

Thornton Township

District 205 Student Handbook

2026-2027

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Chapter 1 – Introductory Information & General Notices

Here you will find policies that are designed to put parents, students and visitors on notice of the general rules and regulations of the school and district. Also included in this chapter are parent and student “sign-offs,” indicating receipt of the handbook. Thornton Township District 205 Board Members reserve the right to update and modify the student handbook as deemed necessary.

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1.00 - School Operations During a Pandemic or Other Health Emergency

(Updated: July 2020)

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

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

Cross Reference:

PRESS 4:180, *Pandemic Preparedness; Management; and Recovery*

1.20 – Student Handbook Acknowledgment

(Updated: February 2016)

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature: _____

Date: _____

1.30 – General School Information

(Updated: November 2009)

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public

inspection through the District's website [Thornton Township High Schools District 205](#) or at the District office, located at:

465 E. 170th St. South Holland, IL 60473
District Phone: 708-225-4000

BOARD OF EDUCATION

Ms. Nina Graham, President
Dr. Kara Davis, Vice President
Ms. Almetta Vasser-Moody, Secretary
Mr. Ray C. Banks
Mr. Nathaniel Bowman
Ms. Sonja Bradley
Mrs. Bernadette Lawrence

DISTRICT ADMINISTRATION

Dr. Nathaniel Cunningham Jr., Superintendent
Dr. Jerry Doss, Associate Superintendent
Dr. Tony Ratliff, Asst. Superintendent of Curriculum & Instruction
Dr. Shelia Johnson, Asst. Superintendent of Finance and Operations
Dr. Karen Anderson, Director of Pupil Personnel Services
Mrs. Rosaura Duran, Director of Human Resources
Mr. Vincent Jones, Director of Information Technology
Dr. Justin Moore, Director of College and Careers
Mr. Robert Penman, Director of Research, Assessment & Quality Analysis
Mr. Todd Whitaker, Director of Teaching and Learning

DISTRICT OPERATIONS

Mrs. Ebonie Williams, Coordinator of Curriculum
Dr. Albert Holmes, Coordinator of State and Federal Programs
Mr. Gregory Crump, Supervisor of Buildings & Grounds
Mr. Fred Bilotto, Manager of Operations
Mrs. Marilyn Rouse, Career Technical Education Program Administrator

PRINCIPALS

Thornridge – Dr. William Brown
Thornton – Dr. Mychael Webb
Thornwood – Mr. Don Holmes

BUILDING ASSISTANT PRINCIPALS

Thornridge – Ms. Carol Friedl, Ms. Jennifer Hannigan, Dr. Mason Newell, Mr. Sean Smith
Thornton – Mrs. Charissa Berrini, Ms. Maria Gonzalez, Mr. Dontrell Jackson, Ms. Kenya Underwood, Ms. Wanda Russell
Thornwood – Dr. Camilla Covington, Ms. Shavon Fomby, Dr. Nakeisha Knight, Mr. Thomas Walsh

DISTRICT PROGRAMS

OUTLOOK ACADEMY

Mrs. Patricia Malopsy-Fortier
Program Administrator & Credit Recovery/Summer Programs Administrator

Mr. Steven Valant
Assistant Program Administrator

PEACE CENTER

Mr. Tyran Cox-Bey
Program Administrator

Ms. Rikeita Harris
Assistant Program Administrator

DIVISION LEADERS

English/Reading/Speech/Library

Ms. Erika Zachery (TR), Ms. Rochanna Richardson (TT), Mrs. Andrea DeYoung (TW)

Mathematics/Business

Ms. Christy Woods (TR), Dr. James Clarke (TT), Mrs. Despina Liaskos (TW)

Science/CTE

Dr. Kimberly Hodges (TR), Mr. Michael Pacton (TT), Mr. Paul Fritz (TW)

Social Studies/Fine Arts

Ms. Akire Hawkins (TR), Mr. Nicholas Tarala (TT), Ms. Deena Cassady (TW)

PE/FACS

Mr. Joshua Reyna (TR), Ms. Danielle Dronzek (TT), Mr. Gus Yiakos (TW)

Discipline Administrators

Thornridge – Dr. Tammy King, Mr. Thomas Kocher
Thornton – Mr. Lynell Ingram, Mrs. Jill Lupescu, Mr. Michael Steele, Ms. Sharon Turner-Wingba
Thornwood – Ms. Tiffany Bennett, Dr. Nicholas Browder, Mrs. Shindana Sales, Mr. Willie Butler, Ms. Tihilia Wright

Special Ed Department Chairs

Thornridge – Mrs. Louvevna Love - Chair, Ms. Kiera Holiday - Asst. Chair
Thornton – Mrs. Candace Richardson - Chair, Ms. Natasha Douyon - Asst. Chair
Thornwood – Dr. Stephanie Wayne Department Chair, Mrs. Susan Hudson - Asst. Chair,
Ms. Lisa Zuccolo - Asst. Chair

Counselors

Thornridge – Mr. Frank Gomez, Mr. Duane Hewlett, Mrs. Annette Johnson,

Mrs. Megan St. Pierre

Thornton – Ms. Viviana Franco, Dr. Fredrick Gandy, Mrs. Shana Scott Moody, Mrs. Nizinga Troutman, Mr. Stanley Wilkerson

Thornwood – Ms. Lora Alexander, Mr. Dan Galvan, Ms. Jalena Jones, Mrs. Tahira Pervan,
Ms. Rashea Ratliff, Mr. Darryl Reddick

International Baccalaureate Coordinators

Mr. Brad Ablin (TT), Ms. Jennifer Merwald (TW)

AVID Program Coordinators

Ms. Elizabeth Bourne (TR), Ms. Nicole Pearson (TT), Dr. Jasara Hines (TW)

Advance Placement Coordinators

TBA (TR), Mrs. Viviana Franco (TT), Mrs. Tahira Pervan (TW)

EL Coordinators

Mrs. Kelly Gibson (TR), Ms. Leticia Medina (TT), Mr. David Gonzalez (TW)

Outlook Academy



Outlook Academy Website: [Outlook Academy / Welcome to Outlook Academy](#)

Leadership

Mrs. Patricia Fortier | Program Administrator

Mr. Steve Valant | Asst. Program Administrator

This School is located and may be contacted at:

South Suburban College - 15800 South State Street, South Holland, IL 60473

Outlook Phone: 708-225-5869

Only Applies to Outlook

- Any violation of the disciplinary policy is serious and may result in expulsion. Any violation may be addressed by the South Suburban College administration or Police to determine if the severity of the behavior warrants a ban from the college campus. The college may choose to ban a student from the college campus for a period of one or two years depending on the severity of the offence. Once the college has issued discipline district 205 must support the college's decision. If the student has not yet surpassed their graduation year they will be remanded back to their home school to complete their fourth year. If a student is removed from the campus and has passed their 4 years of high school they will be permitted to return to the program only after their ban from the campus has ended.

