



SPECIAL EDUCATION COOPERATIVE 804

**TRUENORTH SPECIAL EDUCATION  
COOPERATIVE 804  
Parent-Student Handbook  
2026-2027**

**TrueNorth Special Education Cooperative 804  
760 Red Oak Lane  
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847-831-5100  
[truenorth804.org](http://truenorth804.org)**

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This Handbook provides general information about TrueNorth Special Education Cooperative 804, as well as notices and summaries of Board policies. These policies are regularly reviewed and may be amended without notice. Parents/guardians may access a complete set of Board policies on the TrueNorth website or at the District Services Center located at 760 Red Oak Lane, Highland Park, Illinois 60035.

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## **GENERAL INFORMATION AND PROCEDURES**

### **Access to Electronic Networks**

Electronic networks are a part of the instructional program of TrueNorth Special Education Cooperative 804 (also referred to as the “Cooperative”) and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Cooperative 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 Cooperative will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the Cooperative’s electronic networks shall: (1) be consistent with the curriculum adopted by the Cooperative 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. As required by federal law, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Executive Director's implementation plan, use the Internet throughout the curriculum. The Cooperative's electronic network is part of the curriculum and not a public forum for general use.

### **Acceptable Use**

All use of the Cooperative's electronic networks must be: (1) in support of education and/or research and in furtherance of the goals stated in Board Policy 6:235, Access to Electronic Networks, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the Cooperative's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the Cooperative's electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each Cooperative computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Executive Director or designee. The Executive Director or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Executive Director or system administrator.

All use of the Internet shall be consistent with the Cooperatives's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of this section and Board Policy 6:235, Access to Electronic Networks, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Each student and his/her parent/guardian must sign the Authorization for Access to Electronic Networks portion of the Parent-Student Acknowledgement, Authorization, and Agreement before being granted unsupervised use of the Cooperative's electronic network.

Cross Reference: Board Policy 6:235, Access to Electronic Networks

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. Any parent/guardian, caregiver, student or member of the community requiring an accommodation due to a disability in order to attend a school activity or function should notify the Executive Director, building principal, or program administrator of the need for accommodation. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference: Board Policy 6:120, Education of Children with Disabilities; Board Policy 8:70, Accommodating Individuals with Disabilities

### **Asbestos**

Under the Asbestos Hazard Emergency Response Act (AHERA), comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require all schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic re-inspections and surveillance activities that are planned or are in progress.

The management plan is available for review at the District Services Center. The plan may be reviewed during normal school hours. There will be a reasonable charge should you require a copy of the plan.

If you have any questions about the management plan or about planned or in progress asbestos related activities, please contact the Cooperative at 847-831-5100.

### **Attendance**

Regular attendance at school is an essential part of the educational program for each student. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Students may take up to five mental or behavioral health days off per school year, without providing a doctor's note and with an opportunity to make up any missed work.

Cross Reference: Board Policy 7:70, Attendance and Truancy

### **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 Cooperative's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

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

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting

- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

### **Warning Signs of Grooming Behaviors**

School and Cooperative 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 Cooperative 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, program administrator, a school counselor, or another trusted adult employee of the School or Cooperative. Additional Resources include:

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

### **Employee Code of Professional and Appropriate Conduct**

All Cooperative employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into Board Policy 5:120, Employee Ethics;

Conduct; and Conflict of Interest. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

1. Incorporate the prohibitions noted in Paragraph 1 of Board Policy 5:120, Employee Ethics; Conduct; and Conflict of Interest;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (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 include, but are not limited to: (a) a sexual or romantic invitation; (b) dating, or soliciting a date; (c) engaging in sexualized or romantic dialog; (d) making sexually suggestive comments that are directed toward or with a student; (e) self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and (f) a sexual, indecent, romantic, or erotic contact with the student;
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to: (a) transporting a student; (b) taking or possessing a photo or video of a student; and (c) meeting with a student or contacting a student outside the employee's professional role;
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance

Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and

6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Cross Reference: Board Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; Board Policy 5:120, Employee Ethics; Conduct; and Conflict of Interest

### **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 Cooperative goals.

Bullying is prohibited on the basis of actual or perceived race, color, national origin, military status, 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, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics.

