity involving Kaneland Schools unless arranged by the student's coach or sponsor.

Suspensions

Suspensions from 1-10 days may be assigned for actions deemed to negatively impact the learning environment or that pose a safety risk to students, staff, or others.

Whenever serious misbehavior occurs while in school, on district property, on a school bus, or while attending Kaneland School activities, an Administrator will first speak with the student. The Administrator will then notify the student and his/her parent/guardian as to the disciplinary action to be taken. The administrator will send a follow-up letter to the parent/guardian detailing the reasons for the suspension.

It is the student's responsibility to find out what assignments he/she needs to complete while serving a suspension. Students are expected to complete all school assignments during the suspension. Students are not allowed on school grounds including bus stops while serving an out of school suspension. The student is not permitted to partake in or attend any extracurricular activities involving Kaneland Schools.

Suspension and Expulsion Procedure
The following Board of Education of Kaneland District #302 policies apply to student suspensions and expulsions from school and from the bus. Suspensions may be assigned for 1-10 days; expulsions are assigned for more than 10 days. The Board of Education must approve an expulsion before a student begins serving an expulsion.

Before suspension, the administrator shall provide oral or written notice of the charges to the student. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version. Once this has occurred, the administrator may suspend the student effective immediately. The student shall serve the suspension on the dates assigned; the suspension will not be postponed pending any appeal. Prior notice and opportunity to respond, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and opportunity to respond shall follow as soon as possible.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the Board of Education.

Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/ guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision.

After its hearing or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate, including but not limited to upholding the suspension or expunging the suspension from the student's temporary record.
(Board Policy 7.200)

Parents/guardians who request a hearing of a bus suspension or an out-of-school suspension may do so by filling out the suspension form and submitting it to the building principal or his/her designee. After the building level administrator has discussed the request with the parent, if the parent still wishes to have a review hearing, the building level administrator will submit the request to the Assistant Superintendent's office for bus suspension reviews and to the Superintendent's office for out-of-school suspension reviews. As stated in Board Policy 7.200, a request for a suspension hearing does not delay the suspension.

Expulsions
Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision. (Board Policy 7)

Amnesty Clause
The superintendent or designee may invoke an amnesty clause when non-violent students are inadvertently in possession of banned objects on district property and turn them into a school official without fear of punishment.

Lunchroom Guidelines
Adult supervisors are employed to help students as needed during the lunch period. Lunch supervisors are also expected to monitor student behavior in the lunchroom. Students who choose not to abide by the established expected student behaviors are referred to the school office for behavior improvement action.

In addition to the previously stated expected student behaviors for the school, the following guidelines define the parameters for student behaviors during the lunch periods.

- Students will walk (no running) quietly in line and in the lunchroom.
- Students will sit properly in their seats.
- Students will not be allowed to save seats in the cafeteria.
- Students must receive permission from the lunchroom monitor in order to leave their seat.
- Students will be responsible for the litter on and around their tables.
- Students are to be quiet prior to dismissal from the cafeteria.
- Students will display proper behavior at all times, according to the posted behavior matrix.
- Students are to eat their own lunches; sharing of food is prohibited.

Field Trips
School-sponsored field trips are scheduled at various times throughout the school year as an extension of the curriculum. Some of these are designed to enhance the educational curriculum, while others, such as celebrations, are designed as academic and behavioral incentives. Attendance on field trips is considered a privilege.

The school district assumes a tremendous responsibility in planning and chaperoning field trips. Therefore, students whose behavior presents safety issues may not be permitted to attend. All school district policies and expectations apply and students who engage in adverse behavior while on a field trip are subject to the school's discipline code.

Classes may take walks off school grounds as part of the curriculum related to getting to know the community. Classes may also take an in-district field trip to another school campus within Kaneland. Both walking and in-district field trips are not designated as the one required field trip per grade.

EC-5 Recess Guidelines
Children will go outside for recess when the wind chill is above 10 degrees. The principal decides whether to have indoor or outdoor recess. Parents may request indoor recess for their child after an illness, but for not more than one day. If a child must stay indoors for a for a longer period, parents must furnish a note from a physician.

During the lunch recess, monitors are employed to assist students as needed and monitor student behavior. Students who choose not to abide by the established expected student behaviors are referred to the principal/assistant principal for behavior improvement action.

In addition to the previously stated expected student behaviors for the school, the following guidelines define the parameters for students' behaviors during the recess period:

- Students will request permission from the recess monitors before entering the elementary building
- Students will display proper behavior at all times
- Students who wish to play on the mulch must wear closed toe and closed back shoes
- Students who wish to play in the snow will wear snow pants and boots (K-3) and boots in grades K-5
- Touch football, soccer, kickball, and softball may be played with the monitor's supervision, unless otherwise noted
- No personal items can be brought from home
- Students will return all game balls to their assigned place
- The monitors will blow the whistle to signal the end of recess. Students will line up quietly in their assigned places and enter the building

In an effort to maintain the safest possible environment the students **may not:**

- Throw stones, rocks, snowballs, ice balls, rubber bands, etc.
- Chase or play tag around the central equipment
- Push, shove, hit, fight, wrestle, tackle

- Slide on ice
- Jump from places higher than the student's' height
- Climb or run up the slide
- Standing/laying on teeter-totter (if applicable)

Hitting and other forms of aggressive behavior will not be tolerated. Students who engage in these activities are referred to the principal/assistant principal.

Trading or Selling Items
Students should not bring large amounts of money, valuable equipment, games, toys, expensive jewelry, or the like to school. Students may not buy, sell, or trade items on school property.

Student Use of Electronic Devices
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.