Peace Center



Peace Center: [PEACE Center / PEACE Center](#)

Leadership

Mr. Tyran Cox-Bey | Program Administrator

Ms. Rikeita Harris | Asst. Program Administrator

The school is located and may be contacted at: [306 E 144th St, Dolton, IL 60419](#)

[Peace Office: 708-985-3525](#)

Thornridge High School



Thornridge High School Website: [Thornridge High School / Overview](#)

The school is located and may be contacted at: 15000 Cottage Grove Avenue, Dolton, IL 60419

Thornridge Main Office Phone: (708) 271-4411

Student Call Off for Attendance: (708) 271-4411

Thornton Township High School



Thornton Township High School Website: [Thornton Township High School / Overview](#)

The school is located and may be contacted at: 15001 Broadway Ave, Harvey, IL 60426

Thornton Main Office Phone: 708-225-4205 or 4132

Student Call Off for Attendance: TT Nurse @ 708-225-4178/4179

Thornwood High School



Thornwood High School Website: [Thornwood High School / Overview](#)

The school is located and may be contacted at:

17101 South Park Ave, South Holland, IL 60373

Main Office 708-225-4901, 4902, 4903, or 4902

Student Call Off for Attendance: TW Nurse @ 708-225-4090

1.40 – Visitors

(Updated: November 2019)

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

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

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

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

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

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

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

1.50 – Equal Opportunity and Sex Equity

(Updated: November 2009)

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, or actual or potential marital or parental status, including pregnancy.

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

1.60 – Animals on School Property

(Updated: February 2010)

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

1.70 – School Volunteers

(Updated: November 2009)

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

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

1.85 – Treats and Snacks

(Updated: February 2010)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

1.90 – Emergency School Closings

(Updated: November 2009)

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 5:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

1.100 – Video and Audio Monitoring Systems

(Updated: February 2009)

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.

1.110 – Accommodating Individuals with Disabilities

(Updated: February 2011)

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

1.120 – Students with Food Allergies

(Updated: November 2009)

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf
3. Complies with State and federal law and is in alignment with Board policies.

1.130 – Care of Students with Diabetes

(Updated: February 2011)

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

Parents/guardians are responsible for and must:

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

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

c. Sign the Diabetes Care Plan.

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

For further information, please contact the building principal.

1.140 – Suicide and Depression Awareness and Prevention

(Updated February 2016)

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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate: a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.

c. Board policy 7:250, Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and

d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.

5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.

6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, Board Policy Development.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq. The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

1.150 – Accommodating Breastfeeding Students

(New: November 2017)

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the Building Principal.

Chapter 2 – Attendance, Promotion & Graduation

Herein are policies dealing with student academic expectations, including attendance, grading, homework, promotion and high school graduation.

- [2.10 – Attendance](#)
- [2.20 – Student Absences](#)
- [2.30 – Release Time for Religious Instruction and Observance](#)
- [2.40 – Make-Up Work](#)
- [2.50 – Truancy](#)
- [2.60 – Grading and Promotion](#)
- [2.70 – Homework](#)
- [2.80 – Exemption From PE Requirement](#)
- [2.100 – Home and Hospital Instruction](#)
- [2.110 – Early Graduation \[HS\]](#)
- [2.120 – Graduation Requirements \[HS\]](#)

2.10 – Attendance

(Updated: December 2018)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age. 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 his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
7. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
8. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
9. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

11. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

12. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, Students School Admissions and Student Transfers To and From Non-District Schools.

13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student

2.20 – Student Absences

(Updated: December 2018)

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS^[1], or other reason as approved by the building principal.

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

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

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school 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.

2.30 – Release Time for Religious Instruction and Observance

(Updated: August 2017)

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

2.40 – Make-Up Work

(Updated: February 2016)

All students are given an opportunity to make up work that they missed due to an absence regardless if the absence was excused or unexcused. The following will be in effect:

- Students with excused absences will receive full credit for make-up work.
- Students suspended or absent-unexcused will receive 100% of the credit earned for make-up work.
- Students and parents of suspended students are responsible for calling or emailing teachers during suspension to inquire about make up work.
- Regardless of the reason for absence, the student has a maximum of three school days to make arrangements for make-up work.
- Upon return to school, it is the student's responsibility to request a make-up opportunity session with the teacher.

2.50 – Truancy

(Updated: December 2018)

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

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

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Please refer to 2.10 Attendance

2.60 – Grading and Promotion

(Updated: November 2009)

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

2.70 – Homework

(Updated: November 2009)

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

2.80 – Exemption From PE Requirement

(Updated: December 2018)

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

reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

2.100 – Home and Hospital Instruction

(Updated: November 2019)

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact your student's academic counselor.

2.110 – Early Graduation [HS]

(Updated: November 2017)

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to beginning of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to beginning of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

2.120 – Graduation Requirements

(Updated: July 2020)

High School Graduation Requirements [1](#)

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.

- a. Credits

Graduating classes need 24 credits to graduate. This includes 20 academic credits plus 3 in Physical Education and 1 in Driver Ed/Health. If a student does not take Driver Education, he/she will be placed in a

Physical Education class. Health will also be considered an academic credit. Due to an increase in the number of course offerings, these

requirements are subject to change. Physical education credits cannot be applied toward the academic units required for graduation, but a student must have a passing grade in physical education for each semester of high school attendance, unless an exemption is authorized.

b. Course Requirements for Students Entering High School

1. **English** - Four units are required in English.
 2. **Mathematics** - Four units are required. The required sequence includes Algebra I, Geometry, and Algebra II.
 3. **Science** - Temporarily three units are required. The required sequence includes Biology, Chemistry, and Physics.
 4. **Social Studies** - Temporarily three units are required. The required sequence includes Ancient World History, Economics, and Modern United States History.
 5. **Health** - One-half unit is required in Health.
 6. **Speech I** - One-half unit is required in Speech.
 7. **Physical Education** - A passing grade in Physical Education is required for each year in high school unless the student is exempted as noted.
 8. **Applied and Fine Arts** - Three units are required - all may be earned in the same area. Applied: Family and Consumer Sciences, Industrial Technology, Business Education, Occupational Training (excluding Consumer Economics or Economics).
 9. **Illinois and U.S. Constitution Requirement** - Every student must pass an examination on the United States and Illinois Constitutions in accordance with the Illinois School Code.
2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade.
 3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
 4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
 5. Taking the Prairie State Achievement Examination, unless the student is exempt according to 105 ILCS 5/2-3.64.
 6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian

with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

Cross Reference:

PRESS 6:300, Graduation Requirements

Chapter 3 – Student Fees and Meal Costs

This chapter includes policies and procedures on student fees and meal costs. Included is a model “fee waiver” application.

- [3.10 – Fees, Fines & Charges; Waiver of Student Fees](#)
- [3.20 – School Lunch Program](#)
- [3.30 - District Breakage and Damage Policy](#)

3.10 – Fees, Fines & Charges; Waiver of Student Fees

(Updated: December 2018)

Fines, Fees, and Charges; Waiver of Student Fees¹

The school 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 or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, IDs, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

3.20 – School Lunch Program

(Updated: November 2009)

Breakfast is served every school day before the start of 1st period. Lunch is served every school day during your student's assigned 4, 6, 8, or 10th period lunch.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

