NORTH SHORE SCHOOL DISTRICT 112

STUDENT HANDBOOK

Updated August 2026

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Chapter 1 - Introduction Information and General Notices

INTRODUCTION

This handbook is designed to help students and families understand District 112 programs, procedures, expectations and other important information for the school year. It summarizes many of the rules and procedures that support the safe and effective operation of our schools.

District 112 is governed by policies adopted by the Board of Education. Board policies are available at the District administrative offices and on the District website at www.nssd112.org. This handbook is intended as a summary and does not replace or supersede Board policy. Board policies and handbook provisions may be revised during the school year.

The handbook is also not a substitute for communication between families and schools. Parents/guardians and family members are important partners in a child's education, and we encourage open communication throughout the year. Please contact your child's teacher, school office or another appropriate staff member whenever you have questions about school programs, procedures or expectations.

BOARD OF EDUCATION

- Mr. Art Kessler - President
- Ms. Melissa Itkin - Vice President
- Ms. Jenny Butler - Secretary
- Ms. Lori Fink
- Mr. Jaret Fishman
- Ms. Lisa Hirsh
- Mr. Bennett Lasko

The Board of Education of North Shore School District 112 supports the work of the school district and welcomes input from community members. If you wish to express your thoughts or share information with any individual Board of Education member or the Board as a whole, please do any of the following:

- Email the Superintendent of Schools
- Email the entire Board of Education
- Attend a Board of Education meeting and speak during Public Comment

CONTACT INFORMATION

- Email the Superintendent of Schools, Dr. Monica Schroeder, at mschroeder@nssd112.org.
- Email the entire Board of Education at boardmembers@nssd112.org.

BOARD MEETINGS

Board of Education meeting dates are posted on the Board of Education Meeting Information page of the District website. Regular Board meetings typically begin at 6:30 p.m. unless otherwise noted. Meeting locations, agendas, supporting documents and livestream information are posted with each meeting.

Board Meetings are held in public, and the community is welcome to attend or watch the meeting streamed live on the District website (when available). The meeting agendas, documents and minutes are also available on the Board of Education page of the district website.

PUBLIC COMMENT AT BOARD OF EDUCATION MEETINGS

The District 112 Board of Education welcomes public comment during the designated portion of regular and special open meetings. Individuals who wish to address the Board should sign up in person before the meeting begins. Each speaker is ordinarily permitted up to three minutes, subject to the time limits and procedures established in Board Policy 2:230.

Public comment provides an opportunity to address the Board but is not intended for back-and-forth dialogue with Board members. Comments become part of the public record.

Speakers should conduct themselves with respect and civility. Complaints or accusations regarding individual District employees should not identify the employee by name or position during public comment. Concerns regarding individual employees should instead be addressed through the District's appropriate complaint procedures and chain of command.

The Board President or presiding officer may adjust individual speaking times when necessary to allow the greatest number of people an opportunity to speak and may address procedural matters not otherwise covered by Board policy.

See Board Policy 2:230, Public Participation at Board of Education Meetings and Petitions to the Board, for additional information.

NSSD 112 DISTRICT OFFICE
445 Sheridan Road, Highwood, IL 60040 (Viti Building)
Phone: 224-765-3000
Website: www.nssd112.org
Email: northshore112@nssd112.org

DISTRICT ADMINISTRATION

Dr. Monica Schroeder, Superintendent of Schools
Dr. Holly Colin, Assistant Superintendent for Student Services
Dr. Michael Rodrigo, Assistant Superintendent for Teaching and Learning
Jeremy Wickham, Assistant Superintendent for Finance and Operations
Rachel Filippi, Executive Director of Personnel Services
Solvei Jurmu, Director of Safety and Security
Ben Finfer, Director of Communications and Community Relations

SCHOOL ADMINISTRATION

Braeside School 1936 Green Bay Road (Temporary Address) Highland Park, IL 60035 Phone: 224-765-3400 Principal: Jamie Kahn	**Ravinia School** 763 Dean Avenue Highland Park, IL 60035 Phone: 224-765-3700 Principal: Andy Kramer Associate Principal: Sarah Yoo
Edgewood Middle School 929 Edgewood Road Highland Park, IL 60035 Phone: 224-765-3200 Principal: Anthony Swope Associate Principal: Angela Andrews Associate Principal: Rebecca Hansen Associate Principal: Nicole Maki	**Red Oak School** 530 Red Oak Lane Highland Park, IL 60035 Phone: 224-765-3750 Principal: Chelsey Maxwell
Indian Trail School 2075 Saint Johns Avenue Highland Park, IL 60035 Phone: 224-765-3500 Principal: Sydnee McDermott Associate Principal: Tim La Brie	**Sherwood School** 1900 Stratford Road Highland Park, IL 60035 Phone: 224-765-3800 Principal: Kevin Saunders Associate Principal: Patience Bertana
Northwood Middle School 945 North Avenue Highland Park, IL 60035 Phone: 224-765-3600 Principal: Will Kaplan Associate Principal: Alexandra Gorodiski Associate Principal: Annie Orlov	**Wayne Thomas School** 2031 Sheridan Road (Temporary Address) Highland Park, IL 60035 Phone: 224-765-3900 Principal: Arielle Gleicher Associate Principal: Jaclyn Wagner

Oak Terrace School & Early Childhood Center 240 Prairie Avenue Highwood, IL 60040 Phone: 224-765-3100 Principal: Jenny Schwind Associate Principal: Tori Montalbano Director of Early Childhood: Lauren Laudick	

WELCOME TO DISTRICT 112

North Shore School District 112 serves students in prekindergarten through eighth grade from Highland Park, Highwood and Fort Sheridan. The District operates seven elementary schools and two middle schools and provides a range of academic, multilingual, special education and student support programs.

Our work is guided by the Mission, Vision and Values adopted by the Board of Education. Together, they reflect our commitment to creating a learning community where students are challenged, supported and connected and where each student has opportunities to grow and succeed.

MISSION

North Shore School District 112 is a transformative learning organization where curiosity inspires minds, innovation shapes the future, and students, staff, and families engage to create a kind and connected community that is committed to excellence.

VISION

Our vision is to be a thriving, inclusive, learning community where each student is empowered to reach their full potential and achieve their greatest aspirations. By utilizing evidence-based practices, innovations in teaching and learning, and personalized support, we create an environment where each student learns, grows, and achieves academic excellence. We nurture resilience and foster meaningful relationships, while developing transformative leaders, engaged learners, and responsible citizens who are inspired and equipped to make a positive impact.

VALUES

Compassion: We value cultivating a compassionate community where students actively demonstrate empathy, kindness, and understanding toward others to uphold personal growth and social responsibility.

Connection: We value connection as the foundation of our thriving learning organization. By encouraging meaningful relationships and two-way communication among students, families, staff, and the broader community, we build a supportive environment where everyone feels valued and engaged.

Equity: We value equity in our district by creating opportunities for each student by addressing individual needs, dismantling barriers, and amplifying student voices. We provide each student with the personalized resources and support to succeed, designing culturally responsive environments to meet each student where they are.

Growth: We value continuous growth by setting rigorous academic standards and high expectations for each student.

Integrity: We value integrity in our learning organization by upholding honesty, respect, and accountability in how we act and how we treat others, and by nurturing students who make meaningful contributions to the community and the world.

Safety: We value safety and well-being, both physical and emotional, by creating a secure and supportive learning environment for students, staff, and the community.

ILLINOIS REPORT CARD

The most recent Illinois Report Card is available for review at the following link: www.illinoisreportcard.com/District.aspx?districtid=34049112002

DISTRICT CALENDAR

The district calendar can be found on our website at www.nssd112.org/calendar.

VISITORS

In accordance with *Board Policy 8:30 Conduct on District Property*, the District expects mutual respect, civility, and orderly conduct among all individuals on District property or at a school event. Any individual entering District 112 property or attending District-sponsored activities, including extracurricular activities, board meetings, or athletic events, shall treat others with dignity and respect. This expectation is not intended to deprive any person of his/her right to freedom of expression, but rather to maintain to the extent possible a reasonable and safe, harassment-free educational atmosphere for the school community with minimal disruption. The District encourages positive communication and discourages volatile, hostile, or aggressive behaviors. The District expects public cooperation with this endeavor. Any visitor who engages in misconduct identified in B*oard of Education Policy 8:30* may be ejected from school property. Trespassing on school grounds is prohibited.

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

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

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

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

Title IX Coordinator:		Complaint Manager:
Dr. Holly Colin Assistant Supt. for Student Services 445 Sheridan Road Highwood, IL 60040 224-765-3048 hcolin@nssd112.org		Dr. Michael Rodrigo Assistant Supt. for Teaching and Learning 445 Sheridan Road Highwood, IL 60040 224-765-3069 mrodrigo@nssd112.org

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

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

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. Pets are not allowed on school grounds at any time without prior approval by the building principal.