Kaneland Bullying Prevention and Intervention Plan

Statement of Purpose
The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying* and Kaneland is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this plan for preventing, intervening, and responding to incidents of bullying and retaliation.

Kaneland School District is committed to educating the whole child, ensuring that each child in the district is healthy, safe, engaged, challenged, and supported. To this end, Kaneland School District is committed to providing all students with a safe learning environment that is free of bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behaviors that can impede student learning.

Kaneland School District will take specific steps, outlined in this plan, to create a safe, supportive environment for all students in the school community, and provide them with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Kaneland School District will not tolerate any unlawful or disruptive behavior, including any form of bullying or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying and take prompt action to end that behavior and restore the target's sense of safety.

The Kaneland School District is also committed to ensuring that there are proactive and

therapeutic responses available to the aggressors involved as well as to the targets because we believe that as a community we must not forget that aggressors are victims in their own way and that we must reach out to them proactively while at the same time holding them responsible for their behavior.

*Cyberbullying is included in all references to bullying. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying 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.

Definition of Bullying
Bullying is the repeated* use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property.
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property.
- Creates a hostile environment at school for the target.
- Infringes on the rights of the target at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

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

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

- During any school-sponsored education program or activity.
- 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.

- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Kaneland School District separates bullying into 3 separate levels. Each level takes into account not only the intensity and severity of the specific incident(s) but also the appropriate intervention.

*Though the word "repeated" is used to define bullying, the school will act upon any observed or reported hurtful behavior immediately via our standard code of conduct outlined in the student handbook.

INTERVENTION AND PROCEDURES

Reporting
Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. . In addition, students who wish to make a report anonymously may do so by filling out the standard reporting form without including their name. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Any member of the school community who wishes to make a complaint regarding bullying is encouraged to call and speak to the appropriate person at said Kaneland School. Any school community member who retaliates against another for reporting bullying/harassment, or who knowingly makes a false accusation of bullying/harassment or retaliation, shall be subject to strong disciplinary action as designated in the handbook.

Interventions
The district understands that good intervention work requires several skills: ability to discern relational and power dynamics between and among children and adolescents (i.e., distinguishing friendships from strictly peer relationships, knowledge of social hierarchy and peer culture); ability to sort out normal conflict from bullying; knowledge and use of appropriate consequences that will prevent an escalation of aggressive behavior.

Interventions will be conducted by either the school social worker or school counselor. Once an allegation of bullying is made, the first staff responder will assure and restore safety of the target and/or reporter. Once safety considerations are addressed, a determination is initially made as to which level of bullying the incident falls under based on the bullying definitions described above. If Level I or Level II, the incident is referred to the school social worker or counselor. If

Level III, the incident is referred to the school Dean, Principal or other designated administrative staff.

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

Level I Bullying

At this level, the aggressor is performing a bullying action or displaying a bullying personality. The aggressor shows genuine empathy and demonstrates signs of guilt as a result of his/her actions. Acts of bullying at Level I are not often repeated after intervention and the target has not been threatened with permanent or long lasting harm. Actions that are included within Level I have a lesser degree of intensity with less intent to harm. Some of the primary examples of Level I bullying are:

- Exclusion
- Rumors; Gossip
- Physical Contact with no harm or intent to harm such as poking or invasion of space
- Verbal Comments and Attacks/Teasing
- Cyberbullying between one aggressor and target
- Can Be Multiple Aggressors and One Target

Outline of Level I Bullying Intervention Once Reported:

1. Teacher/Counselor/Social Worker first assesses for the safety of the target and determines if the target feels stable enough to discuss the incident at the current time.
2. Teacher/Counselor/Social Worker listens/reviews full account of incident(s) and events that may have led to incident(s).
3. Teacher/Counselor/Social Worker validates and determines if this is the first time the target has reported the incident. If the target reports that s/he has reported the incident(s) at other times and feels that nothing has been done, then the intervention moves to Level II. If this is a first report, then the Counselor/Social Worker continues counseling.
4. Target is given the option of having the Counselor/Social Worker conference with the

aggressor individually or with the target in the room.

5. It is then emphasized to both target and aggressor, whether together or individually, that the purpose of the intervention for all parties is not to seek any form of retribution or for the school to deliver punitive consequences, but rather that the bullying stops.

6. Aggressor is contacted by a Counselor/Social Worker. Aggressor is given the opportunity to share his/her account of the incident(s).

7. Counselor/Social Worker assists aggressor in considering other ways of interpreting the events, including techniques aimed at helping aggressor gain perspective and insight about the target.

8. Parents/Guardians of target and aggressor are contacted and disciplinary measures are taken if necessary.

Level II Bullying

Level II bullying includes all of Level I but with more of a malicious intent towards the target. The aggressor is convinced that his/her actions are justified and initially not able to empathize with the target. Level II also encompasses aggressors who have received more than a single Level I intervention. Some of the primary examples of Level II bullying are:

- Aggressor enjoys popularity from participating in hurtful actions and feels a sense of accomplishment when the target is hurt
- More of a group mentality protecting a selective group where group bullies one or multiple targets
- Aggressor feels the target deserved the actions
- Physical Aggression
- Cyberbullying with intent to incite group mentality
- Aspects of incident that demonstrate the aggressor having a break from reality
- Aggressor feels superior and authoritative over target as well as adults
- Racist remarks and/or demonstrated hatred towards diversity

Outline of Level II Bullying Intervention Once Reported:

1. Teacher/Counselor/Social Worker informs an Administrator of the incident.

2. Teacher/Counselor/Social Worker gets statements from target(s), aggressor(s) and bystanders.

3. Repeat all steps in Level I.

4. Counselor/Social Worker collaborates with the Administrative team as the aggressor

is investigated and, if culpable, given disciplinary consequences per student handbook.