3.30 - District Breakage & Damage Policy

1. Students will normally be expected to reimburse their school or program for breakage, damage, destruction, or loss of school property whenever such incidents result from vandalism, malicious intent, negligence, carelessness, failure to follow school rules or procedures, or failure to follow the directions of a teacher or any other staff member.
2. In cases where breakage, damage, destruction, or loss are caused under any of the circumstances covered in Item 1 above, the student will be responsible for the full replacement or repair cost as determined by the administration, or supervisory persons responsible for the property.
3. In cases where the replacement or repair costs amount to \$5 or more, the teacher or other staff member reporting the incident must submit the usual breakage and loss form in addition to an anecdotal record form describing the incident in as much detail as possible. Using the information in the anecdotal, the chairperson or administrator in charge will then decide whether or not the student is to be held accountable. If so, the student and parent should be informed. If they disagree with the decision, they are entitled to a hearing with an appropriate program administrator (normally the assistant coordinator in charge of the particular department).
4. In cases where damage, destruction, loss or breakage is less than \$5, the person directly in charge of the student (normally the teacher) will determine whether or not the student should be held responsible under the provisions of Item 1 above. If the student is held responsible, a breakage and loss form must be submitted, but not an anecdotal record. An appeal in such cases would go initially to the immediate supervisor of the person submitting the report.
5. In all cases where breakage, damage, destruction, or loss of school property takes place, the responsible staff member observing the incident is required to inform his supervisor unless the breakage, damage, destruction or loss is obviously less than \$1, in which case, at his discretion, the staff member may omit reporting the incident, or making an effort to get reimbursement. However, even in such cases, there may be extenuating circumstances which make it desirable to report the incident and make efforts to secure reimbursement.

6. In cases where breakage, damage, destruction, or loss involves library or AV property, reports should go to the media specialist.
7. In all cases where it appears that breakage, damage, destruction, or loss of school property results from vandalism or malicious intent, and the total cost will be \$5 or more, the case must also be referred to the dean for appropriate disciplinary action.
8. In all cases where students are expected to reimburse the school for loss, repayment should be made through the bookstore. The names of students failing to meet such obligations will be placed on the fine list.

Chapter 4 – Transportation & Parking

Policies in this section include student transportation, bus rules, and student parking.

- [4.10 – Bus Transportation](#)
- [4.15 – Bus Conduct](#)

4.10 – Bus Transportation

(Updated: February 2016)

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

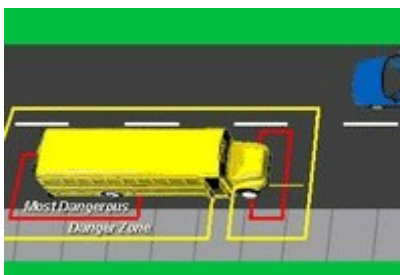
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent

academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact your school's main office.

4.15 – Bus Conduct

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

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

1. Prohibited student conduct as defined in Board of Education policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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

Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

4.20 – Parking [HS]

(Updated: November 2009)

Students may park their vehicles in the lots designated “Student Parking” at each of our locations and must not leave their vehicle overnight. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner’s expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All other lots are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Students are not to go to their vehicles during a school emergency unless directed by school administration. In an emergency, students should follow the directions of where to report for their overall safety.

Chapter 5 – Health and Safety

This chapter contains student health and safety policies, including physical and immunization requirements, student medication procedures, and State-mandated safety drills. Included are model forms on “self-administration of student medication.”

- [5.10 – Immunization, Health, Eye & Dental Examination](#)
- [5.20 – Student Medication](#)
- [5.20 E1 – Student Medication Authorization Form](#)
- [5.30 – Guidance & Counseling \[HS\]](#)
- [5.40 – Safety Drill Procedures and Conduct](#)
- [5.50 – Communicable Disease](#)

- [5.60 - Head Lice](#)

5.10 – Immunization, Health, Eye & Dental Examination

(Updated: May 2019)

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required from students in grade 12, beginning with the 2015-2016 school year.

As required by State law

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after September 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a

required immunization by September 15, the student must present, by September 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by September 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

All children in ninth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

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

Homeless Child

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

5.20 – Student Medication

(Updated: November 2019)

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 District's procedures on dispensing medication.

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an 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 District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Epinephrine Injectors

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

School District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

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

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

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

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

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

attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District 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 District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

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

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Undesignated Medication Disclaimers Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

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

5.20 E1 – Student Medication Authorization Form

(Updated: September 2021)

Exhibit – Student Medication Authorization Form¹

¹This exhibit may be placed in the handbook or given to parents/guardians as needed.

To be completed by the child's parent(s)/guardian(s).

THORNTON TOWNSHIP HIGH SCHOOLS DISTRICT 205
SCHOOL MEDICATION AUTHORIZATION FORM

STUDENT NAME _____ BIRTHDATE _____
ADDRESS _____ PHONE NUMBER _____
SCHOOL _____ GRADE _____
EMERGENCY CONTACT NAME AND PHONE NUMBER _____

I. TO BE COMPLETED BY THE STUDENT'S PARENT/GUARDIAN

I, _____, parent or guardian of _____
am primarily responsible for administering medication to my child. However, in a medical emergency or if necessary for the critical health and well-being of my child, I hereby authorize Thornton Township High Schools District 205 (the "District"), and its employees and agents, on my behalf and in my stead, to administer to my child or to allow my child to self-administer while under the supervision of the employees and agents of the District, lawfully prescribed medication in the manner described below. I acknowledge that it may be necessary for the administration of medication to my child and treatment of my child's condition to be performed by an individual other than the school nurse and specifically consent to such practices. I will notify the school in writing if the medication is discontinued and will obtain a written order from the physician if the medication dosage or treatment is changed. I understand that this medication authorization is only effective for the _____ school year and will need to be renewed each subsequent school year.

I further acknowledge and agree that, when the lawfully prescribed medication is so administered, I waive any claims I might have against the District, its employees and agents, arising out of the administration or self-administration of said medication, regardless of whether the authorization for self-administration of medication was given by me, as the child's parent/guardian, or by my child's physician, physician's assistant, or advanced practice nurse. In addition, I agree to indemnify and hold harmless the District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from the administration or self-administration of said medication, except a claim based on willful or wanton conduct, regardless of whether the authorization for self-administration of medication was given by me, as the child's parent/guardian, or by my child's physician, physician's assistant, or advanced practice registered nurse.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

II. TO BE COMPLETED BY THE STUDENT'S LICENSED PRESCRIBER
(Except for a Student Self-Administering Asthma Medication, see Section III below)

Diagnosis: _____ Name of Medication: _____

Dosage: _____ Route of Administration: _____

Time/Circumstances when Medication Should be Administered: _____

Side Effects: _____

Date of Prescription: _____ Discontinuation Date: _____

Self-Administration of Epinephrine: ____ Yes ____ No. The student listed above has a life threatening allergy that medically necessitates the immediate administration of Epinephrine followed by emergency medical attention. I have determined that it is medically necessary for this child to carry an epinephrine auto-injector. The student has been instructed in the self-administration of the medication listed above and is capable of doing this independently. The student understands the need for the medication and the necessity to notify a staff member and the health office immediately following the self-administration of the epinephrine auto-injector.

Self-Administration of Diabetes Medication: ____ Yes ____ No. The student listed above has been diagnosed with diabetes. I have determined that it is medically necessary for this child to possess his/her diabetes medication and the equipment and supplies necessary to monitor and treat his/her diabetic condition pursuant to his/her Diabetes Care Plan. The student has been instructed in the self-administration of the medication listed above and use of his/her diabetes supplies and equipment and is capable of doing this independently. The student understands the need for the medication and the necessity of reporting to school personnel any unusual side effects.

I may be reached at the following phone number in the event of a reaction to the medication or an emergency.