SCHOOL VOLUNTEERS

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

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

INVITATIONS AND GIFTS

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

TREATS AND SNACKS

In accordance with the District's Food Allergy Management Plan treats and snacks are not permitted other than for a student's individual snack and/or lunch.

EMERGENCY SCHOOL CLOSINGS

North Shore School District 112 works closely with local and state authorities to ensure the safety and protection of students.

The decision to close school or implement the late start schedule may be made due to severe weather conditions or other emergencies. In making the decision, District administrators examine local weather conditions and forecasts for those hours when children will be waiting for transportation or in the process of traveling to school.

The determination to close school or implement the late start schedule will be based upon available information collected from local law enforcement agencies, weather forecast services, and neighboring school district administrators. The District makes every effort to determine school closings or late starts prior to 5:00 a.m. of the day in question. If school cancellation or late start is necessary, the district communicates in the following ways:

- Phone calls and emails to all families
- The District website at www.nssd112.org
- The District social media accounts

Parents and guardians are encouraged to check the district website to verify school closing information. Emergency closing and schedule change notifications will also be shared with local broadcast media.

LATE START TIMES (EMERGENCY WEATHER DELAYS)

- A.M. Early Childhood: 10:40-11:10 a.m.
- P.M. Early Childhood: 12:45- 3:15 p.m. (regular schedule)
- Extended Day: 10:40 a.m.-1:55 p.m.
- Speech Itinerant Services: 10:40 a.m. start time.

Elementary Schools

All bus routes will pick up two hours after regularly scheduled pickup.

Start Times:
- Red Oak: 10:44 a.m.-3:21 p.m.
- Sherwood: 10:36 a.m.-3:13 p.m.
- All Other Elementary Schools: 10:40 a.m. - 3:17 p.m.

Middle Schools (Grades 6 - 8)

All bus routes will pick up two hours after regularly scheduled pickup.

Start Time:
- 10:00 a.m.-2:40 p.m.

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. Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), a video or audio recording is not considered a student record unless it is directly related to the student and maintained by the District or party acting on behalf of the District. 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. In the event of an emergency, first responders may have access to monitor live video feed in order to best address the emergency.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

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

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

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a

way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

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

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

The Illinois State Board of Education's Sexual Abuse Response and Prevention Resource Guide provides information for students, parents/guardians and educators about sexual abuse response and prevention. The guide is available through the Illinois State Board of Education website.

Sexual Abuse Response and Prevention Resource Guide

FAITH'S LAW NOTIFICATIONS

Employee Conduct Standards

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

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

employee conduct standards will require that, at a minimum:

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

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30

ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

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

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Outside Employment

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

PREVENTION OF ANAPHYLAXIS

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students 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 support 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.

The District's Food Allergy Management Plan can be accessed on our website.

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 or your school's nurse.

SEIZURE SCHOOL SMART ACT

Under the Seizure School Smart Act, a student's seizure action plan shall serve as the basis of the student's Section 504 Plan and must be signed by the student's parent/guardian if the student seeks assistance with epilepsy-related care in the school setting. Under State law, it is the responsibility of the student's parent/guardian to share the health care provider's instructions or the student's epilepsy management during the school day, including a copy of any prescriptions. In accordance with the student's seizure action plan, the student will be allowed to possess on his or her person, at all times, the supplies, equipment, and medication necessary to treat epilepsy.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

MENTAL HEALTH RESOURCES

Safe2Help offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. It is available 24/7 and offers students a safe outlet to share information on school safety issues in a confidential environment. It can be accessed via a free app, text/phone, and website (Safe2HelpIllinois.com).

Call: 844-4-SAFEIL
Text: SAFE2 (72332)
Email: help@safe2helpil.com

Additional Resources

- National Suicide Prevention Lifeline - Text **988**
- Crisis Text Line - Text *HOME* to **741741**
- ReferralGPS
- Cartwheel Care

Visit www.nssd112.org/mentalhealth to learn more about these and other available resources.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

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

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's 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. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. 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.
4. 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.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

Chapter 2 - Enrollment, Attendance, Promotion, and Graduation

Parents new to the community may call the Department of Student Services at (224) 765-3046 for information about enrollment and registration. Kindergarten pupils must be five years old on or before September 1st of each school year. Initial registration information is now provided online. Parents must make an appointment at the District Office (445 Sheridan Road, Highwood, IL 60040) to present specific documents (e.g., proof of residency, child's birth certificate, required health forms). It is recommended that parents make an appointment for registration by calling (224) 765-3046 (English and Spanish). Paperwork for registration is available on the district website.

ADMISSIONS ELIGIBILITY

In accordance with relevant statutes and Board Residence Policy 7:60, a student may attend school in District 112 on a tuition-free basis provided that their parent or legal guardian demonstrates that the student lives within the district's boundaries. Residency requirements will be verified when families new to the district enroll their children, and annually thereafter through an e-verification system. Procedures for registration can be found on the District website at nssd112.org. Parents must come to the District Office with certain documents (e.g., original birth certificate) for any newly enrolling student.

Children who are five years of age on or before September 1 may attend kindergarten upon commencement of the school year. Procedures exist for school teams to review and consider early admittance into kindergarten for students whose fifth birthday falls between September 2 and October 31; however, please know that these procedures are stringent. Applications must be received by the building principal on or before April 15th of the school year prior to requested entrance. Children who have not attended kindergarten within the District may be placed in the first grade if they reach six years of age by September 1 of the school year. In all of these instances, a certified birth certificate must be submitted to substantiate the student's date of birth.

BIRTH CERTIFICATES

Pupils entering District schools must present a certified copy of their birth certificate as evidence of age. State law requires that a certified copy of a child's birth certificate (a foreign birth certificate is acceptable), or other reliable proof of the child's identity and age (such as a passport, visa, or other government documentation) supported by a sworn statement explaining why the birth certificate is not available, be presented within thirty days of school registration. Failure to comply with this requirement will not prevent school attendance but will be reported to the Illinois State Police for purposes of determining if the child has been reported missing.

PROOF OF RESIDENCY REQUIREMENT

Verifying residency is an effort to protect taxpayers and district resources by identifying non-residents attending District 112 schools. Illinois law mandates that parents demonstrate residency prior to enrollment in school and allows for periodic verification to validate compliance with the law. The District utilizes a third-party vendor to automatically verify student address information. Additionally, families will be asked to provide proof of residency.

HEALTH CERTIFICATE, DENTAL EXAMS, EYE EXAMS

A health certificate, including an immunization history completed by the primary health care provider, needs to be submitted to the school office by every preschool, K, and 6th grade student in addition to all students who are new to the school district unless the parent provides an acceptable medical or religious objection. Failure to produce this health certificate will result in the student being excluded from school. Students entering K, 2, and 6 must present proof of having been examined by a licensed dentist before May 15 of the current school year. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year before entering kindergarten or the school. A student will not be excluded from school for failure to obtain the required eye examination.

McKINNEY-VENTO (HOMELESS) STUDENTS

Each child of a McKinney-Vento (Homeless) eligible individual and each McKinney-Vento (Homeless) youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. Students who are McKinney-Vento (Homeless) eligible may be enrolled if the student was a resident of the District before they became McKinney-Vento (Homeless) or if the child's temporary residence is located within District boundaries. Further information regarding the educational rights of McKinney-Vento (Homeless) students may be obtained by contacting the District's liaison, Dr. Holly Colin, at (224) 765-3048.

TRANSFERRING INTO OR OUT OF DISTRICT 112

All children transferring into District schools must have an official transfer form indicating whether or not they are “in good standing” and whether or not their medical records are up to date. All transfer students serving terms of suspension or expulsion from any public or private Illinois or out-of-state schools must serve the entire duration of the suspension or expulsion prior to enrollment. When moving out of the district, parents are asked to notify the school office at least one week in advance of the move. This will allow the school and parents adequate time to complete the necessary forms to ensure a timely transfer of school records. The following information will be requested from you before you move:

- Date of move
- New address
- New school child will attend (if known)

CHANGE OF ADDRESS, PHONE NUMBER, EMAIL, OR NAME

Any change in home address, home or work telephone number, or emergency information must be reported to the School Office immediately in order to maintain accurate school records and facilitate communication with parents. NOTE: Parents reporting address changes will also be asked to provide two forms of identification that show both the parent/guardian name and the new address.

PARENTS ABSENT FROM HOME

If parents will be away for an extended time while the student remains in school, the office staff and teachers should be advised in writing. The name and telephone number of the adult who is in charge of the student during parental absence should be provided.

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 they reside, 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.

Regular school attendance is essential to a student’s success in school. The activities that take place in the classroom are a vital part of the teaching and learning process, and days lost from class can never be recaptured. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. It is recognized that there are times when students cannot or should not attend school. Upon receiving notification from the parent/guardian, such absences are classified as excused absences.

If a child will be absent from school, please contact the school by 8:00 a.m. for middle school and 9:00 a.m. for elementary. This permits a check on attendance and provides a valuable security measure for your child. If the school does not receive a call from parents, the nurse’s office will begin checking absences. The school requires at least one telephone number at which parents/guardians may be reached by the school regarding absences or illnesses. Should your child become ill at school, you will be contacted by a school official. The accountability for student absences from school (all day or a portion thereof) is governed by *Board Policy 7:70 Absenteeism and Truancy*.