5. Parents of the target and aggressor are contacted.

Level III Bullying

At this level, a one-time incident can be acknowledged as an advanced case depending on how extreme the actions were and the effect it had on the target or those surrounding the target. The aggressor at Level III is typically manipulative, repetitively lies, has little to no effect, and continually fails to accept responsibility for his/her actions. Some of the primary examples of Level III bullying are:

- Verbal and physical attacks
- Multiple acts on one target or separate targets
- Aggressor perceives others are against him/her
- Termination of important relationships; a severe lack of trust in peers and family
- Acts alone; manipulative; hides intentions; schemes and plans; intention is serious harm to target
- Feels superior with intentional harm towards diverse groups
- Enjoys status of being feared

Outline of Level III Bullying Intervention Once Reported:

1. When determining an incident as Level III bullying, the incident is immediately referred to the Administration to conduct a thorough investigation.
2. Administration conducts investigation with appropriate internal and outside authorities as appropriate.
3. All appropriate parties related to the target and aggressors are contacted.
4. Upon returning to school after disciplinary consequences, aggressor at Level III meets with Counselor/Social Worker before returning to first class

Definition of Harassment

Any oppressive, intimidating or aggressive behavior—whether verbal, physical or visual—that is directed by one student or by one group of students toward another student at school, on school property, or at school related events and that is repetitive (by the perpetrator of the behavior) and unwanted (unacceptable to and unsolicited by the student being harassed), and that unreasonably interferes with a student's ability to perform in school. Harassment includes, without limitation,

prohibitive behavior such as the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. Aggressive Behavior Reporting Forms are available in the school office.

1. The students will be respectful of school and personal property. Students will not damage or destroy school or personal property. Students will not take materials from the school or others without permission from the proper individual.

2. The students will be respectful of themselves and their own property.

3. The students will not be permitted in any part of the building without staff supervision

and/or permission.

Sexual Harassment Prohibited

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

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.

Discrimination and Harassment on the Basis of Race, Color, or National Origin

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

<u>Examples of Prohibited Conduct</u>
Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.
Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a

person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

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

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

Enforcement

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

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

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person

making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

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

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

Safety Tip Hotline

Kaneland is committed to working with students, staff, families, law enforcement and the community to prevent issues of violence. This may include but are not limited to bullying (physically & cyberbullying), threats of violence toward a school, individual, or group, or other illegal activity.

If you or someone you know feels unsafe at any of our buildings, please let us know by reaching out utilizing one of the ways provided below. The submission is anonymous, though your IP address may be logged for security purposes. The form below will be submitted to the building administrator for action.

Safety Tip Hotline Form - https://www.kaneland.org/safety-tip

Call or Text: (630) 332-0142

Email: speakup@kaneland.org

Section 7 – Internet, Technology & Publications

Internet Acceptable Use

All Kaneland employees and students (and their parents or guardians) must sign the Authorization for Network Access as a condition for using the District's Network and Internet connection (found in the 1:1 Handbook). Board of Education members, administrators, community members and parents are treated like employees for the purposes of the Authorization. Please read this document carefully before signing the Authorization for Network Access form.

All use of the District's Internet access shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all allowed, required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Network Access may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Authorization for Network Access form are legally binding and indicate the signers have read the terms and conditions carefully and understand their significance.

Terms and Conditions

1. Acceptable Use –The District's Internet access must be used for the purpose of education or school-related research, and be consistent with the educational objectives of the District.

2. Privilege of Use – Using the District's Internet access is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The system administrator and/or school principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, restrict or suspend access at any time.

3. Unacceptable Use – Each student is responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

    a. Using the network for any illegal activity, including "hacking", violation of copyright or other contracts, or transmission of any material in violation of any U.S. or State regulation;

    b. Unauthorized downloading or loading of software;

    c. Using unauthorized copyrighted materials or any other materials in violation of State, federal or international copyright laws;

    d. Using the network for private financial or commercial gain, including advertising;

    e. Wastefully using resources, such as network bandwidth and/or storage space;

    f. Using of any unauthorized personal equipment attached, connected, and/or installed to district network;

g. Invading the privacy of individuals by unauthorized disclosure, use or dissemination of personal information;

h. Using another user's account or password;

i. Posting material authored or created by another without his/her consent, including anonymous messages;

j. Using the network to obtain, solicit or distribute information that could potentially incite illegal activity including violence, harassment, stalking or terrorist activity;

k. Using profanity, obscenity or language that is possibly considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities;

l. Using the network while access privileges are suspended or revoked;

m. Tampering with any electronic records, software, or equipment; and

n. Gaining any form of unauthorized access to resources or entities, as stated above or otherwise.

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

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
- Recognize that network usage is not private. System administrators have access to all email, data and network activity.
- Network use relating to or in support of illegal activities may be reported to the authorities.
- Use these resources so as not to disrupt service to other authorized users.
- Consider all communications and information accessible via the network to be private property.

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

6. Indemnification – The user agrees to indemnify the School District for any loss, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Internet Safety – Pursuant to the Children's Internet Protection Act, Kaneland uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to eliminate all contact with this type of material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board of Education will not be liable. To minimize these risks, use of the Kaneland Network is governed by this policy.

8. Network Security – All authorized student users are to report promptly any violations of this policy to their teacher or school principal. The teacher or school principal will report such violations to the Technology Director or designee of the Kaneland Public Schools in order to ensure network security.