 Phone Number of Physician Signature of Physician Date

 Address of Physician Print Name of Physician Date

III. FOR STUDENT SELF-ADMINISTERING ASTHMA MEDICATION ONLY
TO BE COMPLETED BY THE STUDENT'S PARENT/GUARDIAN

Diagnosis: _____ Name of Medication: _____

Dosage: _____ Route of Administration: _____

Time/Circumstances when Medication Should be Administered: _____

Side Effects: _____

Date of Prescription: _____ Discontinuation Date: _____

Self-Administration of Asthma Medication: ____ Yes ____ No. My child has been diagnosed with asthma and has been prescribed asthma medication by a qualified health care professional. I hereby authorize my child to carry his/her asthma medication and to self-administer his/her medication as prescribed by his/her physician. My child's physician has instructed my child in the self-administration of his/her medication and has indicated that my child is capable of doing this independently. My child understands the need for the medication and the necessity of reporting to school personnel any unusual side effects. I have provided the school an extra supply of his/her medication with a prescription label for use in the event that he/she forgets to bring his/her asthma medication to school on a particular day.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

THORNTON TOWNSHIP DISTRITO 205
AUTORIZACIÓN DE ADMINISTAR MEDICAMENTOS

NOMBRE DEL ESTUDIANTE _____ FECHA DE NACIMINETO _____
 DIRECCIÓN _____ NUMERO DE TELÉFONO _____
 ESCUELA _____ GRADO _____
 CONTACTO EN CASO DE EMERGENCIA NOMBRE Y NÚMERO DE TELÉFONO _____

I. DEBE SER COMPLETADO POR EL PADRE / GUARDIÁN DEL ESTUDIANTE

Yo, _____, padre/tutor de _____
 tengo la máxima responsabilidad de administrar medicamentos a mi hijo/a. Sin embargo, en caso de emergencia médica o si es necesario para proteger la salud y/o el bienestar de mi hijo/a, doy toda mi autorización a Municipio de Thornton Distrito 205 (el "Distrito") para que sus empleados y agentes puedan administrar medicación con receta a mi hijo/a o para que permitan a mi hijo auto-administrar medicación con receta siempre que mi hijo/a esté bajo la supervisión de los empleados y agentes del Distrito, medicamento recetado legalmente de la manera descrita a continuación. Reconozco que puede ser necesario que otra persona que no es la enfermera de la escuela administre medicamentos y tratamientos a mi hijo/a y específicamente consiento a tales prácticas Voy a notificar a la escuela, por escrito, si se discontinua dicho(s) medicamento(s) y obtener una orden escrita del médico si se cambia la dosis o el tratamiento. Entiendo que esta autorización de administración de medicamentos sólo es efectivo durante el año escolar _____ y necesitará ser renovado cada año escolar subsiguiente.

Además, reconozco y estoy de acuerdo en que, cuando se administran los medicamentos legalmente prescritos, renuncio el derecho de denunciar al Distrito, a sus empleados y agentes derivados de la administración o autoadministración de dicho medicamento independientemente de si la autorización para la auto-administración de medicamentos fue firmado por mí, el padre/tutor del estudiante, o por el médico de mi hijo, asistente médico o la enfermera de práctica avanzada. En adición, acepto que no puedo culpar ni denunciar al Distrito, sus empleados y agentes, de forma conjunta o separada, para daños, lesiones, incluso los honorarios y costos de consultar a un abogado, incurridos o como resultado de la administración o la auto-administración de un medicamento legalmente prescrito cuyo uso está autorizado, a no ser que la denuncia tenga base en la mala conducta, independientemente de si la autorización para la autorregulación de la medicación fue dada por mí, como el padre / guardián del niño, o por el médico de mi hijo, asistente de médico o enfermera registrada de práctica avanzada.

Firma de Padre/ Tutor: _____ Fecha: _____

Firma de Padre/ Tutor: _____ Fecha: _____

II. DEBE SER COMPLETADO POR EL MEDICO LISIENSADO DEL ESTUDIANTE
(Si su hijo/a auto-administra medicamentos para tratar asma, consulte Sección III a continuación)

Diagnóstico: _____ Nombre del Medicamento: _____

Dosis: _____ Ruta de Administración: _____

Tiempo/Circunstancias Cuando la Medicación debe Administrarse: _____

Efectos Secundarios: _____

Fecha de Prescripción: _____ Fecha de Discontinuación: _____

Auto-administración de Epinefrina: ____ Si ____ No El estudiante anteriormente nombrado tiene una alergia potencialmente fatal que requiere la administración inmediata de epinefrina y atención médica inmediata. He determinado que es médicamente necesario que lleve consigo un auto-inyector de epinefrina. Se ha enseñado al estudiante las técnicas de la auto-administración del medicamento antes mencionado y es capaz de administrarlo de manera independiente. El estudiante entiende el propósito que tiene la medicación y su responsabilidad de notificar a un miembro del personal del Distrito y de la oficina de salud justo después de auto-administrar epinefrina.

Autoadministración de Medicamentos Para la Diabetes: ____ Si ____ No. El estudiante anteriormente nombrado tiene diabetes comprobado por diagnosis oficial. He determinado que es médicamente necesario que mi hijo/a posea medicamentos para diabetes, el equipo relacionado y los suministros necesarios para controlar y tratar a su condición diabética conforme con su Plan de Acción para Diabetes El estudiante ha sido instruido en la autoadministración de la medicación enumerada arriba y el uso de sus suministros y equipo de la diabetes y es capaz de hacer esto independientemente El estudiante entiende que debe informar al personal de la escuela si experimenta síntomas anormales.

Me puede contactar llamando el siguiente número de teléfono en caso de emergencia:

 Número de teléfono del médico

 Firma del Medico

 Fecha

 Dirección del médico

 Nombre Escrito del Medico

 Fecha

III. PARA ESTUDIANTES QUE AUTO-ADMINISTRAN MEDICAMENTOS PARA ASMA
DEBE SER COMPLETADO POR EL PADRE / GUARDIAN DEL ESTUDIANTE

Diagnóstico: _____ Nombre del medicamento: _____

Dosis: _____ Ruta de Administración: _____

Tiempo/Circunstancias Cuando la Medicación debe Administrarse: _____

Efectos Secundarios: _____

Fecha de Prescripción: _____ Fecha de Discontinuación: _____

Autoadministración de Medicamento Para el Asma: ____ Si ____ No. Se ha determinado que mi hijo/a tiene asma y se le ha proscrito medicamento para el asma por un profesional de salud calificado. Autorizo a mi hijo/a que sostenga sus medicamentos para el asma y autorizo que auto-administre sus medicaciones según prescrito por su médico. El médico de mi hijo/a ha instruido a mi hijo en la autoadministración de su medicamento y ha indicado que mi hijo es capaz de hacerlo de forma independiente. Mi hijo/a comprende la necesidad del medicamento y la necesidad de informar al personal escolar sobre los efectos secundarios inusuales. He proporcionado a la escuela un suministro adicional de su medicamento con una etiqueta de su receta para su uso en el caso de que él / ella se olvida de llevar su medicación para el asma a la escuela en un día en particular.

Firma de Padre/ Tutor: _____ Fecha: _____

Firma de Padre/ Tutor: _____ Fecha: _____

5.30 – Guidance & Counseling

(Updated: November 2009)

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

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

5.40 – Safety Drill Procedures and Conduct

(Updated: May 2019)

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Students shall not go to their vehicles during any drill or emergency.

