

Student / Parent Handbook

2026-2027



Sandridge Elementary School 172

2950 Glenwood-Dyer Road

Lynwood, IL 60411

<https://www.sandridgesd172.net>

Board of Education

Ms. Sonja Jenkins-Brown, President
Dr. Stacey McJunkins, Vice President
Mrs. Grace Snelling, Secretary
Ms. Janell Krueger, Member
Mr. David Logan
Ms. Kimberly Newton, Member
Mr. Jeff Walker, Member

District Administration

Dr. Kim Nalls, Superintendent
Mr. Joseph Kosina, Associate Superintendent
Mr. David Hook, Director of Student Support Services
Ms. LaKeisha Young, Director of Curriculum of Instruction and MTSS
Mrs. Charlotte White, Business Manager
Mr. Roosevelt Louissaint, Director of Technology
Mr. Clyde Hayes, Director of Buildings and Grounds

School Administration

Ms. Kalea Polk, Principal
Mr. Alfonzo Pearson, Assistant Principal

Table of Contents -

Parents/Visitors/Volunteers-	4
Academics-	5-8
Special Education-	8-9
School Fees-	9-10
Attendance-	10-14
School Breakfast and Lunch Program-	14-15
Student Records -	16-18
Health Information-	19-31
General Building Conduct-	31-35
Emergency Procedures-	35-37
Equal Education Opportunity/Non-Discrimination/Harassment-	37-41
Bus Transportation-	42-44
Field Trips-	44
Student Appearance-	44-47
Electronic Devices-	47-49
Student Safety-	49-50
Homeless Students-	50-51
Internet, Technology, and Publications-	52-58
Extra Curricular Activities-	58-63
8th Grade Activities-	63-64
Rules and Standards of Student Conduct-	64-77
Student and Parent Acknowledgement Page-	78

Vision Statement -

To provide every student with the tools and skills needed to become lifelong learners and productive members of society.

Mission Statement -

Sandridge SD 172 is committed to providing a Competitive Learning Environment that empowers each scholar to Achieve by Responding to an ever-changing world.

Beliefs -

Community

- Parents and Community members are partners.
- The key to achieving success is rooted in a strong connection between school, family, and community.

Learning and Excellence

- All students can achieve at high levels given the right environment, resources, and support.
- Learning should be student-centered, engaging, and hands-on.

Accountability

- Utilizing data to inform best instructional practices.
- Student accountability, academic growth, and character building.
- Fiscal responsibility, transparency, and accountability to all stakeholders.

Respect

- A safe, secure, and positive learning environment is essential to social, emotional, and academic success.
- That all stakeholders will be treated with dignity, courtesy, and respect.

This handbook is a summary of the District'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:

<https://www.sandridgesd172.net/> under Quick links, then click on Board Policies.

Parents/Visitors/Volunteers -

1. All visitors are expected to stop at the main office first and sign in
2. All volunteers need to present a valid state ID to scan for background checks
3. Parents who want to volunteer and who will be working directly with students will undergo a fingerprint-based criminal background check before working with District students.
4. Other volunteers are subject to screening and/or background checks as determined by the District to be reasonably necessary.

Parent Visits -

1. All parents/guardians must make an appointment to meet with a teacher no less than 24 hours before the desired meeting time to accommodate each teacher's schedule.
2. When meetings take place between parents and staff members, it is the expectation that all participants will conduct themselves calmly and professionally.
3. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself appropriately will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Academics -

Students and parents can access grades, assignments, attendance, health records, and other school information through Infinite Campus located on our website with a username and password under Parent Portal

<https://ilcloud1.infinitecampus.org/campus/portal/parents/sandridge.jsp>

Student Portal

Students can access their grades through the Student Portal

<https://ilcloud1.infinitecampus.org/campus/sandridge.jsp>

Each student is required to bring school supplies as indicated on their teacher's supply list. This will include at least one set of computer headphones to prevent the spread of lice or another communicable disease. Headphones should have a 3.5-millimeter headphone jack with no Bluetooth capabilities.

Grading Scale -

Kindergarten will be utilizing a Standards-Based Report Card in which students are provided feedback on their progress and performance on their mastery of learning standards.

Kindergarten standards-based grading including (1) Area of Concern, (2) Progressing, and (3) Proficient.