In order to maintain the security of the Kaneland System, authorized users are prohibited from engaging in the following actions:

a. Intentionally disrupting the use of the Kaneland Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.

b. Violating standard security procedures. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

9. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original sources.

b. Students and staff engaged in producing web pages must acquire and retain proof of the appropriate bibliographic references and permissions and, upon the district's request, provide the school district with documentation of these references and permissions. Printed evidence of the "public domain" status of documents must also be retained and provided to the district by students or staff if requested.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published on the Internet if there is written permission from both the parent/guardian and student.

10. Use of Electronic Communication

a. The District's electronic communication systems, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides electronic resources to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to electronic resources (e.g., e-mail, chat rooms, and other unauthorized electronic communications) is strictly prohibited.

c. Each person should use the same degree of care in drafting an electronic message as would be put into a written memorandum or document. Users will be held personally responsible for their content of any and all electronic messages.

Annual Notice to Parents about Educational Technology (SOPPA)

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 Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, Kaneland School District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from

engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Use of Email

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account 's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's internet "domain". This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Note: The District Technology Department monitors the proper use of the Kaneland Network and Internet on an ongoing basis.

Guidelines of 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 the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:

    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;

    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively

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

d. Is reasonably viewed as promoting illegal drug use; or

e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

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.

Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, School Board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;

2. Constitutes an unwanted invasion of privacy;

3. Violates Federal or State law, including the constitutional rights of third parties; or

4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of School Board policy.

Section 8 – Search and Seizure

Search and Seizure

The Board of Education recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy. Any and all means may be utilized in assisting the school district in search and seizure procedures. This may include, but is not limited to, the involvement of police agencies and police dogs. Kaneland School District reserves the right to screen any or all student participants in after school activities, such as dances or athletic events, through the use of a passive alcohol sensor if it is deemed necessary by the high school administration.

If a search conducted in accordance with this policy provides evidence that the student has violated or is violating either the law or the district's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

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.

School Property and Equipment (Including student personal property at school)

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

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

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. 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 to allow school officials to make a factual determination.

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.

Use of Police and/or Police Dogs

It is the responsibility of the school to deal with student disciplinary problems whenever possible according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or when security of persons or property appears to be in jeopardy, the school will not hesitate to call the police and begin prosecution proceedings.

In addition, the use of police and/or police dogs to check lockers, cars in the parking lot and/or other areas for drugs or other illegal substances may be used from time to time.

Video Surveillance

Kaneland Schools will use video surveillance equipment to monitor some hallways and parking lots on the campus. Monitoring and recording will be on a 24 -hour/7 days-a-week basis with digital recording. Any tampering with the equipment may result in disciplinary action.

Section 9 – Extracurricular and Athletic Activities

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. These protocols and policies are to be reviewed by the student and family prior to registering for the athletic event.

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

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Harter Middle School Athletics

To see the most recent version of the student-athlete handbook for Harter Middle School please go to https://il.8to18.com/KanelandMS/home and check the Resources section.

Kaneland High School Extracurricular Activities and Athletics

https://gokanelandknights.com/

Movable Soccer Goal Safety Act

All district soccer goals are properly anchored in accordance with the Movable Soccer Goal Safety Act.

Section 10 – Special Education

Education of Children with Disabilities

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

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

(1) has a physical or mental impairment that substantially limits one or more major life activities,

(2) has a record of a physical or mental impairment, or

(3) is regarded as having a physical or mental impairment.

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of2004 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.

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. In addition to the individual exemptions for high school students, the law allows students in grades 3-12 to be exempt from physical education for utilization of this time to receive

Special Education Support Services if the pupil's parent or guardian agrees that the pupil must utilize the time set aside for physical education to receive special education services. If there is no agreement, the individualized education program team for the pupil determines that the pupil must utilize the time set aside for physical education to receive special education support and services.

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.

Certificate of High School Completion

Students requiring additional support, as outlined in their Individualized Education Program (IEP), may continue to receive special education, related services, and transition services through the end of the semester in which the student turns 22, or until all requirements for a regular high school diploma are met, whichever occurs first. Transportation for these students will still continue to be provided. In accordance with IDEA and Illinois regulations, the student's regular high school diploma will be held and not issued until the student has either met all graduation requirements or has exited special education due to age eligibility.

Graduation Guidance for Students with Disabilities

All students at Kaneland High School are eligible to earn a high school diploma. Students with disabilities will meet graduation credit requirements through personalized learning plans that maintain general education standards while allowing for modified pace, depth, and instructional methods. Depending on the modifications required through the student's Individualized Education Plan (IEP), their overall performance may not be reflected in the overall class rank. This will be determined on a case-by-case basis as outlined in the 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 or child. For further information, please contact the building principal.

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 the annual review of the child's IEP and at any other time upon request.

Medicaid/KidCare

The cost of therapy and diagnostic services that may be provided to your child through school is partially reimbursable through the State of Illinois. Kaneland District 302 will claim Medicaid/ KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

Medicaid Data Release: Special Education Students Only-Annual Notice

If your child receives special education services and is also Medicaid eligible, District 302 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

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

If you approve of the release of information to Medicaid, no further actions are required. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

Section 11 – Student Records & Privacy

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Concerns about Curricula, Instructional Materials

Parents/guardians who have concerns regarding curricular materials used in the classroom or in the library are advised of Board Policy 6.260 which reads:

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. Parents/guardians may request that their child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

Selling or Marketing Students' Personal Information Is Prohibited

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.

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.

Student Records and Family Educational Rights and Privacy Act (FERPA)

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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal 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 $.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 have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **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 principal 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.

4. **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 Board of Education. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any 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 or contractual obligation with the district.Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/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.

6. **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 schoolAny parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a

written objection to the building principal within 30 days of the date of this notice.