TARDIES

Students are expected to arrive at school on time. A student arriving at school after the start of school is required to report to the office before proceeding to the classroom. Excessive tardies may result in student discipline and/or a report of truancy to the Regional Office of Education. *Please refer to your individual school information regarding these activities.

STUDENT ABSENCES

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

on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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

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 their return to school.

Students who are excused from school will be given a reasonable time frame to make up missed homework and class work assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

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

Pursuant to Public Act 102-981 (effective 1-1-23), school boards must allow "public middle school and high school" students one day-long excused absence per school year for the purpose of attending a civic event.

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

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

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

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

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

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

RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE

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

STUDENT PARTICIPATION IN OUTSIDE ACTIVITIES THAT COUNT TOWARD CLASS HOURS

A student may be permitted to participate in an approved outside athletic or educational activity that counts toward the calculation of class hours when the activity meets the requirements of State law and District procedures. A parent/guardian must request approval in advance through the process established by the Superintendent or designee.

A student approved to participate in such an activity will be allowed to make up missed coursework without academic penalty. Contact the Building Principal for information about the approval process.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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

GRADING AND PROMOTION

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

HOMEWORK

Homework is recognized by the Board of Education, Board Policy 6:290 as an educational practice designed for the purpose of applying and acquiring study skills, reinforcing instruction and developing independent study habits. Homework will not be assigned as a punitive consequence. The assignment of homework is a thoughtful process that is respectful of the needs and abilities of all students with consideration given by the teacher to the additional academic demands and family obligations of the students.

Homework is appropriate when: it is follow-up practice for skills previously introduced in the classroom; grade level/ content area teachers coordinate major assessments or projects; directions are clearly understood; and when teachers differentiate according to the skill levels of students. Parents can help their children by arranging a quiet, comfortable place for the students to work and by monitoring that the assignments are completed. The amount of homework done by each pupil varies according to grade level. If clarification is needed concerning homework assignments, a phone call or email to your child's teacher is recommended.

EXEMPTION FROM P.E. REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical

Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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 Chapter 9, Special Education.

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.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates that the student will be absent from school because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility will be determined under State law and Illinois State Board of Education rules.

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

EARLY RELEASE/PARENT PICK UP

Students will be released from school early only under special circumstances. Parents are encouraged to make appointments at the beginning or end of the school day to minimize the amount of time taken from the school day. It is the responsibility of the student to make up work missed during any absence from class. For the protection of the child, it is required that the parent pick them up in the school office and sign the student release book. A student will not be dismissed during the school day unless a

properly identified adult is present to pick up the student. If the student returns to school, they must “sign-in” at the school office.

For safety and security reasons, a prior written consent of a student’s custodial parent/guardian is required before a student is released during school hours:

- At any time before the regular dismissal time or at any time before school is otherwise officially closed.

- To any person other than a custodial parent/guardian.
  - Anyone other than a parent/guardian must come report to the front office and produce identification to pick up the child.

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT

Credit for Non-District Experiences
A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student’s grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college’s academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit
Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses
Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student’s parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program
A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced Placement Computer Science
The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer Service Credit

A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

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

Chapter 3 - Student Fees

Pursuant to *Board Policy 4:140 Waiver of Student Fees*, the Board of Education authorizes the administration of student fees. Student fees for the 2026-2027 school year were approved by the Board in January 2026.

Grade	Paid On/Before 7/23/26	Paid On/After 7/24/26
Registration Fee - K-8	$195	$215
Transportation (Optional) - All Grades	$495	$545
Annual Milk Fee (Optional) - K-8	$70	$70

Fee billing statements, and payment instructions with the fee schedule, are sent by the District Business Office to parent(s)/guardian(s) of all currently enrolled students in May with fees due by end of July. In addition to school fees, the following charges may also be assessed:

- Library fines and other charges for the loss, misuse, or destruction of school property;
- Charges for the purchase of yearbooks, pictures, diploma covers/graduation costs, charges for textbooks that will be used in high school classes, gym uniforms, photographic film beyond the minimum requirement in any classes or materials used to make permanent home economics or industrial arts items that will remain the property of the student-maker, or parent-purchased or rental of musical instruments to be used by students in band or orchestra;
- Food or lodging costs for events held outside regular school hours;
- Charges for optional travel undertaken by a school club or group of students outside of school hours;
- Charges for admission to school dances, athletic events or other social events;
- Fees for lost, stolen, or damaged district-issued iPads, keyboards, or styluses (see “Lost/Stolen/Damaged Devices” section below for details);
- Other charges as may be authorized by the Superintendent.

The Superintendent may waive charges for students with special needs or circumstances.

LOST/STOLEN/DAMAGED DEVICES

Do not attempt to repair your student’s iPad, keyboard, or stylus yourself or via a third party, as this will void the warranties. Parents may enter a support ticket for repairs at support.nssd112.org. Students should report any problems with their devices to their classroom/Advisory teacher, who will submit a support ticket.

In the case of a lost or stolen device, a police report is required. The parents of the student are responsible for filing the report, not the classroom teacher. District 112 only needs the number of the police report, not the actual report. The device will be put in Lost Mode to protect the student’s personally identifiable information and help locate the device.

Parents are responsible for the full replacement cost of a lost/stolen device, currently $696.00 for iPad and keyboard. District 112 will provide documentation for your insurance company if needed.

Damaged devices are replaced immediately, so students will not miss any classroom activities. Students may not use an iPad without the keyboard case fully attached, as this voids the iPad warranty. Fees are assessed later, and parents will be notified as soon as possible.

Any damage not covered by the device warranty will result in a fee. Parents will be added to the support ticket as soon as possible. This is a list of possible fees the student may accrue. Fees are evaluated each year and are based on the district’s actual cost of replacement.

First incident of iPad accidental breakage or damage during the school year beginning August 1	$0
Second incident of iPad accidental breakage or damage during the school year beginning August 1	$0
Third or higher incident of iPad accidental breakage or damage during the school year beginning August 1	$593
Lost, damaged, or stolen Logitech Keyboard with Touchpad (This includes both accidental and deliberate damage)	$103

First incident of lost, stolen, or damaged Logitech Crayon (The Crayon will be replaced with a generic powered stylus at no charge)	$0
Second incident of lost, stolen, or damaged stylus (This includes both accidental and deliberate damage)	$27
Lost, stolen, or damaged USBC to USBC cable (1 meter)	$10
Lost, stolen, or damaged 20W power adapter (brick)	$13
Any incident of deliberate damage to the iPad will be assessed at full replacement cost (Currently, 10th gen iPad and the remaining AppleCare)	$593

These fees are documented in the ticketing system under the device ID and student's name. A copy is sent to the Business Services Bookkeeper, and the fee is added to the student's Infinite Campus account. Parents may pay through the Parent Portal.

NOTICE OF DELINQUENT SCHOOL FEES

Student fees are due by the date specified in the fee billing statement or at the time of new student registration. Student fees must be paid in a timely manner or parent(s)/guardian(s) will receive a delinquency notice. As stated in the delinquency notice, all charges incurred in the collection of unpaid fees are the responsibility of the parent(s) guardian(s).

FEE AND FINE WAIVERS

The District waives eligible student fees and fines in accordance with Board Policy 4:140, Waiver of Student Fees. Waivers apply to fees for textbooks and other instructional materials, athletic participation fees, lock fees, towel fees, shop fees, laboratory fees and registration fees. Fines for the loss of or damage to school property are also waived for students who meet the eligibility criteria.

A student is eligible for a fee and fine waiver when:

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

Additional consideration may be given when a family is experiencing illness, unusual expenses caused by events such as a fire, flood or storm, unemployment, an emergency or a work stoppage involving one or more parents/guardians.

Applications are available from the District. A parent/guardian whose application is denied will receive notice of the reason for the denial, the appeal process and timelines and the right to reapply during the school year if circumstances change.

Fees, Fines and Charges; Waiver of Student Fees
(Updated: November 2022)

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 McKinney-Vento Homeless Assistance Act.

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

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

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

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

Pursuant to Public Act 102-805 (effective 1-1-23), fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Application for Fee Waiver
(Updated: November 2022)

Exhibit
This application for a school fee and fine waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.

_____ _____
Student's Name (please print) School

_____
Parent/Guardian Name (please print)

_____
Address (please print)

1. The student named above lives in my household? __Yes __No

2. Total number of people living in my home _____ Number of adults: _____ Number of minors: _____

3. Total gross annual household income (before deductions) from all people living in my home

4. $ _____

The above number must include all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

5. My household meets the federal income guidelines for free meals (attached)? __Yes __No

See www.isbe.net/Pages/Household-Eligibility-Resources.aspx

6. My child's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, and proof of veteran/active-duty military status is enclosed.