1st grade through 8th grade will utilize the following scale:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below.

Progress Reports -

Progress reports alerts will be posted on Infinite Campus halfway through each quarter.

Report Cards -

First quarter report cards are given to parents/guardians at the time of parent/teacher

conferences. Students will not be allowed to bring home the first quarter report card.

Report cards for the 2nd, 3rd, and 4th quarters will be sent home via email.

Parents/guardians are encouraged to stay in contact with the school and share concerns they may have over their children's academic progress.

Standardized Testing -

Various standardized tests are given to our students at various grade levels, which may or may not be mandated by the State of Illinois.

All 1st - 8th grade students will take the i-Ready Assessment in the fall, winter, and spring.

All 3rd - 8th grade students will take the Illinois Assessment of Readiness (IAR) in the spring.

All 5th and 8th grade students will take the Illinois Science Assessment (ISA) in the spring.

Honor Roll Grades 3-8

Students who achieve a quarterly grade report of all “A”s or “meets all standards”, and are currently working on grade level according to the Benchmark Assessment Screener and I-Ready data, will earn High Honor Roll status. Students who achieve a quarterly grade report of all “A's and B's, or “meets all standards, and are currently working on grade level according to the Benchmark Assessment Screener and i-Ready, will earn honor roll status. Any student earning a grade below "B" or “does not meet all standards” in any course will be eliminated from honor roll consideration. Earning a grade below "B" in any course will be eliminated from honor roll consideration.

Academics, Attendance, and Character Awards -

Students who may not be at grade level, but are working hard to get there may receive the High Expectations Awards.

Academics - Students who are working diligently to be successful. Data shows they are growing as a learner.

Being in Attendance - Students who exhibit good attendance by showing up every day, participating in class, and exhibit an excitement to learn.

Character- Students that are being respectful of other people and property, being respectful of school property, following school rules, displaying good character (responsibility, honesty, good listening, kindness,) and giving back to the school

community.

Most Improved - Teachers will choose at least two students who have really stepped up their game and are working hard to meet goals.

Student of the Month- Students that exemplifies great behavior, attendance and overall growth for a particular month.

Homework -

Each student is expected to follow the 10-minute rule” for completing homework. Take the grade level and multiply it by 10. Students should focus on reading and math each night for homework.

1st grade 10 mins.	5th grade 50 mins.
2nd grade 20 mins.	6th grade 60 mins.
3rd grade 30 mins.	7th grade 70 mins.
4th grade 40 mins.	8th grade 80 mins.

Make-Up Work -

If a student’s absence is excused or if a student is suspended from school, he/she/they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Upon returning to school after an excused absence, the student will make up the work within the same number of days as the absence. For example, if a student is absent for two days, he/she/they have days in which to make up the material. Students are responsible for making up all classroom tests and assignments at the teacher’s discretion.

Retention -

A student may be retained at the discretion of the School Administration after a careful evaluation of the student’s academic performance and attendance record and with the input of involved school personnel.

Instructional Materials -

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.

Special Education -

Any questions regarding Special Education or student services should be directed to Mr. David Hook dhook@sandridgesd172.net.

Section 504/Americans with Disabilities Act -

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based on a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming. In certain circumstances, students in Special Education may be excused from physical education to receive special education support and services.

English Learners -

Parents/guardians of English Language 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 Language Learners program, contact our ELL personnel Mr. Walter Blair wblair@sandridgesd172.net.

School Fees -

All fees are due in full at the time of registration. The State Board of Education has made it possible for students to obtain necessary textbooks and to have workbooks and art supplies provided on a cost basis. The consumable materials fee represents only a portion of the cost of these books and materials. There is a \$125.00 fee per student for the 2026-2027 year. The school establishes fees and charges to fund certain school activities. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee.

Eighth grade fees and arrangements are due November 1st of the current 8th grade school year.

Chromebook repairs fees are below.

Chromebook (Lost/Stolen)	\$250.00
Charger Replacement	\$35.00
Chromebook Bag Replacement	\$25.00
Yondr Pouch Replacement	\$30.00

Check Requirements -

Checks should be made payable to Sandridge School. There is a \$35.00 service fee for all NSF checks. After one NSF check, the school will no longer accept payment by check, and all transactions must be by cash, cashier's check, or money order.