Bullying 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 Cooperative or school if the bullying causes a

substantial disruption to the educational process or orderly operation of a school. This Paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require the Cooperative or staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*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 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.

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

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

or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, program administrator, 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 a complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Jim Nelson  
760 Red Oak Road  
Highland Park, Illinois 60035  
847-831-5100  
jnelson@truenorth804.org

Dr. Jimmy Gunnell  
760 Red Oak Road  
Highland Park, Illinois 60035  
847-831-5100  
jgunnell@truenorth804.org

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 should also read the following Board policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Cross Reference: Board Policy 7:20, Harassment of Students Prohibited; Board Policy 7:180, Prevention of and Response to Bullying, Intimidation and Harassment; Board Policy 7:190, Student Discipline; Board Policy 2:260, Uniform Grievance Procedure

### **Bus Transportation**

Transportation to and from Cooperative programs and schools shall be the responsibility of the district of residence. Students must follow the *School Bus Safety Rules* of their district of residence.

For questions regarding transportation issues, contact Leslie Reynolds, TrueNorth Transportation Specialist at 847-831-5100 ext. 1213 or [lreynolds@truenorth804.org](mailto:lreynolds@truenorth804.org).

Cross Reference: Board Policy 4:110, Transportation; Board Policy 7:220, Bus Conduct

### **Classroom Observations**

Parents/guardians or independent education evaluators or qualified professionals retained on behalf of parents/guardians/students, have the right to reasonable access to educational facilities, personnel, classrooms, and buildings as set forth by the Illinois School Code and the policies and procedures of the Cooperative.

Parents/guardians are encouraged to observe their child's classroom. Prior written requests from parents to observe their student's classroom may be made to a staff member at any time. If possible, the purpose of the observation should be established prior to the observation. All requests to observe will be forwarded to the building principal/program administrator as soon as they are received.

The building principal/program administrator and the instructional staff will determine when the observation will be scheduled. The building principal/program administrator and/or teacher (staff member) will arrange the observation time with the parent(s). Observations are generally one hour in duration. All observers will be required to sign a confidentiality statement.

The building principal/program administrator or other designated personnel will accompany the parent(s)/guardian(s)/independent education

evaluators/qualified professionals during the observation to provide further details or clarify any questions.

### **CPR & Automatic External Defibrillator Training**

State law requires the Illinois High School Association (IHSA) to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. You are encouraged to view the video, which will take less than 15 minutes of your time, at: [www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx).

Cross Reference: Board Policy 4:170, Safety

### **Education of Children with Disabilities**

The Cooperative provides a free appropriate public education in the least restrictive environment to all children with disabilities enrolled in the Cooperative, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

A copy of the State Board of Education's "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities" is available on the Cooperative's website or can be obtained by making a request to your child's program administrator.

Students with disabilities who do not qualify for an IEP under the *Individuals with Disabilities Education Act* may qualify for services under Section 504 of the *Rehabilitation Act of 1973* if the child (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.

### **Eligibility for Special Education and Related Services**

Special education and related services shall be available to eligible children with disabilities from the age of three (3) through the age of twenty-one (21). If an eligible student's 22<sup>nd</sup> birthday occurs during the school year, he or she will remain eligible for special education services through the end of the school year.

Unless otherwise determined by a student's Individualized Educational Program/Plan (IEP) team, the student who has successfully completed a high school program shall be granted a diploma by the student's resident district and all eligibility for a free appropriate public education is terminated. The parent/guardian and the student shall participate in the decision about whether the student should receive a regular high school diploma prior to age twenty-two (22) or continue to receive special education, related services, and/or transition services.

Cross Reference: Board Policy 7:50, School Admissions and Eligibility for Services

### **Emergency Closings**

There is always the possibility that weather conditions will necessitate the closure of some schools or interrupt transportation services. Usually, decisions on these matters are made in the early morning. Information on closures will be shared as follows:

1. A message will be posted on the Cooperative's website as soon as a decision on closing is made by the Executive Director.
2. The Cooperative will activate its telephone messaging system, notifying staff and parents/guardians.
3. The Cooperative will send an email to all staff and parents/guardians.
4. Closings will be posted on the regional Emergency Closing website (<http://www.emergencyclosingcenter.com>)

Cross Reference: Board Policy 4:170, Safety

### **Erin's Law Counseling Options, Assistance, and Intervention**

Each building principal/program administrator will annually appoint a student support committee which committee shall, among other tasks relating to the mental health and emotional well-being of students, identify Cooperative and community-based counseling options for students who are affected by sexual abuse, along with options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the Cooperative's member districts, if any.