5.50 – Communicable Disease

(Updated: November 2009)

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

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

5.60 – Head Lice

(Updated: November 2016)

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Chapter 6 – Discipline and Conduct

Here you will find general student conduct requirements, student dress codes and cafeteria rules. Also included are new State mandated notifications on bullying and bullying prevention.

- [6.10 – General Building Conduct](#)
- [6.20 – School Dress Code - Student Appearance & Student IDs](#)
- [6.30 – Student Behavior](#)
- [6.30 E1 – Short Term Out-of-School Suspension \(1-3 Days\) Reporting Form](#)
- [6.30 E2 – Long Term Out-of School Suspension \(4-10 Days\) Reporting Form](#)
- [6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment](#)
- [6.45 – Sexual Harassment & Teen Dating Violence Prohibited](#)
- [6.50 – Cafeteria Rules \[HS-Closed Lunch\]](#)
- [6.60 – Field Trips](#)
- [6.70 – Access to Student Social Networking Passwords & Websites](#)
- [6.70 E1 – Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting](#)
- [6.80 – Student Use of Electronic Devices](#)

6.10 – General Building Conduct

(Updated: November 2009)

General Building Conduct¹

Students will wait in their designated areas for breakfast until 7:50 am. Students may not be in the halls prior to 7:50 am. Students will be released to their lockers at 7:50 a.m. and classes begin at 8:00 a.m.. Students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students must wear IDs at all times and present them to all staff upon request..
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property..
- Skateboards, roller skates, and hoverboards are not permitted at school.
- Laser pointers, explosives, chemical irritants, water guns, play guns, and/or real guns are not permitted at school.
- Students are forbidden to sell candy, other food items, or jewelry and the like without authorization from a recognized club or organization and approval from the coordinator of student activities
- No personal electronic device (phones, MP3 players, radios, tape players, CD players, cameras) usage is permitted inside the classroom without permission from the teacher. When listening to devices, one ear must remain free from the device to hear for the purpose of emergency notifications.

The following applies to Outlook Academy:

- Any violation of the disciplinary policy is serious and may result in expulsion. Any violation may be addressed by the South Suburban College administration or Police to determine if the severity of the behavior warrants a ban from the college campus. The college may choose to ban a student from the college campus for a period of one or two years depending on the severity of the offence. Once the college has issued discipline district 205 must support the college's decision. If the student has not yet surpassed their graduation year they will be remanded back to their home school to complete their fourth year. If a student is removed from the campus and has passed their 4 years of high school they will be permitted to return to the program only after their ban from the campus has ended.

6.20 – School Dress Code - Student Appearance & Student IDs

(Updated: November 2009)

School Dress Code & Student Appearance¹

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school

environment. If a student's appearance violates any of the above rules or disrupts the educational process, he/she will be subject to disciplinary action decided upon by the appropriate administrator.

- Dress must be consistent with good health and safety standards.
- Dress must reflect propriety; a decent coverage of the body is expected. Clothing and conduct which provoke disruption (short skirts and shorts, halter tops, tank tops, or other revealing clothing) are not permitted. Shorts will be considered appropriate dress when the length is at least mid-thigh. Shorter lengths will be considered a violation of the policy statement. Bicycle shorts are not acceptable.
- Any insignia, style or ornament which identifies an organization dedicated to the mistreatment of a minority, religious or racial group, lgbt, secret society, a fraternity or sorority will be banned. Obscene language or any reference to drugs, alcohol, or gang affiliation may not be written on clothing or on the body.
- Dress must reflect appropriateness as to time and place; for example, feet must be protectively covered. Clothing and footwear must not have ornamentation that will/may damage furniture or floors or create a safety hazard to the student or to other students. No flip-flops or slides without a protective heel strap are to be worn.
- The wearing of coats, hats, head scarves, sweat bands, visors, hair rollers, sunglasses and plastic caps is not permitted in the school building. Head coverings and coats worn during school time may be taken by teachers, deans, counselors, or administrators. School personnel are not responsible for loss of student head coverings or coats. Head coverings and coats taken by school personnel may be picked up from the School Administrator in charge of discipline.
- Wearing apparel or the displays of symbols which identify any secret society, fraternity or sorority are not allowed.

All students will be issued identification cards at registration time. This card must be worn on an appropriate lanyard around the neck and be visible at all times to enter classrooms, the student cafeteria, walk in hallways, board a bus, enter a dance, buy a student ticket at an athletic event, check out a library book, get a tardy pass, etc. In short, a student must display his ID card at all times while he is in school. Any faculty member or security guard may request to see a student's identification at any time. If a student does not have an ID card or refuses to show it to an authorized person, the student may be suspended. Any student who loses, defaces or mutilates the ID card must purchase a new one for a replacement cost of \$5.00. Any student who forgets his ID on any given day may purchase a temporary ID for \$1.00. This may be used for the date of purchase only and must be visible and affixed to the upper left chest area. Abuse of the Temporary ID Policy is subject to further disciplinary action.

6.30 – Student Behavior

(Updated: November 2019)

Student Behavior[1](#)

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a

student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

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

Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

(3) Chemical irritants and bomb/Improvised explosive devices or any other object if used or attempted to be used may cause bodily harm, including "look alikes".

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

Gang & Gang Activity Prohibited

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

protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

The following applies to Outlook Academy:

Any violation of the disciplinary policy is serious and may result in expulsion. Any violation may be addressed by the South Suburban College administration or Police to determine if the severity of the behavior warrants a ban from the college campus. The college may choose to ban a student from the college campus for a period of one or two years depending on the severity of the offence. Once the college has issued discipline district 205 must support the college's decision. If the student has not yet surpassed their graduation year they will be remanded back to their home school to complete their fourth year. If a student is removed from the campus and has passed their 4 years of high school they will be permitted to return to the program only after their ban from the campus has ended.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohib*

6.30 E1 – Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student: _____

Incident Date: _____

Student handbook rules and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rational for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

1. **Your child's continued presence at school poses a threat to school safety.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

2. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the superintendent).

Building Dean _____

Date: _____

6.30 E2 – Long Term Out-of School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Student _____

Incident Date _____

Student handbook rules and/or board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rational for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

1. **Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

2. **Your child's continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (List explanation below.)

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student's behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: (Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the Superintendent).

Building Dean _____

Date _____

6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment

(Updated: September 2021)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, 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 characteristic is prohibited in each of the following situations:

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

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 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 or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes 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.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

- (i) are adapted to the particular needs of the school and community,
- (ii) contribute to maintaining school safety,
- (iii) protect the integrity of a positive and productive learning climate,
- (iv) teach students the personal and interpersonal skills they will need to be successful in school and society,
- v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

7:180

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the

First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Procedures for reporting and investigating bullying

It is the responsibility of the school administration and designees to make clear to students and staff that bullying or harassment in the school building, on school grounds, on the bus or school sanctioned transportation or at school sponsored functions will not be tolerated. School principals or their designees shall be responsible for the implementation of bullying prevention and intervention procedures, including investigating all charges of bullying, cyberbullying and/or retaliation.

Violations of school and/or district policy and procedures will be addressed in conformance with existing disciplinary policies. In addition, all reporting, investigations and responses shall be consistent with local, state and federal law regarding anti-discrimination and the protection of civil and human rights.