Receipts -

If a fee adjustment is necessary, you will need to produce your original receipt.

Nonrefundable Fees -

Students who are removed from extracurricular activities, including, but not limited to, 8th grade graduation and field trips, will not be eligible for reimbursement of fees already paid and/or earned during fundraising.

A student who is moving out of the district should notify the school office a week before leaving. This will allow time to draw up a transfer form. On the day before the student leaves school, he/she should turn in all books to the teacher, pay any outstanding fees or liens, and check out with the school office. Student records cannot be released to the student or the parent/guardian at the time of transfer unless requested at least 10 business days in advance of the student's last day.

Attendance -

Parents are not allowed to drop off students without coming in to sign them in. There are no exceptions.

Classes begin promptly at 7:45 a.m.

All students are expected to attend regularly and be on time for all classes.

Breakfast service ends at 7:40 a.m. to begin preparation for lunch.

P.A. 102-321 states that an excused absence includes an absence due to “the mental or behavioral health of the student.” Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up for all missed work.

Excused vs Unexcused Absences -

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 safety or health or safety, or other reason as approved by the building principal.

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

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall ensure that the child attends school during the entire time school is in session.

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. The building principal must approve pre-arranged excused absences. 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 708- 895-2450 before 8:00 a.m. to explain the reason for the absence.

- If a call has not been made to the school by 9:00 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.

Early Dismissal -

Students will only be released to the legal parent/guardian or those individuals listed as acceptable by the legal parent/guardian per school records prior to 1:00 p.m. For the safety of our children, there will not be exceptions to this policy. In all cases, photo identification will be required for verification prior to the release of students.

Students who are out of school for a doctor or dentist appointment need a note from the doctor or dentist or tardy/truancy consequences will apply. The student will be considered absent and marked unexcused.

A student who is absent from school after noon is ineligible for lunch (unless their scheduled lunch is after noon and any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made for: 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 discretion of the coach/principal.

A. M. Tardies -

- Tardiness to class is defined as not being physically in the classroom at 7:45 a.m.
- When students are tardy, they must be signed in by an adult/guardian in the main office. Students will be given a tardy pass and sent to class.

The school and administration will take the following steps when a child is consistently tardy: review the attendance of students and contact parent/guardian when a student has excessive tardies, verbal warning, written documentation, parent contact, student/parent contract, home visit, parent meeting with administration, after-school detention, and referral to truancy.

Truancy -

Truancy refers to students who miss more than 1% but less than 5% or more of the prior 180 regular school days without valid cause (a recognized excuse).

Students who miss 5% (9-10 school days) or more of the prior 180 regular school days without valid cause are chronic truants and will be offered support services and resources aimed at correcting the truancy issues.

Chronic Absenteeism-

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

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

- Referral to the truancy office at SCISC4
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline
- Reporting to the Lynwood Police Department
- Reporting to the Department of Children and Family Services

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of IL State law. 105 ILCS5/26-2a states that parents of chronically truant students can face class "C" misdemeanor charges up to 30 days jail/fines for allowing chronic truancy.

Planned Family Vacations -

The goal of Sandridge SD 172 is to ensure that all students achieve academic success and maintain a daily attendance record. To plan family vacations, parents/guardians are encouraged to use the District's calendar. The information can be found on the District's website: <https://www.sandridgesd172.net/>

Absences for family vacations are unexcused. Parents should avoid planning vacations when school is in session. Students who fail to meet their classroom or homework responsibilities without a medical reason or documented family emergency may not receive full class credit or excused time to complete missing assignments.

Release Time for Religious Instruction/Observance -

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

Students excused for religious reasons will be allowed to make up for all missed work, including any examination, study, or work requirement.

The district will excuse a student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student's parent or guardian notifies the school principal in writing that the student is participating in religious fasting. The district will also honor an excuse signed by persons licensed under the Medical Practice Act of 1987.

School Breakfast & Lunch Program -

Breakfast is served every school day from 7:15 a.m. to 7:40 a.m. Lunch is served daily.

Availability of Lunches and Milk

- A hot lunch program is available to students.
- All students can receive a free breakfast and lunch daily.
- Lunch brought from home should have a student's name and grade visible on the outside of the box or bag.
- Parents may not drop off lunches in the main office to deliver to their students. Sandridge employees will not be responsible for delivering

lunches to classrooms.