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

8. **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.**

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

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

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington DC 20202-8520

Student Records

Non-custodial parents may request copies of school information by contacting the school office. In accordance with state and federal regulations, the following information concerning student records is presented: A student record is the written history on the performance and the activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information to evaluate a student's progress. It will also give a brief description of that student's tenure in a local public school. Student records are separated into two types: The permanent record, which is kept for at least sixty years; and the temporary record, which must be destroyed five years after a student leaves. These two parts of the record contain different types of information. The permanent record contains information which would be necessary for the student for the rest of their life. The temporary record contains information that is most important during a student's school years.

Review of Records

Parent or student requests for review of the record must be made in writing to the school principal. The principal will then arrange an appointment within two weeks for the review. School Board Policy provides a procedure for the challenge of information on records by parents, guardians or students 18 years of age or older. Requests for a hearing to challenge the content of records must be made to the Superintendent. Within two weeks the Superintendent

will set a hearing date and notify the person challenging the records. The district assigned administrator will render a decision within two weeks of the hearing. Requests for an appeal of the decision of the assigned district administrator shall be made to the Superintendent of the Regional Office of Education within twenty (20) school days after the decision is transmitted.

Release of Records

In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over the age of 18. However, limited exceptions are made. The records are available to the following individuals or groups.

- Other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests;
- Officials of other schools or school systems where the student intends to enroll, provided the student's parents are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire;
- Authorized representatives of the Controller General of the United States, the Secretary and administrative head of an educational agency;
- Organizations or agencies in connection with a student's application for or receipt of financial aid.

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians or eligible students have the right to request a copy of the information released.

The record custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the record custodian of the other school or the student. The parent shall have the opportunity to inspect, copy and challenge such information.

Release of the information other than to those specified above requires the prior, specific, dated and written consent of the parent designating the person to whom such records may be released, reason for the release and specific records to be released.

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his student's records for the purpose of reviewing them.

Local, State and Federal laws require that information regarding student's records are held confidential. This same law requires that rules and procedures be established to maintain this privacy as well as to indicate all of those people who have had access to the child's records.

Student Biometric Information

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition or iris or retinal scans.

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

Surveys

Anonymous surveys of students (i.e., students are not asked to put their names on the survey forms) are sometimes given to analyze students' opinions, attitude or behavior (e.g., opinions about school programs and services, drug/alcohol use, etc.)

Photo/Video Release

From time to time the district allows media coverage of activities and events. Additionally, video and audio recordings may be made in the classroom for educational purposes. Your child's picture/video and/or name (including the school the student attends) may be included in informational news coverage, including being shown on the District's web site and internally for educational purposes. If you do not want your child's picture, image or name included, please complete this form and give a copy to your school's office.

Student Award/Honor Information

The district from time to time announces the names of students receiving awards and honors. In the normal course of these events, your child's name may be released for the purpose of identifying students who excel.

Section 12 – Parental Right Notifications

Teacher Qualifications

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

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

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

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests.

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 can assist their students achieve their best performance by doing the following:

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

Homeless Child's Right to Education

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please contact Dr. Julie-Ann Fuchs at 10161@kaneland.org or (630) 365-5111 ext 71119 for more information. Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters

Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education program but are required to attend comprehensive health coursework. At any time a parent and student may review content within the any sex education units and may submit a written curriculum objection form to the Department of Educational Service. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, please contact your child's school.

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 Reporter

All school personnel 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 (DCFS).

Unsafe School Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; 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.

Student Privacy

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

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

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

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

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

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

Section 13 – Harter Middle School Specific Student Handbook Language

Athletics and Extra-Curricular Activities

Athletics

Harter students can participate in a variety of sports throughout the school year. Students in grades 6-8 who attend IgKnight Academy may participate in all after-school sports and activities offered at Harter Middle School. All Harter Middle School athletic and extra-curricular policies will apply to participating IgKnight students. Check the athletic website for current offerings at https://il.8to18.com/KanelandMS/home

Annual physical examinations are required of all boys and girls grades 6-12 who participate in interscholastic sports. IHSA physical forms are available in the office and on the Kaneland School District nurses' website.

Insurance waiver and physical must be turned in to the athletic director before a student is allowed to try out for a team. The $120 participation fee per sport is collected once team rosters are announced and must be paid before students are allowed to participate in contests.

To see the most recent version of the student-athlete handbook for Harter Middle School please go to https://il.8to18.com/KanelandMS/home and check the Resources section.

Athletic Eligibility

Any student who participates in after-school activities is subject to special academic rules. Grades are checked weekly. Student-athletes may be allowed to practice at the discretion of the athletic director and coach of the sport. In addition, a student who falls behind in daily homework in two or more subjects may be subject to suspension from any extracurricular activity (sport or club) after consultation with the parents/ guardians, coach/sponsor and the athletic director. See Athletic Handbook, which contains more specific information regarding eligibility.

Students serving an after-school detention, in-school suspension or an out-of-school suspension are not allowed to practice or participate in any extracurricular activity on the days that they serve the detention or suspension. A student who is absent from school for more than three (3) class periods shall not be permitted to practice or participate in any after-school activity on the day of the absence unless the student returns to school with a note from a doctor or dentist or unless the absence was approved in advance by the athletic director or principal.

Any student participating in extracurricular activities who uses or possesses drugs, alcohol, or tobacco (including chewing tobacco) is subject to removal from that activity for a specific period of time.

Sports practices and sports home contests are held either in the Middle School gym, on school fields, or at the High School track/football field.

If school is dismissed early or closed all day because of weather or emergency conditions, all after-school events will be canceled.