If you answered "No" to all of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

_____

_____

Income Verification for Fee and Fine Waiver

You must present documents to verify income. Such documents may include, but are not limited to:

- Two current pay stubs for all working members of the household
- Unemployment statement showing benefits
- Medicaid Card showing case number
- Direct Certification letter from the State of Illinois
- Temporary Food assistance for needy families
- Disability benefit statement
- Current tax returns
- Foster placement papers
- Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once per academic year.

Supplying false information to obtain a fee and fine waiver is a Class 4 felony, except when more than $300 is obtained, in which case State benefits fraud is a Class 3 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

This exhibit has been rewritten by PRESS to comply with Public Act 102-805 (effective 1-1-23).

Chapter 4 - Transportation and Parking

BUSING

The District contracts transportation services with First Student Transportation Services, Inc. North Shore School District 112 provides free transportation in accordance with Illinois School Code (105 ILCS 5/29-3) which states that a student must live more than 1.5 miles from their school or live within a hazardous walking route. In an effort to create safe and efficient transportation, bus routes are created based on the student's home address, unless an alternate location has been received no later than July 1. Students who are eligible for free transportation will be able to view transportation information in Infinite Campus no less than 10 days prior to the school year. This information will include the pick-up and drop-off locations and times.

REQUESTING BUS SERVICES

Any transportation request for a pick-up and/or drop-off location different than the home address (daycare) for the following school year must be received no later than July 1, and must be submitted every year only if the pick-up and drop-off location is different than home. In order to maintain continuity, bus routes may not be altered during the first two weeks of the school year. If no request is received, the student's home address will be used to establish the route.

BUS SERVICES GUIDELINES

- If a daycare is requested as a pick-up or drop-off location and for any circumstances the establishment is closed during the school year due to their own schedule, parents are responsible to transport their child and/or pick up at school during any of those days that the establishment is closed.
- When a change of home address occurs, parents are required to provide proof of residency before any change on transportation is made.
- Any request to modify a student's current bus schedule, parents must complete a Transportation Request Form (English Version - Spanish Version) and email it to the Transportation Office at transportation@nssd112.org.
- New requests submitted during the school year will begin the 7th school day or sooner after receipt.
- Number of bus stops and route's length of time are subject to change during the school year as new eligible students are added to the current routes.
- Students that need to ride a different bus on a given day due to an emergency, parents must email the Principal at the school to obtain authorization. Drivers are instructed not to receive direct requests from students. Play dates are not considered emergencies.
- For safety reasons, last minute changes on pick up or drop-off locations are not allowed.

Questions regarding bus services should be directed to First Student Transportation Services at 847-724-7200, the Transportation Department at 224-765-3011 or email at transportation@nssd112.org.

NON ELIGIBLE STUDENTS

Students who are deemed ineligible for free transportation may be allowed to ride the bus on a space available basis, with a fee of $495.00 per year. Fee waivers are not available for transportation services. Parents must check with the Transportation Office to make sure that there is space available and there is an available route. Parents that choose this option must pay for transportation services before the deadline as the routes are developed based on required busing.

Requests for transportation services must be submitted to the Transportation Office before July 1st as routes can not be changed once all the requests have been submitted, and will not be changed once the school year has started.

BUS ACCIDENTS

All school bus accidents must be reported immediately. This includes non-collision type accidents that result in any damage to the bus, injury to the bus driver or passengers. In case of a bus accident, the driver has been instructed to contact dispatch and the Police Department as quickly as possible. The top consideration is the safety and well-being of all students.

BUS RULES AND SAFETY GUIDELINES

All students who ride buses must follow the District's School Bus Safety Guidelines:

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 on time at 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. Take a 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.
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.

Additional resources follow:

National Highway Traffic Safety Administration - **School Bus Safety**
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign Material**
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - **Tips for a Safe Ride**
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - **School Bus Safety**
https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf

Ill. State Board of Education - **School Bus Safety What Parents Should Know**
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - **Instructions To School Bus Riders**
www.isbe.net/Documents/bus_ride_instruct.pdf

Ill. State Board of Education - **School Bus Safety Guidance**
www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

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

For questions regarding school transportation issues, contact: transportation@nssd112.org

BUS CONDUCT

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

ACTIVITY BUS SERVICE

An after-school activity bus is available at most schools for those students participating in an after-school activity, free of charge. Please contact your child's school for additional information.

- The K-5 activity bus departs at the conclusion of after-school activities, typically at 4:25 p.m.
- The 6-8 activity bus departs approximately at 4:00 p.m.

PARKING

Each school has designated locations available for school visitor parking. Building principals will communicate school parking procedures with families.

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

Chapter 5 - Arrival and Dismissal Procedures

Each building has a commitment to safe procedures for arrival and dismissal. Please note that many of our schools are located in residential neighborhoods with limited space for car lines. Whenever possible, please have students ride the bus or participate in a carpool to limit the number of cars traversing areas with high pedestrian traffic. Please contact your child's school office for specific information about drop-off and pick-up procedures. Students are expected to observe all school rules during arrival and dismissal. Students will remain outside until the first bell rings unless there is inclement weather (temperature and/or windchill below 15 degrees/rain).

ELEMENTARY ARRIVAL PROCEDURES

Supervision begins at 8:30 a.m. Individual buildings may have alternative procedures in place depending on before school program offerings and earlier/later start times (e.g., Red Oak, Sherwood). In order to provide a safe environment, students may not be unaccompanied by an adult on the school grounds before supervision begins. Unless buildings make specific arrangements, school playgrounds, fields, and courts are not supervised during arrival times. All exterior doors will be locked at all times. Late arrivals must use the front entrance in order to maintain building security.

SCHOOL HOURS

Early Childhood

- Morning Session: 8:40 a.m. to 11:10 a.m.
- Afternoon Session: 12:47 p.m. to 3:17 p.m.
- Extended Day Class: 8:40 a.m. to 1:55 p.m.
- No school on Early Release days (unless otherwise communicated)

Elementary Schools

- Sherwood: 8:36 a.m. to 3:13 p.m.
- Wayne Thomas: 8:36 a.m. to 3:13 p.m.
- Red Oak: 8:44 a.m. to 3:21 p.m.
- All Other Elementary Schools: 8:40 a.m. to 3:17 p.m.

Early Release

- Sherwood: 8:36 a.m. to 1:36 p.m.
- Wayne Thomas: 8:36 a.m. to 1:36 p.m.
- Red Oak: 8:44 a.m. to 1:44 p.m.
- All Other Elementary Schools: 8:40 a.m. to 1:40 p.m.

MIDDLE SCHOOL ARRIVAL PROCEDURES

Students who arrive before 7:30 a.m. are expected to wait outside the main entrance, weather permitting. If severe weather conditions exist, students will be allowed inside beginning at 7:30 a.m. Students who need to enter the building before 7:30 a.m. must be under the direct supervision of a staff member. Students who arrive early to participate in a before school activity or to meet with a teacher will be admitted at a time designated by the sponsor/teacher. Once students have arrived at school, they may not leave school grounds prior to dismissal unless accompanied by a parent/ legal guardian.

SCHOOL HOURS

- 7:55 a.m. to 2:40 p.m. (First bell rings at 7:50 a.m.)
- Early Release Schedule: 7:55 a.m. to 12:55 p.m.

Chapter 6 - Student Health and Safety

Children entering preschool, kindergarten, sixth grade or those entering school at any grade for the first time in Illinois, are required by Illinois School Code to present evidence of a completed physical examination. Additionally, students in preschool, kindergarten and 6th grade must also present evidence of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATION

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-K;
2. Entering kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. 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 report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

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

Exemptions
A student will be exempted from the above requirements for:

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

INFLUENZA INFORMATION

Information regarding influenza and influenza vaccination developed, provided or approved by the Illinois Department of Public Health is available from the Illinois Department of Public Health and from the school nurse.

STUDENT MEDICATION

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

No 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.

Self-Administration of Medication

A student may possess an epinephrine injector (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/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

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 and 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 or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Administration of Medical Cannabis

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

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

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

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

Undesignated Medications
The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/ guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. Services may be provided by a social worker, school counselor, or school psychologist. These professionals are available to those students who require additional assistance.

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

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

COMMUNICABLE DISEASE

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

RESTRICTION ON PARTICIPATION IN STRENUOUS PHYSICAL ACTIVITY

All middle school students who participate in competitive physical activities shall be required to have a physical examination prior to such participation. The activities for which examinations are required shall be determined by the middle school principals in consultation with the physical education teachers and the coordinator of health services. Students who have asthma or other potentially life-threatening health problems must have the proper forms and medication(s) at school in order to participate in physical education or recess. Otherwise, a doctor's note stating that the student is symptom free, no longer requires medication, and may participate in activities without restriction, may be required.