### **English Learners**

The Cooperative will coordinate with the student's district of residence to offer opportunities for English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Cross Reference: Board Policy 6:160, English Learners

### **Fee Waivers**

The Cooperative establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

The Cooperative will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal/program administrator.

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 publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack is prohibited.

### **Food Allergies and Prevention of Anaphylaxis**

The Cooperative has adopted a Food Allergy Management Program to support the ongoing effort to reduce exposure to allergens and to provide accommodations and support to students with life-threatening food allergies, including anaphylaxis prevention, response, and management. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal/program administrator and/or school nurse. Copies of

the Food Allergy Management Program are available on the Cooperative's website or from your child's building principal/program administrator.

Cross Reference: Board Policy 7:285, Food Allergy Management Program

### **Free Lunch Program**

Parents/guardians are requested to complete the necessary application forms at the resident district if children in the household are eligible for free school meals. Upon notification from parent/guardian, the Cooperative will request that the completed forms be provided to the appropriate building principal or program administrator in order to accommodate the student's needs.

### **Freedom of Information Act**

Under the Illinois Freedom of Information Act (5 ILCS 140), also known as FOIA, records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2(c), a public record is any records, reports, forms writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed, or under the control of any public body. Records that are not subject to release via the FOIA process include confidential and trade secret information.

FOIA requests must be submitted in writing (there is no required form to use). The request should be a brief description of the public record(s) being sought, being as specific as possible. While FOIA requests can be received via email, please provide a mailing address. FOIA requests should be submitted to:

Anne Carreon  
TrueNorth Freedom of Information Officer  
760 Red Oak Road  
Highland Park, Illinois 60035  
847-831-5100 ext. 2279  
[acarreon@truenorth804.org](mailto:acarreon@truenorth804.org)

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school for a minimum of two or more consecutive weeks or ongoing

absences totaling 10 or more school days, because of a medical condition (physical or mental), may be eligible for home/hospital instruction.

For information on home/hospital instruction, contact your building principal or program administrator.

Cross Reference: Board Policy 6:150, Home and Hospital Instruction

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

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

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

Cross Reference: Board Policy 6:140, Education of Homeless Children

### **Immunizations and Health, Dental, and Vision Examinations**

Each student's district of residence is responsible for ensuring that its students who are enrolled in the Cooperative's programs are in compliance with State law regarding health examinations and immunizations, dental examinations, and vision examinations. Students may be excluded from attendance for failure to comply

Cross Reference: Board Policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

### **Mandated Reporters**

All Cooperative employees, including teachers, administrators, and others, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services ("DCFS") on its Child Abuse Hotline and to follow directions from DCFS regarding filing a written report within 48 hours with the nearest DCFS field

office. The employee shall also promptly notify the Executive Director or other administrators that a report has been made. The Executive Director or other administrator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer and/or local law enforcement.

### **School Board Member Responsibilities**

Each individual Cooperative Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Abused and Neglected Child Reporting Act, direct or cause the Board to direct the Executive Director or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

Cross Reference: Board Policy 5:90, Abused and Neglected Child Reporting

### **Misconduct by Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Students with Disabilities**

The Cooperative shall comply with the Individuals With Disabilities Education Act, its implementing regulations, the Illinois School Code, and the Illinois State Board of Education's special education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference: Board Policy 7:230, Misconduct by Students with Disabilities

### **Non-Discrimination in Education**

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

status as homeless, immigration status or actual or potential marital or parental status, including pregnancy.

Any student or parent/guardian may file a discrimination grievance by using Board Policy 2:260, Uniform Grievance Procedure.