Extra-Curricular Activities

Student Council**:** Representatives are selected in the fall according to homerooms or teams. Elections are held to determine the officers of Student Council after homeroom general elections occur. Student Council assists school staff in planning activities, such as dances and assemblies which enrich the Middle School program.
Student Council members raise money and fund special projects, many of which benefit the school and the greater community.

Yearbook**:** A staff member guides student staff as they create a yearbook that highlights the school year at H.M.S. Yearbooks are sold at cost and are generally distributed to students in grades 6-8 at the very end of the year.

Mid-Knight Special**:** Mid-Knight Special is an auditioned, extracurricular choral ensemble for select chorus members. Mid-Knight Special sings a variety of advanced choral music, including classical, madrigals, vocal jazz, spirituals, show tunes, and even some pop. Auditions are open to any student enrolled in Chorus and are held after school in September. We rehearse one day a week after school and perform not only on all of the regular choral concerts, but also at special events throughout the year.

Jazz Band: Jazz Band is an extra-curricular ensemble that meets once a week for the entire year. The group focuses on playing different styles of jazz music including swing, Latin, and the blues. The group performs two jazz concerts a year in addition to competitions and festivals. Auditions for jazz band will be held in the fall.

Fall Play and Spring Musical: The Fall Play and Spring Musical are opportunities in which many students participate. The cost of participation will be communicated to students who try out and accept a part in either the play or the musical.

Harter Middle School works with the Sugar Grove Park District to offer programs that are unable to be offered through the school district.

Extra-Curricular Activities Eligibility

Any student who participates in after-school activities is subject to special academic rules. Grades are checked weekly. Students who are failing a class are allowed one week to raise all grades to passing status. Thereafter, if the student drops below passing in any class, they will be ineligible to participate for the following week. Students may be allowed to practice/participate at the discretion of the club sponsor. In addition, a student who falls behind in daily homework in two or more subjects may be subject to suspension from any

extracurricular activity (group or club) after consultation with the parents/ guardians, sponsor and an administrator.

Attendance at and Rides Home from Extracurricular Activities

Students are required to have a note signed by a parent/guardian in order to stay after school to attend athletic contests. Students are also required to remain in the designated room until admitted to the contest. Students who are absent from school (for 3 hours or more) on the day of an extracurricular activity or students who have been suspended from school are not permitted to attend after-school functions.

Students who attend extracurricular activities should make arrangements in advance to be picked up on time. Most athletic team practices and clubs end before 5 p.m. Most athletic home contests usually end around 6:00 p.m. Harter Middle School reserves the right to call the authorities to transport students if they are not picked up within ½ hour of the scheduled completion of the activity. Students waiting for rides must wait in the front hall entrance, the events entrance, or near the student entrance.

Food Delivery

If a parent/guardian wants to drop off a lunch for a student, they may only bring food for their own child. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, DoorDash or GrubHub. No food deliveries, whether ordered by a student or parent, will be accepted. For middle school students, these rules also apply to after school events.

Hall Passes

No student is allowed in the halls during class-time unless he/she has received a valid pass from a staff member. A pass must have the name of the student and the date/time written by the staff member, together with the staff member's signature, in order to be considered a valid pass. In most instances, students should use their assignment notebook or designated pass provided by a staff member for this purpose. Consequences may be issued to students who are in the hall without an authorized pass.

Public Displays of Affection (PDA)

PDA refers to physical interactions that go beyond friendly or appropriate school behavior. Examples include:

- Kissing
- Prolonged hugging
- Hand-holding

- Sitting on another student's lap
- Any physical contact intended to express romantic affection

Students are expected to:

- Keep physical interactions appropriate for a school setting
- Respect personal boundaries and space
- Avoid romantic physical contact while on school property

Out of Bounds
Out of bounds occurs when a student is found in an unauthorized area of the building, in an inappropriate area of the building (i.e. a seventh grader is found in an eighth grade bathroom), or in the hall without a pass.

Restrooms
Students may use the restrooms before and after school, between class periods and during their lunch period. Students are expected to keep restrooms clean, not loiter in the restrooms, not vandalize walls or damage the facilities in any way. If a student is ill, he/she should report to the nurse's office and not merely remain in the restroom. During lunch periods, students are permitted to use the restrooms in the cafeteria only.

Lockers

Students are assigned hall lockers for their books and personal belongings. Students are responsible for the upkeep and appearance of their lockers. Lockers may not be decorated for birthdays or other non-school related celebrations. Students whose lockers are written on, scratched, damaged (with tape, pens or other kind of damage) will be assessed a locker repair fine at the end of the school year. Students will be issued a combination for hall lockers. It is the student's responsibility not to reveal the locker combination to other students. If a student's lock or locker does not work properly, or if a student's lock or locker is damaged, the student should report the problem to his or her teacher immediately.

Students are not allowed to change lockers without permission from the office. Students who switch lockers without permission are subject to appropriate disciplinary action. Students who tamper with lockers or misuse them will be referred to the office for disciplinary action. Students are responsible for all items in their lockers.

School officials reserve the right to search a student's locker if they deem the search is necessary to maintain the integrity of the school environment, and/or to protect other students. Locker clean outs are regularly scheduled by grade level throughout the year to help in organization and cleanliness. Overcrowding issues may require more than one student to be assigned to a locker.

The school is not responsible for the loss of property related to locker use. The school recommends that students follow the suggestions listed below to prevent loss of property from school lockers:

1. Never bring more than $5.00 to school.
2. Leave all valuables (rings, jewelry, watches, etc.) at home.
3. Do not give locker combination to other students.
4. Do not try to learn the lock combinations of classmates.
5. Always spin the lock combination twice after closing the locker.
6. Never set the combination so that the locker can be opened by just turning to the last number.
7. Any information about stolen material should be reported to the office immediately.