STUDENT CONCUSSIONS
In accordance with State law and Board Policy 7:305, a student may not participate in an interscholastic or intramural athletic activity for a school year until the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student have signed an Agreement to Participate.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion will be immediately removed from interscholastic participation or competition and will also be removed from intramural athletic activities and from the physical activity portion of the physical education course in which the student is enrolled. A student who has been removed from an interscholastic contest, intramural athletics, or physical education may not return to play until the following conditions are met:

- The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's parent or guardian or another person with legal authority to make medical decisions for the student) or an athletic trainer working under the supervision of a physician;
- The student has successfully completed each requirement of the return-to-play protocol established by the District's concussion oversight team;
- The treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
  - Have acknowledged that the student has completed the requirements of the return-to-play and return-to learn protocols necessary for the student to return to play;
  - Have provided the treating physician's or athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Superintendent as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the District's concussion oversight team; and
  - Have signed a consent form indicating that:
    - They have been informed concerning and consent to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
    - They understand the risks associated with returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
    - They consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996, of the treating physician's or athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Superintendent as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the District's concussion oversight team and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the athletic trainer, as the case may be.

ACCIDENTS AND ILLNESSES

Students who experience a fever greater than 100, vomiting, or diarrhea must stay home until they are symptom free for 24 hours without the aid of medication. Students who exhibit these symptoms at school will be sent home.

Please Note: an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school and must be kept current. Please report any changes to the school office immediately.

If an illness or injury occurs, every effort will be made to notify parents immediately. If a parent/guardian cannot be reached, the adult listed on the emergency form will be contacted. In the event that neither the home nor emergency number can be reached, the student will receive appropriate first aid and be allowed to rest until the parent/guardian can be located. Each school has an assigned Registered Nurse, who is available during the school day. School nurses at NSSD 112 are licensed registered nurses who are able to care for minor health problems or emergencies.

Students who experience vomiting, diarrhea, or a fever of 100ºF or more are required to go home for the duration of the day and can return to school 24-hours following no symptoms. If your child has a fever, they should be kept home until the temperature has been normal for 24 hours without the aid of medication. In addition, a child with an undiagnosed rash is required to go home. If it is necessary for a child to stay inside for health reasons, a doctor's excuse is required. A note from the parent or guardian following an illness will also be accepted. If the child does not have a note, they will go out for recess and other outdoor activities. If it is necessary for a student to miss P.E. for a medical condition, a doctor's note must be provided.

CPR AND AED TRAINING

Many school district employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents are encouraged to review the video at https://www.ihsa.org/health-safety/cpr-training.

STUDENT INSURANCE PROGRAM

The School Board permits a group plan for accident insurance to be offered to all pupils. Participation in this insurance plan is optional, and the Board assumes no responsibility for its operation. An application and information on the types of coverage is available at each school, and information is available on the District website. The District assumes no responsibility for any expenses related to emergency medical care.

DAILY PHYSICAL ACTIVITY

The Illinois School Code requires daily physical activity for children in grades K-8. A parent note indicating that the student cannot participate in physical education classes or daily physical activity is necessary to excuse the student from such activities up to and including three days. Any request for exemption beyond three days will require a physician's written note. For students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the courses provided for other children, special activities in physical education shall be provided.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

Additionally, please note the following:

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

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL

VIOLENCE

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

Requesting Support Services

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

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

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

Filing a Complaint

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

Your school's Article 26A Resource Person is the social worker assigned to your building.

Title IX Coordinator/ Complaint Manager:	Nondiscrimination Coordinator:	Complaint Manager:
Dr. Holly Colin Assistant Supt. for Student Services 445 Sheridan Road Highwood, IL 60040 224-765-3048 hcolin@nssd112.org	Ms. Rachel Filippi Executive Director of Personnel Services 445 Sheridan Road Highwood, IL 60040 224-765-3071 rfilippi@nssd112.org	Dr. Michael Rodrigo Assistant Supt. for Teaching and Learning 445 Sheridan Road Highwood, IL 60040 224-765-3069 mrodrigo@nssd112.org

Retaliation Prohibited

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

Chapter 7 - Technology

TECHNOLOGY ACCEPTABLE USE POLICY

District 112's intent is for all use of the technology resources to be consistent with our mission. District 112 is committed to technology and curriculum integration and believes it is an important component in current and future education, real-world applications, and personal learning.

The Board of Education has adopted a *Board Policy 6:235 Access to Electronic Networks*. Every student and their parent/guardian must review the Acceptable Use Policy (AUP) and agree to its terms to access the district network resources and be able to use the internet. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action**. In addition, students may be required to sign computer and Internet Guidelines provided by the IMC teacher. The complete policy is available on the district website.

District 112 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. It is, however, impossible to control all technology sources and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards for their child. District 112 supports and respects each family's right to decide whether or not to authorize Internet access. The signatures on this document, (contained in the grade level student contract packet), indicate the persons who signed have read the terms and conditions carefully and understand their significance.

ACCEPTABLE USE

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

PRIVILEGES

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account may be monitored or read by school officials.

UNACCEPTABLE USE

The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Tampering with, or attempting to alter, school devices of any kind;
3. Unauthorized downloading and installing of software, regardless of whether it is copyrighted or de-virused;
4. Downloading of copyrighted material for other than personal use;
5. Using the network for private financial or commercial gain;
6. Wastefully using resources, such as file space;
7. Hacking or gaining unauthorized access to files, resources, or entities;
8. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
9. Using another user's account or password;
10. Posting material authored or created by another without his/her consent;
11. Posting anonymous messages;
12. Using the network for unauthorized commercial or private advertising;
13. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

14. Knowingly accessing obscene or pornographic material, or material instructing on the use of violence or weaponry. “Knowingly access” includes continued use of material apparently restricted even though inadvertently accessed;
15. Representing personal views as those of District 112 or those that could be interpreted as such;
16. Engaging in acts of cyberbullying. For purposes of this policy, “cyberbullying” is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, sending provocative insults or racial/ethnic slurs or attempting to infect the victim’s computer with a virus; and
17. Using the network while access privileges are suspended or revoked.

NETWORK ETIQUETTE

All members of the District 112 community (students, parents, staff members) are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

NO WARRANTIES

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

INDEMNIFICATION

The user agrees to indemnify the school and district for any losses, costs, or damages, including attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures. The District is not liable for the actions of users of its electronic resources.

SECURITY

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Any user identified as a security risk may be denied access to the network and/or result in disciplinary action.

TELEPHONE CHARGES

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

COPYRIGHT WEB PUBLISHING RULES

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (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 source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

USE OF EMAIL

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school 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 school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

SOCIAL MEDIA PASSWORDS

This shall serve as notification to students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75: 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 in order to allow school officials to make a factual determination.

CONTENT FILTERING

In accordance with the Children's Internet Protection Act (CIPA) of 2000, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the district cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

VANDALISM

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

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

CHARGES

The District assumes no responsibility for any unauthorized charges, fees or subscriptions incurred by an individual user.

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint a system administrator(s). The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. Access to the electronic network is a privilege, not a right. The Board of Education has a duty to ensure that the manner in which the electronic network is used does not conflict with the basic educational mission of the School District. Use of the electronic network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the School District will not permit student use of the electronic network which: (a) causes substantial disruption of the proper and orderly operation of the school or school activities; (b) violates the rights of others; (c) is socially inappropriate or inappropriate due to the maturity level of the students; (d) is primarily intended as an immediate solicitation of funds; or (e) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

PERSONAL DEVICE CONNECTION TO ELECTRONIC NETWORK

The school district is committed to maintaining a safe and secure network environment. Connecting personal devices, defined as any privately-owned electronic device, including but not limited to smartphones, tablets, laptops, smartwatches, and other portable computing device, to the school district's network poses potential risks, including but not limited to unauthorized access, data breaches, introduction of malware, and disruption of network services.

Personal devices may not be connected to the school district's network, except in cases where the device is deemed medically necessary by a medical doctor. In cases where a student requires the use of a personal device for medical reasons, a doctor's note clearly stating the student's disability or condition and any necessary accommodations must be provided to the school administration for consideration.

If a personal device is approved for medical reasons, the school administration will work with the student, parent, or guardian to implement appropriate safeguards and access restrictions to mitigate potential risks to the network's safety and security.

Violation of this policy may result in disciplinary action, as outlined in the school district's code of conduct or disciplinary policies. The school district reserves the right to confiscate personal devices that are connected to the network without proper authorization.

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:

- 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.
- 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.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- 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.
- Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity
- Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
- 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,
- Is reasonably viewed as promoting illegal drug use; or
- Is primarily prepared by non-students and distributed in elementary and/or middle schools.

- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 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.

ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

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

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

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

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

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

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS

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, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, 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

Parents/guardians have the right to inspect and review student covered information, request a copy of a student's covered information, request corrections of factual inaccuracies to covered information, and request the deletion of covered information when doing so would not conflict with federal or State records laws. Parents/guardians should follow the procedures outlined in the student records procedure to make any requests related to covered information.

Parents/guardians are encouraged to view the District's website for additional information required to be disclosed under the Student Online Personal Protection Act (SOPPA).