Reporting Bullying or Retaliation

A school or district staff member is required to report immediately to the administration or designee any instance of bullying or retaliation that the staff member becomes aware of or witnesses. The requirement to report to the administrator or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

At the beginning of each school year, the school or district will provide the school community including administrators, staff, students and parents/guardians, written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the administrator or designee, will be incorporated into the Thornton Township High Schools Parent and Student Handbooks and posted on the Thornton Township High School District 205 website.

Reporting by Staff

Any staff member that encounters an interaction that may be construed as bullying will first be asked to try to address the incident between the target(s)/victim(s) and aggressor(s)/perpetrator(s). The staff member will then report the incident immediately to the administrator or designee so the investigation process may begin. This initial report should ideally include:

- Date, time and location of the incident,
- Individuals involved and their roles (e.g. target/victim, aggressor/perpetrator, bystander/witnesses),
- Details of the incident,
- Information about if/how the incident is part of a pattern of bullying, harassment or retaliation (e.g. prior documented incidents), and
- Any actions taken by staff to defuse the situation.

The report that is made immediately may be provided orally, by email or via a written note. The initial report must be documented in writing using the Incident Reporting Form within 72 hours of the initial report of the incident. A copy of the incident reporting form will be made available to the school community in both digital and pdf format

Reporting by Students, Parents/Guardians and Others

The school or district expects students, parents or guardians and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the administration or designee. This may be done by telephone/cell-phone, text, face-to-face, by email, in writing, or anonymously using the digital reporting form. Students, parents/guardians and others are not required to complete the Bullying Prevention and Intervention Reporting Form; however, if they wish to remain anonymous this is the means to do that. If an oral report of a bullying incident is made to the administrator or designee, he/she will complete a Bullying Prevention and Intervention Reporting Form to document in writing the allegation. A Bullying Prevention and Intervention Reporting Form may also be completed by the administrator or designee to complement written reports of bullying by a student, parent/guardian or others in those instances where additional data is secured to substantiate or complete the allegation. This form may also be completed by school staff to complete the incident file.

Students, parents or guardians and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, and private ways to report and discuss an incident of bullying with a staff member or with the principal or designee.

Anonymous reporting will be managed at the school or district level. Students, parents/guardians and others will be able to make anonymous bullying reports by telephone/cell-phone, text, by mail and through the Thornton Township High School Bullying reporting form available on the District 205 website. Anonymous reports should include at least the following information:

- Date, time and location of the incident,
- Individuals involved and their roles (e.g. target/victim, aggressor/perpetrator, bystander/witnesses),
- Details of the incident,
- Any knowledge of prior incidents that were reported or not and
- The relationship of the reporter to the incident (e.g. witnessed firsthand, third party report, etc.).

Upon receipt of an anonymous report, the school/district will initiate a preliminary investigation. If the anonymous allegation is deemed to have potential merit, a Bullying Prevention and Intervention Reporting Form will be completed by the investigating staff member and the investigation process at the school level will proceed.

No disciplinary action will be taken against an alleged aggressor/perpetrator solely on the basis of an anonymous report.

Responding to a Report of Bullying or Retaliation

1. Safety

Before fully investigating the allegations of bullying or retaliation, the administrator and/or a team designated by him/her will take steps to assess the need to restore a sense of safety to the alleged target/victim and/or to protect the alleged target/victim from possible further incidents. Responses to promote safety will include notifying parents/guardians that a report of bullying has been received and may include, but not be limited to:

- Creating a personal Intervention/Safety Plan,
- Pre-determining seating arrangements for the target/victim and/or the aggressor/perpetrator in the classroom, at lunch or on the bus,
- Identifying a staff member who will act as a “safe person” for the target/victim, and/or
- Altering the aggressor’s/perpetrator’s schedule and access to the target/victim

This is not an exhaustive list. The creation of safe environments for targets/victims will be considered for each individual person and incident.

The administrator or designee will take additional steps to promote safety during the course of and after the investigation as necessary. The administrator or designee will implement appropriate strategies to protect any student who (a) reports bullying or retaliation, (b) witnesses bullying or retaliation, (c) provides information during an investigation of allegations of bullying or retaliation or (d) has reliable information about an alleged act of bullying or retaliation from further acts of bullying or retaliation.

Strategies that may be used to create a safer environment for the reporters, target(s)/victim(s) and/or aggressor(s)/perpetrator(s) include but are not limited to:

- Increasing adult supervision at times and /or in locations where bullying is known to have occurred or is likely to occur,
- Temporarily and/or permanently changing the target(s)/victim(s) and/or aggressor(s)/perpetrator(s) class schedule and/or seating arrangements to reduce opportunities for retaliation, and/or
- Allowing student unfettered access to dean, counselor, social worker or other trusted adult.

Obligation to Notify Others

The administrator or designee has the primary responsibility to notify the following constituencies when bullying or retaliation has occurred. A copy of all written or electronic communication with these constituencies that are included in the Bullying Prevention and Intervention Reporting Form must be made available to administration so the district administration is appropriately informed and can assist with a response as needed:

- a. Notice to Parents or Guardians - Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target(s)/victim(s) and the aggressor(s)/perpetrator(s) (or the aggressor(s)/perpetrator(s) if he/she/they is/are school staff) by telephone/cell-phone and/or email when appropriate of this and of the procedures for responding to it.
- b. Notice to Law Enforcement - At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor/perpetrator, the principal or designee has the right to notify the local law enforcement agency. In making this determination, the principal or designee will, consistent with the Bullying Prevention and Intervention Plan and with applicable school or district policies and procedures, consult with the supervisor of school resource officers and other individuals the principal or designee deems appropriate.

C. Investigation

The administrator or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the aggressor(s)/perpetrator(s) or target(s)/victim(s) involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians and others as necessary. The administrator or designee (or whoever is conducting the investigation) will remind the alleged aggressor(s)/perpetrator(s), victim(s)/targets and witnesses that retaliation is

strictly prohibited and will result in disciplinary action. If the alleged aggressor(s)/perpetrator(s) is/are a staff member, he/she/they will have the right to request union representation during the investigation phase.

Interviews may be conducted by the administrator or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Upon receipt of an anonymous report, the school or district administrators will initiate a preliminary investigation. If the anonymous allegation is deemed to have potential merit, an Incident Reporting Form will be completed by the investigating staff member and the investigation process at the school level will proceed.

Determinations

The administrator or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the administrator or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target/victim is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

- Determine what remedial action is required, if any and
- Determine what responsive actions and/or disciplinary action is necessary

Depending upon the circumstances, the administrator or designee may choose to consult with the target(s)/victim(s) or perpetrator(s)/aggressor(s) teacher(s) and/or school counselor and the target's/victim's or aggressor's/perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The administrator or designee will promptly notify the parents or guardians of the target(s)/victim(s) and the aggressor(s)/perpetrator(s) or the aggressor(s)/perpetrator(s) if he/she/they is/are school staff about the results of the investigation and, if bullying or retaliation is found, communicate what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations.

Because of the legal requirements regarding the confidentiality of student records, the administrator or designee cannot report specific information to the target's/victim's

parent or guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target/victim must be aware of in order to report violations.

Responses to Bullying

The creation of school environments where every student feels a sense of belonging is integral to student success. To this end, the Lowell Public Schools will modify or institute procedures by grade level as necessary to provide a safe environment at all times of the school day including non-classroom times such as lunch, bus rides, recess, and after-school and other out-of-school time, particularly for students who have been targets/victims of substantiated allegations of bullying/cyberbullying/retaliation, as well as aggressors/perpetrators of said actions as needed to restore a safe and supportive learning environment for all students .