Library Resource Center

The Library Resource Center (LRC) of Harter Middle School is a central resource for the entire school. It serves student and staff needs not only for class assignments but also for leisure reading. The use of the LRC and its materials is a privilege. Any student who fails to follow LRC guidelines or who misuses or vandalizes LRC materials is subject to the immediate loss of all LRC privileges.

- Students check out physical/electronic materials using their school IDs
- Physical materials are usually checked out for two weeks
    - Computer-generated overdue notices are emailed every Monday to students and parents
    - There are no fines for overdue materials, but materials are automatically marked lost 10 days after the due date
        - The cost of the material(s) is listed as a fine on the student's account until the material(s) are returned or the cost of the replacement has been paid
        - Payment will be refunded if a lost item is found in a usable condition by the end of the school year.
- Most materials can usually be renewed three times
- A student's lending privileges may be limited if they frequently lose or damage LRC property/physical materials.

Experiments Upon or Dissection of Animals

Students who have moral objections to dissecting or vivisecting animals will be excused from classroom attendance during times when such activities are taking place without penalty. The Building Principal shall inform students and parent(s)/guardian(s) at the beginning of the school year of students' right to refrain from attending classes when instruction involves the dissecting or vivisecting of animals. The Classroom Teacher, with the Building Principal's approval, shall arrange alternative instructional programs and classroom attendance for the students. Experiments on living animals are prohibited. The dissection of dead animals or parts

of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals must comply with The School Code. (Board Policy 6.100)

KORT Community Service

KHMS students have the opportunity to earn a KORT (Knights of the Round Table) chenille shield during their time at KHMS. In order to earn this shield, students must serve, document and turn in at least 30 hours of community service. These 30 hours of community service need to be completed at a minimum of 2 separate non-profit entities. Log sheets can be found on the HMS website under school documents.

Supervised Alternative Setting (SAS)

Supervised Alternative Setting (SAS) is an intervention that Kaneland Harter Middle School uses for students who need assistance fulfilling their academic requirements. SAS is also used as a behavior intervention for students who may need a brief intervention to assist in regaining control or as the setting in which to serve an assigned detention or suspension. Parents will be notified of the use of SAS. Students assigned to SAS may be required to relinquish their phone and/or electronic devices to an administrator or supervisor.

Positive Alternative to Student Suspension (PASS)

The purpose of PASS (Positive Alternative to School Suspension) is to provide an opportunity for a student to remain in school and to complete academic work for the purpose of fulfilling a disciplinary intervention due to non-compliance with school rules which are outlined in the student handbook. PASS can last for all, or any portion of, the school day deemed necessary by administration. Students assigned PASS will be supervised in the SAS room or school office.

Section 14: Kaneland High School Specific Student Handbook Language

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

PASS Expectations

The purpose of PASS (Positive Alternative to School Suspension) is to provide an opportunity for a student to remain in school and to complete academic work for the purpose of fulfilling a disciplinary intervention due to non-compliance with school rules which are outlined in the student handbook. This environment is designed to be restrictive for the purpose of behavior modification while meeting our students' academic needs. PASS will last from 7:35 AM to 2:50 PM. Students will be supervised in the PASS room at all times. Students are expected to comply with the following expectations in order to avoid additional PASS time and/or Out-of-School Suspension.

1. Students must cooperate with and act respectfully towards the PASS supervisor at all times.
2. Students who are late and/or tardy to PASS, will be admitted and serve the PASS that day and may receive further disciplinary consequences.
3. No cell phones, headsets, MP3 players, or any similar electronic device will be permitted in the PASS room without permission of the supervisor.
4. Upon entering PASS, all students may be required to relinquish all electronic devices to the Administrator/Supervisor. Students may earn electronic breaks per administration.
5. Students will sit in seats assigned by the PASS supervisor and may not leave their seats without permission from the supervisor.
6. Sleeping, or assuming a sleeping position, will not be permitted.
7. Students are responsible to bring ALL of the necessary textbooks, assigned reading

materials, paper, pens, pencils and supplies to PASS. Students may use computers for assigned classwork only. Failure to comply accordingly may result in further disciplinary consequences.

8. If a student has completed all available assignments, or does not have assignments to work on, he/she may be provided with academic activities (reading material, etc.).
9. Restroom breaks will be permitted at the discretion of the supervisor.
10. Students will eat lunch in the PASS and/or Lunch Detention room. Students can bring their own lunch or purchase a sack lunch from the cafeteria.

Students assigned to PASS may not be permitted to participate in, or attend, Kaneland High School extra-curricular activities on the days of their assigned PASS. Violating this rule may result in further disciplinary consequences.

High School Transportation/Parking

In the interest of safety and in order to make best use of the limited parking facilities available, Kaneland High School requires that all vehicles parked on school property must be registered with the high school administration and display the proper parking tag. The yearly fee for a parking permit is $180.00. Senior and junior permits will be sold in the following order:

A specified date range will be announced which will allow Seniors to purchase parking first and a second date range for the remainder of the Seniors and Juniors.

In the date specified order, the student with the full payment and correctly completed Parking Pass form(s) may secure a parking spot in the designated student parking area. The following guidelines will be in place:

1. The student or guardian must be present when purchasing the parking permit (or other option approved by administration)
2. A student may only purchase one parking permit
3. Parking permits cannot be exchanged
4. Payment must be made in full at the time of purchasing the parking permit
5. Parking permit information form(s) must be correctly completed with all information

Sophomores may be allowed to purchase a parking permit at the beginning of the second semester.The price of the parking permit will be $90.