Chapter 8 - Student Discipline and Conduct

The district is committed to maintaining a safe school environment for all stakeholders. To that end, a school staff member must immediately notify the Building Principal's office if the staff member:

1. Observes or becomes aware of any person possessing a firearm on school grounds or becomes aware of a threat of gun violence on school grounds, unless immediate notice would endanger students under the staff member's supervision;
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or
3. Observes a battery committed against a staff member or is the victim of a battery.

Required notifications to law enforcement, the Superintendent and parents/guardians will be made in accordance with Board Policy 7:190, Student Behavior.

SCHOOL DRESS CODE AND STUDENT APPEARANCE

- Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing that shows undergarments may not be worn.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.

This dress code shall not: apply to hairstyles, including hairstyles historically associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified under the Illinois Human Rights Act.

If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

STUDENT BEHAVIOR

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or 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's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The

prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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) or Section 504; (c) it is used during the student's lunch period (unless otherwise directed by the principal); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse. State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be made in advance, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct. 11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Gang and Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer 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: (1) 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; *(2)* 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*; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Ms. Rachel Filippi
Executive Director of Personnel Services
445 Sheridan Road
Highwood, IL 60040
224-765-3071

rfilippi@nssd112.org

Complaint Managers:

Dr. Holly Colin
Assistant Supt. for Student Services
445 Sheridan Road
Highwood, IL 60040
224-765-3048
hcolin@nssd112.org

Dr. Michael Rodrigo
Assistant Supt. for Teaching and Learning
445 Sheridan Road
Highwood, IL 60040
224-765-3069
mrodrigo@nssd112.org

Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of the incident, along with threats, suggestions or instances of self-harm determined to be the result of bullying, within 24 hours after school administration becomes aware of the student's involvement.

As appropriate, school administration will also discuss the availability of social work services, counseling, school psychological services, other interventions and restorative measures. The school will make diligent efforts to notify a parent/guardian using available contact information within the 24-hour period.

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

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

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.*

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

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

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

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

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

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

discrimination, including harassment.

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

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

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

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

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

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

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

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

HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

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

Sexual Harassment Prohibited (Title IX)
Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

Title IX Coordinator/ Complaint Manager:	Nondiscrimination Coordinator:	Complaint Manager:
Dr. Holly Colin Assistant Supt. for Student Services 445 Sheridan Road Highwood, IL 60040 224-765-3048 hcolin@nssd112.org	Ms. Rachel Filippi Executive Director of Personnel Services 445 Sheridan Road Highwood, IL 60040 224-765-3071 rfilippi@nssd112.org	Dr. Michael Rodrigo Assistant Supt. for Teaching and Learning 445 Sheridan Road Highwood, IL 60040 224-765-3069 mrodrigo@nssd112.org

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

Investigation Process
All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

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

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

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

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

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

SEXUAL ABUSE PREVENTION (ERIN'S LAW)

All Illinois school districts are required to provide education to students about child sexual abuse. More commonly known as Erin's Law, the goal of this law is to increase awareness of this much too common crime against children. One of the requirements

of this law is that schools provide an age appropriate curriculum to students in preschool through 12th grade related to sexual abuse prevention. District 112 social workers have worked together to develop age-appropriate presentations using materials from the Second Step Child Protection Unit. Social Workers partner with all staff in our elementary buildings to provide education on this topic to students in preschool through 5th grade. Students in 6th through 8th grade will be educated on this topic as part of their health curriculum. Parents will be notified at least 5 days before instruction occurs. For additional information or support if a parent suspects that their child(ren) may have been abused, please contact your school principal and/or social worker.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND 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 in order to allow school officials to make a factual determination.

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking websites include Facebook, Instagram, Twitter.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period (unless otherwise directed by the principal).

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

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

Students in violation of this procedure are subject to consequences.

BRINGING ITEMS TO SCHOOL

Children should never bring valuable or prized possessions to school. This includes toys and all electronic devices, as well as prized possessions such as jewelry, souvenirs, collections, and large sums of money. Additionally, students should not buy, sell, or trade any items at school or on the bus. The school is unable to secure children's personal possessions and cannot be responsible for lost or damaged personal property. Similarly, the school is not liable for accidental damage that may occur to personal items it may be necessary for children to bring to school (eye glasses, hearing aids, dental apparatuses, etc.). Parents are urged to label clothing, lunch boxes, boots, coats, backpacks, and other items with name tags or a permanent marker.

ARTICLES NOT PERMITTED IN SCHOOL

Articles that interfere in any way with school procedures, disrupt the educational process, or are hazards to the safety of others are not allowed at school. Such items include, but are not limited to:

- Cigarettes and other tobacco products, including without limitation, electronic cigarettes.
- Drugs, including over-the-counter drugs and look-alike drugs (see section on Medication Policy)
- Alcohol
- Weapons or look-alike items (firearms, knives, etc.)

- Lighters or matches
- Laser pointers
- Aerosol cans

Possession of these items is prohibited at school and may result in detention, suspension, or expulsion. Students who use, possess, distribute, purchase, or sell an explosive, firearm, or any other object that can reasonably be considered a weapon can be expelled in accordance with Board of Education policy. If a student brings a firearm or weapon to school, the criminal justice or juvenile delinquency system will be notified.

SEARCH AND SEIZURE

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

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

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

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students,
- In the presence of a school administrator or adult witness, and
- By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

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

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

Chapter 9 - Special Education

EDUCATION OF STUDENTS 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 and its schools provide 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 15 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from your child’s school office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

If a parent/guardian suspects that his or her child is in need of identification, assessment and placement services for a child that is or may qualify as a student with a disability, the parent/guardian should contact their building principal or:

Dr. Holly Colin
Assistant Superintendent for Student Services
445 Sheridan Road
Highwood, IL 60040
224-765-3048
hcolin@nssd112.org

EARLY CHILDHOOD SPECIAL EDUCATION

Preschool aged children with significant developmental delays are eligible for an evaluation and may qualify for special education services. Parents who have serious concerns about their preschool age children should call the Early Childhood Program (224-765-3060) for additional information or to set up a screening appointment. Preschool services start with an evaluation to determine eligibility. Eligible students may receive services such as speech and language therapy, preschool programming, occupational therapy, or physical therapy. Exceptional children served by District 112 must be at least 3 years of age, however, children may be assessed just prior to their third birthday.

DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED STUDENTS

All students that are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audiological, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at http:/www.illinoisdeaf.org/ and https://www.dhs.state.il.us/page.aspx?item=87427.

DISCIPLINE OF STUDENTS WITH DISABILITIES: BEHAVIORAL INTERVENTIONS AND DISCIPLINE

Behavioral Interventions: Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. Please refer to Board Policy 7:230, Misconduct By Students With Disabilities, for more information. At the annual individualized education program review, this policy shall be given to the parents/guardians and the behavioral interventions procedures explained and made available to them on request.

Discipline of Special Education Students
The District complies with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of

Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

EXEMPTION FROM P.E. REQUIREMENT

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. These exceptions are in addition to the P.E. exceptions available to all students, as found in section Procedure 2.80 (Exemption from P.E. Requirement)

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 your child's building principal or the Assistant Superintendent of Student Services.

RELATED SERVICE LOGS

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

INDIVIDUALIZED EDUCATION PROGRAM PAPERWORK

At least three school days prior to a meeting to determine a child's eligibility for special education and related services or to review a child's IEP, or as soon as possible if an IEP meeting is scheduled within three school days with written consent of the child's parent/guardian, the District will provide the parent/guardian with any written material that will be considered by the IEP team at the meeting. The District will generally send this information through email, however, a parent/guardian may contact the student's case manager to request information be provided in an alternative manner, including regular mail and picking up the material at school. Parents/guardians also have the right to review and copy their child's school student records prior to any special education eligibility or IEP review meeting, subject to the requirements of applicable federal and State law.

BILINGUAL INTERPRETING SERVICES

Public school districts are required to take whatever action is necessary to facilitate a parent or guardian's understanding of and participation in IEP and Section 504 meetings. This includes the provision of interpreter services for parents/guardians whose native language is not English or a sign language interpreter for parents/guardians who are deaf or hard of hearing. In the absence of qualified interpreters on staff, school districts may use outside vendors including telephonic interpreters. Parents/guardians have the right to request that an interpreter provided by the District serve no other role during an IEP or Section 504 meeting, and the District must make reasonable efforts to comply with that request. To request an interpreter, or if you have questions or complaints about interpretation services please contact Enrique Castro, Director of Multilingual Learners.

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:

Dr. Holly Colin
Assistant Superintendent for Student Services
445 Sheridan Road
Highwood, IL 60040
224-765-3048
hcolin@nssd112.org

Chapter 10 - Teaching and Learning

ASSESSMENTS

Assessments are an important part of learning and students at our schools take part in several assessments throughout the year. The purpose of these assessments is to monitor student learning and make instructional decisions.

STANDARDIZED TESTS

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

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, Grading and Promotion.
4. Utilizes professional testing practices.