Cross Reference: Board Policy 7:10, Equal Educational Opportunities; Board Policy 2:260, Uniform Grievance Procedure

### **Notification System for Families**

The Cooperative uses a parent notification and communication system to directly communicate with parents and guardians via telephone, and/or email. The system is used to send emergency notifications, such as emergency school closings, as well as to notify parents of activities and events at the Cooperative level. Parents should always keep their information up to date by contacting their building principal/program administrator. Changes to email address(es) and/or phone numbers ensure timely communication, especially in cases of emergency. If the student is in the legal custody of the Department of Children and Family Services, all communications for parents and guardians will be provided to the Department's Office of Education and Transition Services.

### **Pesticide Application Notice**

The Cooperative 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: the building principal or program administrator.

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

### **Related Service Logs**

Related service logs are made for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services administered pursuant to a student's IEP. The logs record the delivery and minutes for each type of service. Parents/guardians may request to review related service logs at any time.

Cross Reference: Board Policy 7:340, Student Records

**Release Time for Religious Instruction/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/program administrator at least 5 calendar days before the student's anticipated absence(s).

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

Cross Reference: Board Policy 7:80, Release Time for Religious Instruction/Observance

**Safety Drill Procedures and Conduct**

During every academic year, each school building shall conduct the following drills in accordance with the School Safety Drill Act:

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three evacuation drills shall require the participation of the local fire department.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each school year and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

Cross Reference: Board Policy 4:170, Safety

**Student Appearance**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health,

safety, and decency. The Cooperative does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Cross Reference: Board Policy 7:160, Student Appearance

### **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.

### **Cooperative Property, Equipment, and Personal Effects Left by Students**

School authorities may inspect and search 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. This paragraph applies to student vehicles parked on school property. In addition, building principals/program administrators or designees shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the Cooperative'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 certificated 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 Executive Director.

School officials 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 Cooperative policy. In the course of the 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 or 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 Cooperative's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

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

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

law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference: Board Policy 7:140, Search and Seizure; Board Policy 7:150, Agency and Police Interviews

### **Standardized Testing**

The Cooperative coordinates all testing requirements with the district of residence of students served by the Cooperative.

Cross Reference: Board Policy 6:340, Student Testing and Assessment Programs

### **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, for which no doctor's note is required), 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/program administrator. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

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

The school may require documentation explaining the reason for the student's absence, except as provided herein.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] 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.

Cross Reference: Board Policy 7:70, Attendance and Truancy

### **Student and Family Privacy Protections**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the Cooperative's educational objectives as identified in Board Policy 6:10, Educational Philosophy and Objectives, or assist student's career choices. This applies to all surveys, regardless of whether the student

answering the questions can be identified and regardless of who created the survey.

### **Surveys by Third Parties**

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

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

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

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the Cooperative) 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 program eligibility for participation in a program or for receiving financial assistance under such program.

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

### **Instructional Material**

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

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above paragraph does not apply to any physical examination or screening that: 1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification. 2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.). 3. Is otherwise authorized by Board policy.

### **Selling or Marketing Students' Personal Information Is Prohibited**

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

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

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

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

Cross Reference: Board Policy 7:15, Student and Family Privacy Rights

### **Student Behavior**

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - 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.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (i) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (ii) 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. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by Board Policy 7:190, Student Behavior, but one: (i) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by Board Policy 7:190; or (ii) 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 Board Policy 7:190.
- h. Drug paraphernalia, including devices that are or can be used to: (i) ingest, inhale, or inject cannabis or controlled substances into the body; and (ii) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of Board Policy 7:190, Student Behavior, or violating the Weapons section of Board Policy 7:190.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under Board Policy 7:190, Student Behavior or by the building principal or designee, all electronic devices must be kept powered-off or silenced during the regular school day unless: (i) the supervising teacher grants permission; (ii) use of the

device is provided in a student's individualized education program (IEP); (iii) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a Cooperative staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during noninstructional time.
11. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
21. 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.
22. Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing in accordance with Board Policy 4:180, Pandemic Preparedness and Health/Safety Protocols.
  - a. The Executive Director or designee will notify parents/guardians and students of Board Policy 4:180 and the governing procedures and protocols.

- b. Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.
- c. Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.