Students driving to school are expected to drive responsibly and obey all traffic laws.

It is extremely important that students proceed through the parking lot at minimal speeds. Any student driving recklessly and/or using excessive speed may have their parking pass suspended for up to five (5) school days for the first offense. A second violation could result in a suspension of the parking pass for up to ten (10) school days. A third violation could result in the parking pass being suspended for a month for each offense thereafter.

- Students who drive are expected to arrive at school by their designated time and stay until their scheduled school day is over. Students who do not adhere to these conditions

may have their parking permits suspended or revoked without reimbursement of their parking fee.

- Students should drive no faster than 10 mph while on campus.
- Students driving to school must park in assigned student lots. Vehicles must be locked at all times.
- Each student who drives to school must register his/her vehicle, purchase a hang tag and place it on the rear view mirror.
- Students are to stay out of the parking lot during school hours unless they receive permission from administration.
- All vehicles must be parked between the lines. Vehicles not parked properly or parking in “visitor” parking spaces may be towed at the owner's expense.
- Students who park their vehicle in a lot other than the student lot without authorization will receive a disciplinary consequence.

Parking Lot/Towing Procedures

The following is the procedure to be followed with students who violate the rules for parking at Kaneland High School:

- First violation - Written Warning
- Second violation - 1 lunch detention
- Third violation - 2 lunch detentions
- Fourth violation - .5 day ISS
- Fifth violation - Social Probation/removal of parking privileges and the car may be towed at the owner’s expense.

Effort will be made to work with the students and parents to avoid the necessity of towing.

Drivers violating any of the above regulations may have their driving permit revoked. Students who obtain a permit may not transfer ownership of the permit to another student. Transferring a permit will result in both parties losing their driving privileges. There will be no loitering on school grounds. Students driving to school are to exit their vehicles immediately after pulling in a school parking spot. Sitting in cars on school property is not allowed. This policy is in effect 24 hours a day. If it is determined that a student has driven recklessly on school property, including the passing of loading/unloading buses, he/she may have their parking privileges suspended.

Closed Campus

Kaneland High School operates a closed campus. Students must remain on campus unless they receive permission from school officials to leave. Violation of this rule will result in consequences, including possible loss of parking privileges. Repeat offenders will be subject to increased disciplinary consequences.

Violation of this provision will constitute reasonable suspicion of substance use and the student and vehicle will be searched upon returning.

Search Of Vehicles

Upon entering school grounds, the person driving any vehicle is deemed to consent to a complete search of the automobile by school officials or police. If any person other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk and all containers therein, locked or unlocked, and the undercarriage. Any individual who uses Kaneland C.U.S.D #302 property to park his/her vehicle is responsible for the contents of that vehicle.

Hall Passes

Students are not permitted in the halls during class periods unless a staff member accompanies them or they have a standard hall pass issued by a staff member. Students found in the hall without a pass will be considered to be in an unauthorized area and will receive disciplinary consequences. All hall passes must be marked with the time. Students will have no more than 5 minutes to arrive at their destination.

Media Center/Library Resource Center

The Library of Kaneland High School is a central resource for the entire school. It serves student and staff needs not only for class assignments but also for leisure reading. The use of the Library is a privilege. Any student who fails to follow Library guidelines or who misuses or vandalizes Library materials is subject to the immediate loss of all Library privileges.

- Library materials are usually checked out for four weeks
    - Computer-generated overdue notices are emailed every Monday to students and parents
    - There are no fines for overdue materials, but materials are automatically marked lost 10 days after the due date
        - The cost of the materials is listed as a fine on the student's account until the materials are returned or the cost of replacement has been paid
        - The payment will be refunded if a lost item is found in a usable condition by the end of the school year.
- Materials can usually be renewed three times
- A student's lending privileges may be limited if they frequently lose or damage LRC materials

Lockers

Students will be assigned a hall locker prior to the start of the school year. Students must use their assigned locker. Students may store books and personal belongings appropriate for school use in their hall locker.

Students are responsible for the upkeep and appearance of their lockers. Students whose lockers

are written on or damaged will be assessed a locker repair fine at the end of the school year. Students may receive a consequence for purposely disabling their lockers.

Lockers have built-in locks; students need not purchase locks, and other locks are not permitted on lockers. Students should not reveal their lock combination to anyone. The school is not responsible for items lost or stolen from lockers. If the lock does not function properly or if the hall locker is damaged during the course of normal use, the student must report it to the office immediately. School officials reserve the right to search a student's locker if they deem the search necessary to maintain the integrity of the school environment and/or to protect other students, or as deemed appropriate with the policy on Search and Seizure stated herein.

If you have any concerns regarding your locker, please notify the main office.

Lost And Found

Items which are found should be turned into the office. Items not claimed by the end of the term will be donated to a local charity.

Restrooms

Students may use the restrooms before and after school, between class periods and at the beginning or end of the lunch period. Students are expected to keep restrooms clean. Restrooms located in the vocational area are to be used only during scheduled vocational classes.

Student ID Policy

All students will be required to carry their school ID on them at all times during the school day and also at any extracurricular activities.

Appendix: Other Student Handbooks

Fox Valley Career Center (FVCC) Handbook

1:1 Handbook

Harter Middle School Athletics
To see the most recent version of the student-athlete handbook for Harter Middle School please go to https://il.8to18.com/KanelandMS/home and check the Resources section.

Kaneland High School Extra-Curricular Activities and Athletics
https://gokanelandknights.com/

Early Childhood Parent Handbook

Extra Curricular Handbook

Student Code of Conduct