1. Teaching Appropriate Behavior through Skills-Building and Interventions

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula,
- Providing relevant educational activities for individual students or groups of students or school staff, in consultation with guidance counselors and other appropriate school personnel,
- Implementing a range of academic and nonacademic positive behavioral supports to help students and school staff understand pro-social ways to achieve their goals,
- Meeting with parents/guardians/school staff to engage parental support and to reinforce the anti- bullying curricula and social skills building activities at home,
- Adopting behavioral plans or contract to include a focus on developing specific social skills, and/or
- Making a referral for any further evaluations as appropriate

If a student who is found to be the target/victim or aggressor/perpetrator in a substantiated bullying incident has an Individualized Educational Plan (IEP) and the cause of the incident is related to his/her disability, then the provision of skill building training shall be integrated into that student's IEP.

2. Taking Disciplinary Action

If the administrator or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the target(s)/victim(s) and aggressor(s)/perpetrator(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Parent and

Student Handbooks. If the aggressor(s)/ perpetrator(s) is/are school staff, disciplinary action, if any, may include but is not limited to disciplinary action that is permissible by Thornton Township High Schools District 205 Policy, State and Federal Laws and Regulations, Case Law, including but not limited to Administrative Hearings and/or Union Contracts/Agreements.

Discipline procedures for aggressor(s)/perpetrator(s) with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), in cooperation with state laws regarding student discipline.

Discipline, the need to identify constructive limits and controls in order to develop positive behaviors in all students, is an essential ingredient in every student's total learning experience. The goal of discipline is to help students and school staff develop wise decision-making skills so that they may learn to make responsible choices in their interactions with others. Progressive discipline strategies are used by the teachers and administrators of the Thornton High School District 205 and may include any one of the following strategies and/or combination of the following discipline strategies:

- Counseling that starts at the classroom level between teacher and aggressor(s)/ perpetrator(s), and if not productive, proceeds to the social worker, guidance counselor or principal and/or the assistant principal,
- Detention (office, after-school and/or weekend),
- Assignment to a Behavior Modification/ Reset if available at the school,
- Suspension from school that may be imposed by the administration or designee in accordance with district policy,
- Assignment to an alternative program that may be recommended by the board of education

3. Promoting Safety for the Target(s)/Victim(s) and Others

Upon the completion of the investigation, the administrator or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's/victim's sense of safety and the sense of safety for others as well.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administrator or designee will contact the target(s)/victim(s) to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the administrator or designee will work with appropriate school staff to implement them immediately.

4. Confidentiality

Thornton Township High School District 205 recognizes that both the alleged target(s)/victim(s) and alleged aggressor(s)/perpetrator(s) have strong interest in maintaining the confidentiality of an allegation and related information. The privacy of the alleged target(s)/victim(s), alleged aggressor(s)/perpetrator(s) and all witnesses will

be respected and maintained consistent with legal obligations to investigate, to take appropriate action and to comply with the Bullying Prevention and Intervention Plan.

Our policy evaluation process will include the following:

- Powerschool log entries
- Ongoing Professional development regarding bullying prevention and intervention
- Third party data review and program accountability
- Restorative Justice Plan
- Aces/Resilience training
- Illinois Youth Survey

6.45 – Sexual Harassment & Teen Dating Violence Prohibited

(Updated: September 2021)

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Complaint Managers:

Name	Location
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Patricia Malapsy-Fortier	Outlook Academy
Steven Valant	Outlook Academy
Tyran Cox-Bey	Peace
Hanifah Ross	Peace
Thomas Walsh	Thornwood
Camilla Covington	Thornwood
Benjamin Blakely	Thornton
Todd Hall	Thornton
William Brown	Thornridge
Carol Friedl	Thornridge

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

6.50 – Cafeteria Rules [HS-Closed Lunch]

(Updated: November 2009)

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the

machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.

- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

6.60 – Field Trips

(Updated: November 2009)

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

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

6.70 – Access to Student Social Networking Passwords & Websites

(Updated: February 2016)

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be

required to share the content that is reported in order to allow school officials to make a factual determination.

6.70 E1 – Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

(Updated: February 2016)

Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting¹

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

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

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

Please contact the school if you have any questions.

Sincerely,

Building Administration Team

6.80 – Student Use of Electronic Devices (personal devices)

(Updated: August 2026)

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), digital or smart glasses (including internet-connected eyewear capable of capturing photographs,

video, or audio), iPod®, iPad®, AirPods®, laptop computer, tablet computer, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting); and (4) using digital glasses or any other wearable, hidden, or discreet recording technology to photograph, record, or livestream other students, teachers, staff, or individuals without their knowledge or consent, in violation of the district's privacy policy. Students found in possession of digital glasses or similar devices being used to covertly capture images or recordings of others on school property or at school events are subject to disciplinary action, and the device may be confiscated pending investigation.

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website, or involving a recording device, that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

See 6.30 Student Behaviors & 6.70 Access to Student Social Networking Passwords and Websites

Chapter 7 – Internet, Technology & Publications

This chapter includes a model acceptable use policy and Internet acceptable use sign-off. Also included is a policy on school-sponsored and non-school-sponsored publications and websites.

- [7.10 – Internet Acceptable Use](#)
- [7.20 – Guidelines of Student Distribution of Non-School Publications](#)
- [7.25 – Guidelines for School-Sponsored Publications, Productions and Websites \[HS\]](#)
- [7.40 Annual Notice to Parents about Educational Technology](#)

7.10 – Internet Acceptable Use

(Updated: October 2020)

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, 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 Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. 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 District 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 Superintendent or designee.

The Superintendent 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 Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

7.20 – Guidelines of Student Distribution of Non-School Publications

(Updated: November 2015)

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
 2. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 4. Is reasonably viewed as promoting illegal drug use; or
 5. Is primarily prepared by non-students and distributed in elementary and/or middle schools.¹
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

7.25 – Guidelines for School-Sponsored Publications, Productions and Websites [HS]

(New: November 2016)

Guidelines for School-Sponsored Publications, Productions and Websites [HS]¹

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

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

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

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

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

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

7.40 Annual Notice to Parents about Educational Technology

(Updated: July 2020)

Footnote^{[1](#)}

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

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

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

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

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

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

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

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

Chapter 8 – Search and Seizure

Here you will find a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

- [8.10 – Search and Seizure](#)

8.10 – Search and Seizure

(Updated: November 2019)

Search and Seizure [1](#)

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

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students Searches

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

will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9 – Extracurricular and Athletic Activities

- [9.10 – Extracurricular Athletic Activities Code of Conduct](#)
- [9.20 – Attendance at School-Sponsored Dances](#)
- [9.30 – Student Athlete Concussions and Head Injuries](#)

9.10 – Extracurricular Athletic Activities Code of Conduct

(Updated: November 2016)

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

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."²
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.³
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;⁴ and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 2.0 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular or Athletic Activity

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

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

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

Travel

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

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

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

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

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;

5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

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

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.

2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.

- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
2. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Programs

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

9.20 – Attendance at School-Sponsored Dances

(Updated: November 2016)

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as _____.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.30 – Student Athlete Concussions and Head Injuries

(Updated: February 2016)

It is the Board of Education's goal to ensure that students participating in interscholastic athletic activities who sustain or may have sustained concussions are identified, removed from play, properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

Definitions

A. Coach means any volunteer or employee of a youth sports league who is responsible for organizing and supervising players and teaching them or training them in the fundamental skills of extracurricular athletic activities provided by the youth sports league. "Coach" refers to both head coaches and assistant coaches.