For purposes of Board Policy 7:190, Student Behavior, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

### **Disciplinary Measures**

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

to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The Cooperative will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate Board Policy 7:190, Student Behavior or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. 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, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the Cooperative and local law enforcement agencies.

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

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

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

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

### **Weapons**

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

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

The expulsion requirement under either paragraph one or two above may be modified by the Executive Director, and the Executive Director's determination may be modified by the Board on a case-by-case basis. The Executive Director

or designee may grant an exception to Board Policy 7:190, Student Behavior, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

The prohibitions concerning weapons in Board Policy 7:190, Student Behavior apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

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

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

### **Required Notices**

A school staff member shall immediately notify the office of the building principal or designee in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student

discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Executive Director, building principal or designee, assistant building principal or designee, or dean of students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

### **Student Medication**

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

No Cooperative employee shall administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7:270, Administering Medicines to Students and its implementing procedures.

Nothing in Board Policy 7:270, Administering Medicines to Students shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Self-Administration of Medication**

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

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

### **Supply of Undesignated Epinephrine Injectors**

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

### **Supply of Undesignated Opioid Antagonists**

The Executive Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the Cooperative and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of Board Policy 7:270, Administering Medicines to Students, it means an opioid antagonist prescribed in the name of Cooperative of its schools. A school nurse or trained staff member, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

### **Administration of Medical Cannabis**

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the Cooperative;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

- d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The product may not be administered in a manner that, in the opinion of the Cooperative 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 Board Policy 7:270, Administering Medicines to Students is prohibited. The Cooperative may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Void Policy**

The Supply of Undesignated Epinephrine Injectors section of Board Policy 7:270, Administering Medicines to Students is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the Cooperative's prescription for undesignated school epinephrine injectors.

The Supply of Undesignated Opioid Antagonists section of Board Policy 7:270, Administering Medicines to Students is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the Cooperative's prescription for undesignated school opioid antagonists.

The Administration of Medical Cannabis section of Board Policy 7:270, Administering Medicines to Students is void and the Cooperative reserves the right not to implement it if the Cooperative or school is in danger of losing federal funding.

### **Administration of Undesignated Medication**

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

### **Undesignated Medication Disclaimers**

Upon implementation of Board Policy 7:270, Administering Medicines to Students the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the Cooperative for the availability of undesignated medication. Board Policy 7:270, Administering Medicines to Students does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Cross Reference: Board Policy 7:270, Administering Medicines to Students

### **Student Records**

School student records are confidential. Information from them shall not be released other than as provided by law. 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 by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

Under State and federal law, students and parents/guardians (or if the child is in the legal custody of the Department of Children and Family Services, the Department's Office of Education and Transition Services) are granted certain rights, including the right to inspect, copy, and challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. The information contained in school student records shall be accurate and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Cooperative may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the Cooperative will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the Cooperative discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Executive Director shall fully implement Board Policy 7:340, Student Records and designate an *official records custodian* for each school, who shall maintain and protect the confidentiality of school student records, inform staff members of Board Policy 7:340, and inform students and their parents/guardians of their rights regarding school student records.

Cross Reference: Board Policy 7:340, Student Records

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Cooperative policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Non-instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

Cross Reference: Board Policy 4:170, Safety; Board Policy 7:130, Student Rights and Responsibilities

### **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 personal electronic devices, except as provided herein. For purposes of this section, an electronic device includes, but is not limited to, the following: 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 or program administrator.

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

Personal 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 Cooperative is not responsible for the loss, theft or damage to any personal electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offenses – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

### **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 Cooperative.

The Cooperative maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board Policy 7:290 Suicide and Depression Awareness and Prevention is posted on the Cooperative's website. Information can also be obtained from any Cooperative building office.

In addition, the following resources can always be contacted:

- 988 Suicide and Crisis Lifeline
- Crisis Text Line (Text 741741)
- Safe2Help (844-4-SAFEIL) (Text 72332) (Email: HELP@Safe2HelpIL.com)

Cross Reference: Board Policy 7:290, Suicide and Depression Awareness and Prevention

### **Teacher Qualifications**

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

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

If you would like to receive any of this information, please contact the building principal or program administrator with your request.