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:

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

REPORT CARDS

The purpose of report cards is to keep parents informed of their child's academic progress and to highlight behaviors and attitudes that help or hinder learning. Report cards are issued three times a year for preschool through grade 5 and four times a year for middle schools. The determination of an academic grade is based on student's class work, quizzes, tests, reports, etc. Parents of middle school students are invited to monitor their student's progress through the district student information system, Infinite Campus. For more information, contact your child's school office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled on a districtwide basis. Special school days are set aside for these conferences. Please refer to the school calendar for these dates. Parent-teacher conferences enable teachers to work more effectively with each child. This direct communication affords an opportunity to gain a better mutual understanding of the child that is not otherwise possible. Conferences also give the teacher an opportunity to discuss methods, objectives, and other aspects of the school and program with parents. Parents may request a conference with the teacher at times other than the regularly scheduled conferences. Parents may contact a teacher to set a mutually agreed upon time for such a conference. This type of a conference is very useful if the student is concerned about something occurring at school or the parent has an immediate concern.

CONTACTING STAFF MEMBERS

All staff members are available by both phone and email. To access a staff member's voicemail or email address, contact the school office switchboard. Staff can also receive messages via ParentSquare. Please note that teachers may not check their voicemail or e-mail during the school day due to teaching responsibilities. If you need immediate attention, please contact the school office.

RECESS GUIDELINES

North Shore School District 112 highly values outdoor physical exercise and the opportunity for daily outdoor play for all students. All schools in District 112 will engage in outdoor recess unless temperatures are at or below 15 degrees (including wind chill) or if there is precipitation. Students will also be allowed to come into our buildings before school when the temperature is 15 degrees or below, including wind chill.

Indoor Recess: At times it is necessary for all students to remain inside during their daily recess time. This would occur in the event of rain, extremely cold weather (temperature or wind chill less than 15 degrees) or school based emergency (e.g., hard or soft lockdown, severe weather warning).

Focus of Indoor Recess: Whenever possible, indoor recess should be a time for students to engage in physical activity and/ or games and social activities.

FIELD TRIPS

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

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

ADVANCED LEARNING OPPORTUNITIES (ALO)

To better support the differentiated instruction that students regularly receive in their classroom, Advanced Learning Opportunities (ALO) are provided when a student demonstrates they have already mastered grade level standards on an upcoming unit. Classroom teachers develop instructional strategies to deepen, enrich, and extend specific academic standards for students who may at times require alternate experiences and approaches to be sufficiently challenged when they have already mastered grade level standards.

DUAL LANGUAGE PROGRAM (DL) - Pre-K - 8th grades

The Dual Language Two-Way Immersion program is a Spanish and English program option for students in Kindergarten through 8th grade. The Dual Language program serves as the required native language and English as a second language support for identified English Learners. Dual Language classrooms are approximately half Spanish proficient students and half English proficient students. Students have a specially trained bilingual teacher.

- Reading and writing are taught to students in both English and Spanish beginning in Kindergarten.
- Math is taught mainly in English with components and language connections to Spanish in grades K-5.
- Science and Social Studies content areas are integrated with language arts to provide context and authentic language learning experiences for all students.

The Dual Language program has three main goals: 1) All students develop high levels of proficiency in both English and Spanish 2) All students develop high levels of academic achievement 3) All students develop positive attitudes about language and diverse cultures.

Students should stay in the program from Kindergarten through 8th grade so that the program goals can be achieved, the educational plan can be continuous, and the language balance required by the program can be maintained.

Currently the program is offered at Oak Terrace Elementary School and Red Oak Elementary School, and Northwood Middle School. There are opportunities for Dual Language students at both the middle school and the high school level in District 113; this includes the opportunity for our students to earn the Seal of Biliteracy on their diplomas. For more information regarding enrollment and the selection process, please visit the Language Programs page on the district website.

ENGLISH LEARNERS (EL) PROGRAM

The state of Illinois requires English language proficiency screening for any student who has a language other than English spoken at home or by the student. All of our schools offer English as a Second Language (ESL) services 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 (ELs) will be informed how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency. All screening and assessment results regarding English Language Proficiency will be communicated to parents on an annual basis. Every year during the months of January-February, all ELs will take the ACCESS for ELs, a state mandated English Proficiency Exam to monitor and determine a students level of English and eligibility for ESL support.

For questions related to this program or to express input in the school's English Learners program, contact the Department of Student Services at 224-765-3047.

PRESCHOOL

The preschool program provides preschool programs for three (3)- and four (4)-year-old children who are at risk of school failure due to language, environmental, and/or economic disadvantages. Programs include both dual language and English classrooms. Children that meet at-risk criteria are identified through a screening process, and are eligible for free tuition. Tuition slots are also available for the program.

EXTRACURRICULAR AND ATHLETICS PARTICIPATION AND CODE OF CONDUCT

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

Requirements for Participation in Athletic Activities
A student must meet academic requirements and have the following fully executed documents on file in the school office before participating in activities:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre Participation Physical Examination Form."
- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian. 3. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility
Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. In order to be eligible to participate in extracurricular and athletic activities, a student must be in good academic standing. Any student failing to meet academic requirements may be suspended from the sport or activity until all academic requirements are met.

Absence from School on Day of Extracurricular or Athletic Activity
A student who is absent from school after 12:00 p.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in advance by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including 1) a pre-arranged medical absence; 2) a death in the student's family, or 3) a religious ceremony or event.

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

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

Travel
All students must travel to extracurricular and athletic activities and return home from such activities with their team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Modification of Athletic or Team Uniform

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

Code of Conduct

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

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

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior (see Policy 7:190); including but not limited to:
2. All infractions related to drugs, alcohol, weapons, smoking, vaping, etc.
3. Act in an unsportsmanlike manner;
4. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism;
5. Haze or bully other students;
6. Violate the written rules for extracurricular or athletic activity;
7. Behave in a manner that is detrimental to the good of the group or school;
8. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
9. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to an appropriate level of due process as directed by statute, policy, and code. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee. All students remain subject to all the School District's policies and the school's student/parent handbook.

Chapter 11 - School Lunch

School lunches are currently available for students who attend school at Edgewood Middle School, Indian Trail Elementary School, Northwood Middle School, Oak Terrace Elementary School, Ravinia Elementary School, Red Oak Elementary School, Sherwood Elementary School, and Wayne Thomas Elementary School.

FREE AND REDUCED-PRICED LUNCH

Families may request a waiver of registration fees by applying for the free/reduced lunch program. All families who qualified for the program last year will receive a mailing with instructions for applying online. If you did not apply or qualified last year, but believe you may be eligible this year, please contact Georgette Franco, food services manager, at 224-765-3066 or gfranco@nssd112.org, for more information or to be added to the mailing list. Applications are available in the district office or on the district website.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FOOD AT SCHOOL

Student wellness, both emotional and physical, is a priority for the District. Goals for emotional health, physical activity and nutrition education are included in *Board Policy 6:50 School Wellness*. To support our student wellness:

- Use non-food items and activities in lieu of food for communal consumption in classroom and building-wide celebrations and special events, including fundraising events during school and after school hours.
- Prohibit the availability and distribution of food for communal sharing in classroom and building-wide celebrations and special events during school or on school grounds outside of school hours.
- Prohibit fundraisers that involve the distribution of food during school or on school grounds outside of school hours, excluding PTO Food Days and large PTO events outside of school (e.g. Family Fest).

LUNCH/RECESS

Eating lunch at school and utilizing the school grounds during lunch recess requires cooperation so that the lunch period is a pleasant and safe time for everyone. There may be assigned seating during lunch hour. Students are expected to stay in their seats for safety purposes. During lunch hour, students are under the supervision of lunch supervisors and expected to follow directions as given. Misbehavior during lunch hour is considered a disciplinary issue and appropriate disciplinary actions are taken. Failure to follow lunchroom guidelines can result in disciplinary action. Lunch hour recess is held outdoors whenever possible; students will go outside unless the temperature, including wind chill, is under 15 degrees or there is precipitation. Students should dress appropriately for weather conditions.

STUDENTS WITH FOOD ALLERGIES

District 112 wants parents of students with life-threatening allergies or life-threatening chronic illnesses to be aware 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 child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or associate 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.

District 112 acknowledges the increase in student allergies and is committed to limiting student exposure to allergies. Each elementary building will have an allergen-restricted lunch area/table available in the cafeteria. Buildings have chosen 2 different ways of doing this:

- **Peanut, Tree Nut, etc. Restricted:** No students with peanuts, tree nuts, foods made with these products or other allergens

specific to the building can sit there, and students with allergies (and their friends, if they are free of the restricted products) can sit at that table; or
- **Peanut, Tree Nut, etc. Table:** Children who bring peanuts, tree nuts, foods made with the allergen specific foods, or other allergens specific to the building must sit at this table (they can always ask a friend to sit with them).

Please note: Given the increased level of awareness and self-advocacy that middle-school students with significant allergies may demonstrate, table restrictions in lunchrooms/cafeterias will not be utilized at the middle school level unless specified in a student's 504 plan or IEP.