B. Concussion means a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns and which may or may not involve a loss of consciousness.

C. Interscholastic athletic activity means any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be interscholastic activities. Interscholastic athletic activities include practice and competition.

D. The definitions of game official, "licensed healthcare professional" and "nurse" are those set forth in Section 5/22-80 of the Illinois School Code (105 ILCS 5/22-80).

Concussion Program

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:

- a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
- b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
- c. Annually, a student and his/her parent(s)/guardian(s) shall be provided with a copy of the IHSA's Sports Medicine Acknowledgement and Consent Form. Students shall be prohibited from participating in interscholastic athletic activities for a school year until the Acknowledgment and Consent Form is signed by the student and his/her parent(s)/guardian(s). A copy of the executed form shall be maintained by the District.
- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all of the following statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team:
 - i. The student has been evaluated by a treating physician (chosen by the student or his/her parent(s)/guardian(s)) or an athletic trainer working under the supervision of a physician;
 - ii. The student has successfully completed each requirement of the return-to-play protocol;
 - iii. The student has successfully completed each requirement of the return-to learn protocol;
 - iv. The treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in their professional judgment, it is safe for the student to return to play and return to learn; and
 - v. The student and the student's parent(s)/guardian(s): Have acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play; Have provided the treating physician's or athletic trainer's written statement to the individual(s) responsible for compliance with the return-to-play and return-to-learn protocols. Have signed the

IHSA Post-concussion Consent Form. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. The return-to-learn and return-to-play protocols should be implemented whether or not the concussion occurred while the student was participating in an interscholastic athletic activity.

f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. The school specific emergency action plan shall be created, reviewed, approved, distributed and posted consistent with the statutory requirements regarding emergency action plans.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.

4. Require all student athletes to view the IHSA video about concussions.

5. Inform student athletes and their parent(s)/guardian(s) about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

Chapter 10 – Special Education

This chapter contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities.

- [10.10 – Education of Children with Disabilities](#)
- [10.20 – Discipline of Students with Disabilities](#)
- [10.30 – Exemption From PE Requirement](#)
- [10.40 – Certificate of High School Completion \[HS\]](#)
- [10.50 – Access to Classroom for Special Education Observation or Evaluation](#)
- [10.60 Related Service Logs](#)

10.10 – Education of Children with Disabilities

(Updated: May 2019)

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the

student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact your building Principal or SPED coordinator.

10.20 – Discipline of Students with Disabilities

(Updated: February 2016)

Behavioral Interventions

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

Discipline of Special Education Students

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

10.30 – Exemption From PE Requirement

(Updated: January 2015)

Exemption From PE Requirement¹

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

10.50 – Access to Classroom for Special Education Observation or Evaluation

(Updated: February 2012)

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

For further information, please contact the building principal.

10.60 Related Service Logs

Related Service Logs¹

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

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

¹ For children with an IEP, a school district must provide the parent/guardian information on related service logs within 20 school days from the beginning of the school year or upon establishment of an IEP. This information may be placed in the student handbook or provided to parents on an individualized basis.

Chapter 11 – Student Records & Privacy

Policies in this chapter include State and federal student record and privacy notifications. Also included is a policy for schools that collect student biometric information.

- [11.10 – Student Privacy Protections](#)
- [11.20 – Student Records](#)
- [11.30 – Student Biometric Information](#)
- [11.40 - Military Recruiters & Institutions of Higher Learning](#)

11.10 – Student Privacy Protections

(Updated: August 2017)

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

11.20 – Student Records

(Updated: May 2018)

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an

opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Name

- Address

- Grade level

- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors

- Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study

- Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²**

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

11.30 – Student Biometric Information

(Updated: February 2013)

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

11.40 – Military Recruiters & Institutions of Higher Learning

(Updated: February 2009)

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12 – Parental Right Notifications

This chapter includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

- 12.10 – Teacher Qualifications – Removed May 2018 – See MSH 12.130
- [12.20 – Standardized Testing](#)
- [12.30 – Homeless Child's Right to Education](#)
- [12.40 – Sex Education Instruction](#)
- [12.40 E1 – Notice to Parents on Sex Education Instruction](#)
- [12.60 – English Learners](#)
- [12.70 – School Visitation Rights](#)
- [12.80 – Pesticide Application Notice](#)
- [12.90 – Mandated Reporter](#)
- [12.100 – Unsafe School – Transfer](#)
- [12.105 – Student Privacy](#)
- [12.110 – Sex Offender Notification Law](#)
- [12.120 – Violent Offender Community Notification](#)
- [12.130 – Parent Notices Required by the Every Student Succeeds Act](#)

12.10 – Teacher Qualifications

(Updated: November 2016)

Teacher Qualifications¹

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; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.
-

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

12.20 – Standardized Testing

(Updated: May 2018)

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:¹

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

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

12.30 – Homeless Child's Right to Education

(Updated: November 2009)

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

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

Assistance and support for homeless families includes:

Educational organizations and schools; Food bank and meal programs; Local service organizations (Goodwill, Salvation Army, etc.); Family shelters; Medical services; and other supports.

12.40 – Family Life & Sex Education Classes

(Updated: May 2018)

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.¹

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

12.40 E1 – Exhibit – Notice to Parents on Sex Education Instruction

(Updated: May 2018)

Date

Class and Time

Teacher

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction be developmentally and age appropriate, evidence-based, medically accurate and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver

Request According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS

Instruction on diseases

Recognizing and avoiding sexual abuse

Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student (please print)_____

Parent/Guardian (please print)_____

Parent/Guardian Signature Date_____

12.60 – English Learners

(Updated: November 2016)

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

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

For questions related to this program or to express input in the school's English Learners program, contact the English Learner Coordinator at each building.

12.70 – School Visitation Rights

(Updated: November 2019)

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

12.80 – Pesticide Application Notice

(Updated: February 2010)

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's building administration team.

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

12.90 – Mandated Reporter

(Updated: November 2009)

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

12.100 – Unsafe School Choice Option

(Updated: May 2018)

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

12.105 – Student Privacy

(New – May 2018)

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

¹In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal information; and (3) The administration of any nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

12.110 – Sex Offender Notification Law

(Updated: November 2009)

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

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

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

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

A violation of this law is a Class 4 felony.

12.120 – Sex Offender & Violent Offender Community Notification Laws

(Updated: May 2019)

Date:

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,

www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

12.130 – Parent Notices Required by the Every Student Succeeds Act

(New: May 2018)

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20

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

III. Annual Report Card

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

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

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

2024 – 2025 Bell Schedule

Period	Time	Duration
1	8:00 - 8:50 a.m.	50
2	8:55 - 9:50 a.m.	55
3	9:55 - 10:45 a.m.	50
4	10:50 - 11:20 a.m.	30
5	11:25 - 11:40 a.m.	15
6	11:45 a.m. - 12:15 p.m.	30
7	12:20 - 12:35 p.m.	15
8	12:40 - 1:10 p.m.	30
9	1:15 - 1:30 p.m.	15
10	1:35 - 2:05 p.m.	30
11	2:10 - 3:00 p.m.	50
CP	3:05 - 3:25 p.m.	20