Cross Reference: Board Policy 5:190, Teacher Qualifications

### **Technology**

Technology plays a critical role in the learning process for our students. The Cooperative believes not in the teaching of specific technology skills solely for the sake of acquiring technology proficiency, but rather, we believe that technology can serve as a vital conduit to help students learn how to learn. In

doing so, students gain an understanding of foundational learning skills and content knowledge.

The Cooperative provides each student in preschool through eighth grade with a device during the school day. Students in grades five through eight will also have the opportunity to take the device home with them each evening. Ensuring that each child has access to instructional materials outside of the school day is an important part of the Cooperative learning experience. Cooperative teachers receive a variety of professional development that helps build the necessary pedagogy in order to effectively utilize technology to create powerful learning experiences both in and outside the classroom for our students.

All the technology integrated as part of our instructional program does not supplant the core foundational learning skills already being addressed through our curriculum, but rather, allows students to learn both the foundational and technological skills necessary to succeed in the 21st century.

Each student and his/her parent/guardian must sign the Agreement for Technology Loan portion of the Parent-Student Acknowledgement, Authorization, and Agreement before being loaned Cooperative technology.

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

The Cooperative takes the privacy and online safety of our students very seriously and endeavors to closely guard the student data collected within its own networks and within the networks of the online resources used in Cooperative programs. School districts and cooperatives 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 cooperatives and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the Cooperative 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 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 Cooperative

Cross Reference: Board Policy 7:345, Use of Educational Technologies; Student Data Privacy and Security

### **Sex Equity and Sexual Harassment**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important Cooperative goal. The Cooperative does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations) concerning everyone in the Cooperative's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

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

1. A Cooperative 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 Cooperative's educational program or activity; or

*Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

The Cooperative affirms non-discrimination on the basis of sex in order to comply with the provisions of Title IX of the Education Amendments of 1972 to ensure that discrimination on the basis of sex not take place in any education program or activity except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this Cooperative. Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure applies to the following:

All questions about the application of Title IX should be directed to the Cooperative's Title IX Coordinator:

Mr. Jim Nelson  
760 Red Oak Road  
Highland Park, Illinois 60035  
847-831-5100

Dr. Carol Michels  
760 Red Oak Road  
Highland Park, Illinois 60035  
847-831-5100 ext. 2254

Anyone wishing to report sex discrimination, including sexual harassment, may contact Mr. Nelson or Dr. Michels.

Cross Reference: Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure

### **Teen Dating Violence**

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. This includes use or threat to use physical, mental, or emotional abuse to control and individual in a dating relationship; or to use or threaten to use sexual violence in a dating relationship.

Cross Reference: Board Policy 7:185, Teen Dating Violence Prohibited

### **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 Cooperative. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross Reference: Board Policy 7:70, Attendance and Truancy

### **Video & 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.

Cross Reference: Board Policy 4:110, Transportation

### **Vision and Hearing Screening Mandates**

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. Such screening services shall be provided in all public, private and parochial schools. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

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

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

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

- Cooperative students should receive information regarding sex offenders and violent offenders against youth from their district of residence.
- The Illinois Sex Offender Registry may be accessed via the Illinois State Police's website at: [isp.state.il.us/sor/](http://isp.state.il.us/sor/).

- The Illinois Statewide Child Murderer and Violent Offender Against Youth Registry may be accessed the Illinois State Police's website at: [isp.state.il.us/cmvo/](http://isp.state.il.us/cmvo/).

The Executive Director shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Executive Director or designee shall serve as the Cooperative's contact person for purposes of these laws. The Executive Director and building principal/program administrator or designee shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Executive Director or building principal or designee determines advisable.

Cross Reference: Board Policy 4:175, Convicted Child Sex Offender; Screening; Notifications

### **Visitors**

All visitors to school property are required to report to the building principal/instructional coordinator or designee's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, 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. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Executive Director or designee. The

Cooperative expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

Cross Reference: Board Policy 6:250, Community Resource Persons and Volunteers

**Wellness Policy**

The Cooperative is committed to providing a learning environment that supports and promotes student wellness, including good nutrition and physical activity, and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

Cross Reference: Board Policy 6.50, School Wellness.