*Neither table should feel punishing or exclusionary to children. Students are always allowed to invite their friends to join them, as long as no friends with products containing allergens sit at an allergen restricted table. • Field Trips: District 112 requests that parents pack lunches that do not contain peanut products for all field trips.

Pursuant to Public Act 102-0761 (effective 8-1-23), school districts shall provide a plant-based school lunch option that complies with federal nutritional mandates to students who submit a prior request to the district.

FREE AND REDUCED-PRICED FOOD SERVICES; MEAL CHARGE NOTIFICATIONS

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

FREE AND REDUCED-PRICE FOOD SERVICES ELIGIBILITY

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

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

MEAL CHARGES FOR MEALS PROVIDED BY THE DISTRICT

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

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

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

Chapter 12 - Facilities Information

ASBESTOS NOTIFICATION

North Shore School District 112 continues to monitor asbestos containing materials in school buildings as required by the United States Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) for schools. This annual notification is required under the guidelines of the Illinois Department of Public Health. District 112 continues to address safety considerations regarding asbestos in schools to ensure the safety of students, staff members, parents and community.

INTEGRATED PEST MANAGEMENT

The District has adopted an Integrated Pest Management Program (IPM) which incorporates guidelines developed by the Department of Public Health for structural pest control practice at school buildings and other school facilities. A copy of the IPMP is available at all the school sites. The District provides written notification of pesticide application at least two business days before application of the pesticide which identifies the intended date of the application and the phone number and name of the school personnel responsible for the application program. If there is an imminent threat to health or property, written notification shall not be required. In such circumstance, appropriate school personnel shall sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable. In addition, the District has developed guidelines for field management. For information regarding these items, please contact the Director of Operations at 224-765-3450.

ENVIRONMENTAL TESTING

The District routinely tests the environmental condition of district buildings. The results of these tests are available for public inspection at each school and the Operations Office.

COMMUNITY USE OF SCHOOL FACILITIES

In general, the buildings and grounds shall be made available to the public of the school district for activities which benefit the students and/or residents of the District and do not interfere with any school function or the safety of students or employees or affect the property or liability of the District. The use of school facilities by the District for its purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Persons who desire to use school facilities shall file a Facility Rental Form application, in writing, to the individual school Principal who will coordinate with the Director of Operations. Usage shall be subject to payment of a rental rate and acceptance of terms of use. Rates for such charges shall be determined by the Board of Education and shall be on file at the Principal's office at each school. The facility rental rate for the requested facility will be in addition to the minimum two- hour custodial charge. Rental charges may be waived only upon the approval of the Superintendent. Custodial charges may not be waived.

Final approval and custodian assignments are made by the Director of Operations. The Principal and/or Director of Operations are authorized to reject any/all requests which do not meet the requirements set forth by the District for usage.

In all cases of facility use, the user is responsible for maintaining the facility and will be charged for any damages resulting from negligence or abusive behavior. Charges will also be levied against the user if extra time must be spent cleaning after the use of the facility. Users of district facilities are also responsible for adherence to the usage requirements of the Illinois School Code. An indemnification clause shall be included in the application for facility use. Alcoholic beverages, tobacco, and illicit drugs will not be permitted on the grounds of any school facility.

For further information on the rental of buildings, related costs or approved usage, please contact the Director of Operations at 224-765-3450.

PROHIBITION AGAINST TRESPASSING ON SCHOOL GROUNDS

It is the practice of the Board of Education that all school grounds shall be closed at dusk, except to individual school and district-sponsored events and activities specifically authorized by district administrators. Persons present on said school grounds after dusk without authorization will be considered trespassers and may be prosecuted in accordance with Illinois law. In addition, district students trespassing on said school grounds shall be subject to disciplinary actions. Unauthorized vehicles left unattended on school grounds after dusk may be towed at the owner's expense.

VIDEO and AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses 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.

Chapter 13 - Student Records and Privacy

STUDENT PRIVACY PROTECTIONS

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

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

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

Under the Protection of Pupil Rights Amendment (PPRA), a parent/guardian must receive notice of a survey if it involves any of the protected information listed above. 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. If the survey is funded by the Department of Education, parent/guardian must provide consent.

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.

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 have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

STUDENT RECORDS

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

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

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

request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) they wish 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 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student 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.

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

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

- Name
- Address
- Grade level
- Birth date
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Although photographs, videos or digital images may qualify as directory information, the District's practice is to obtain affirmative parent/guardian permission before using an image in which a student is the featured subject, except for incidental background appearances and participation in public extracurricular activities.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

The name and address of the office that administers FERPA is:
U.S. Department of Education
Student Privacy Policy Office,
400 Maryland Avenue, SW
Washington DC 20202-8520

STUDENT BIOMETRIC INFORMATION

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

MEDIA AND PUBLICITY

During registration, parents/guardians are asked whether they grant permission for the District, its employees and its agents to take and use visual or audio images of their student. Visual or audio images may include photographs, video recordings, digital images, drawings, renderings, voices, sounds, audio clips and accompanying written descriptions.

When permission is granted, these materials may be used in District or school websites, publications, promotional materials, broadcasts, advertisements, posters, theater slides and other print or electronic communications. Student images will not be posted on social media platforms, including accounts managed by the District, individual schools or District employees.

The District will not use visual or audio images that feature a student unless the student's parent/guardian has granted permission through the registration process. This restriction does not apply when:

1. The student appears incidentally in the background of a photograph or recording and is not the featured subject; or
2. The student is participating in an extracurricular activity that, by its nature, is open or exposed to the public, such as an athletic event or theatrical production.

Parents/guardians who do not grant permission should understand that the District will make reasonable efforts not to feature their student in photographs, recordings or other media covered by the release.

INSTRUCTIONAL MATERIAL

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. Please refer to *Board of Education Policy 7:15* for a comprehensive policy regarding student and family privacy rights.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS AND PROGRAMS

Parents/guardians have the right to inspect instructional materials used as part of their child's educational curriculum in accordance with Board Policy 7:15, Student and Family Privacy Rights.

A parent/guardian, employee or community member who believes that curriculum, instructional materials or programs violate rights guaranteed by law or Board policy may file a complaint under Board Policy 2:260, Uniform Grievance Procedure.

Other suggestions or complaints about curriculum, instructional materials or programs should be submitted using the District's Curriculum Objection Form, available on the district website. A parent/guardian may also request that their child be exempt from using a particular instructional material or program by completing the Curriculum Objection Form. Statutory rights to opt a student out of specified instruction or activities will be honored in accordance with State and federal law.

Chapter 14 - Community Involvement

PARENT ORGANIZATIONS

Each District school has a parent organization, which invites and welcomes parent membership, as well as their help and support. Many parent-sponsored school activities are held during the school year. Membership information may be obtained by contacting the school office.

VOLUNTEERS

A number of adults are utilized as volunteer helpers in the classrooms and for other school-related events that arise during the school year. Although no monetary remuneration can be given for such volunteer services, those who have helped in the past have found it rewarding. Those interested in serving as a volunteer should inform the school office or the classroom teacher, or watch for notifications listing specific needs.

GUIDELINES FOR REPORTS FROM THE DISTRICT TO LOCAL LAW ENFORCEMENT

State law requires a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students (105 ILCS 5/10-20.14). The Juvenile Court Act of 1987 and the School Code set requirements for the management and sharing of law enforcement records and other information about students if they have contact with local law enforcement.

Chapter 15 - Parental Rights Notification

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- Northwest Evaluation Association Measures of Academic Progress (NWEA MAP)
- Illinois Assessment Readiness (IAR)
- Illinois Science Assessment (ISA)

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

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

HOMELESS CHILD'S RIGHTS 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;
2. Or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For more information on the rights of a student who is experiencing homelessness, please contact Dr. Holly Colin at 224-765-3048.

FAMILY LIFE AND SEX EDUCATION CLASSES

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

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

ENGLISH LEARNERS

The school offers 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, contact the Department of Student Services at 224-765-3047.

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.

PESTICIDE APPLICATION NOTICE

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: Mr. James Bock

Director of Buildings, Grounds, and Transportation
jbock@nssd112.org
224-765-3459

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

MANDATED REPORTER

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

UNSAFE SCHOOL - TRANSFER

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 school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – they are 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 they are in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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

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

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

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

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

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

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

II: Testing Transparency
The State and District requires students to take certain standardized tests. For additional information, see handbook procedure under standardized testing.

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

III: Annual Report Card
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at https://www.nssd112.org/.

IV: Parent and Family Engagement Compact

The District and its Title I schools maintain parent/guardian and family engagement plans and school-family compacts that describe how schools and families share responsibility for improving student academic achievement. These documents are distributed to families of students receiving Title I services and are available from the student's school or the District's Teaching and Learning Department.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure under Unsafe School Transfer.

VI. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook procedure under student privacy.

VII. 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. For additional information, see handbook procedure under English Learners.

VIII. Homeless Students
For information on supports and services available to homeless students, see handbook procedure under Homeless Child's Rights to Education.

For further information on any of the above matters, please contact the building principal.