- Parents CANNOT drop off fast food/cafeinated beverage items for student consumption.
- Students may not receive Uber Eats or food delivery services.
- Students are not allowed to order food and send it to school at lunchtime or after school.
- During the lunch period, students must enter the cafeteria in a quiet and orderly fashion. Once seated, students are to stay in their seats facing forward.
- Students must remain in the cafeteria unless permitted to go elsewhere.
- Food/beverages must NOT be shared at any time due to allergies and spreading of germs.
- Food/beverages cannot be taken out of the cafeteria.
- Students are to stay quiet during the last three minutes of the lunch period to clean and hear directions.
- Students are responsible for maintaining a clean area.
- All food and food containers must be placed into the garbage can. Throwing, tossing, and slamming lunch items into the garbage cans is not allowed.
- Students may not enter instructional areas until the bell rings and are to be absolutely quiet in the hallways to and from lunch.

Students with Food Allergies -

Sandridge Elementary is a peanut free school.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (708-895-2450).

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

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

Student Records -

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.

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.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

1. 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.
2. 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.
3. The right to a copy of any school student record proposed to be destroyed or deleted.
4. 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 concerning school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

5. 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.
6. 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

Disposing of Records -

All student and school records will be disposed of per state-authorized schedules each school year.

Student Privacy Protections Surveys by Third Parties -

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

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

Parents 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. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Student Health -

All required health and immunization forms can be located on our District website. <https://www.sandridgesd172.net/>

Mandated Reporters -

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

Health Needs -

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the principal.

Administration of Medicine -

Taking medication during school hours or school-related activities is prohibited unless it is necessary for a student's health and well-being.

- When a student's licensed health care provider and parent/guardian believe that the student must take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." This form can be obtained from the building principal/school nurse.
- No school or district employee is allowed to administer to any student or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.
- No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.
- Placing candy, food, school supplies, non-labeled medicines, and other items in medical containers is prohibited.

Self-Administration of Medication -

- A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. This form must be updated each school year.

- The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel.
- A student's parent/guardian must agree to indemnify (compensate or reimburse) and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.
- Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a current Diabetes Care Plan on file with the school.
- All medication brought to school, prescription or over the counter, needs to be in its original packaging.
- All medication needs to be accompanied by a medication administration authorization form signed by parent/guardian and complete with prescription information and/or type of medication, dosage, and frequency. This form must be current each school year.

** Prescription medication needs to be brought in original packaging with prescription information on it (Name of person to use medication, name of drug, dosage, and frequency, ordering MD, date of RX, quantity). * *

Prescription medication will not be accepted if not in its original package with RX information attached. This is an important measure to protect all students from medication mishandling and or confusion.

- All appropriate medication authorizations need to be signed by parent/guardian and physician before medications will be administered at school.
- Medications should be brought in by a parent or guardian and not carried/brought in by a student.
- To make arrangements please call the nurse's office.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, purse, bookbag, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. Any unused medication unclaimed by the parent will be destroyed by school personnel

when a prescription is no longer to be administered or at the end of a school year.

- The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.
- This log will be maintained along with the physician's written request and the parent's written release. At the end of the treatment regime, or the end of the school year, the student's parent(s) or guardian will be responsible for removing from the school any unused medication.
- If the parent(s) or guardian does not pick up the medication by the end of the school year, the certified school nurse or registered nurse will dispose of the medication(s) and document that it was discarded.

Injury and Illness -

If a student suffers an injury or accident at school, he/she should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures.

1. A student who becomes sick during the day at school should ask for permission from the teacher to go to the nurse's office and receive a signed nurse's pass.
2. The nurse/office will determine whether or not the student should remain in school or needs to go home.
3. No student will be released from school without proper parental permission. A working number must be on file. If we are unable to reach a parent/guardian, we will contact those on the emergency list.

Emergency Medical Authorization -

All students must have a current Emergency Medical Authorization Form completed and signed by his/her parent/guardian. Such a form is also required to participate in any field trip or school-related activity off school grounds. This form is located on the District website.

Failure to return the completed form to the school may jeopardize a student's educational program until the form is returned and completed with correct signatures.

Accident Insurance -

Twenty-four-hour coverage is available at a minimum cost. Contact the school district office for information.

Sending Children to School When They Are Ill -

If a parent knowingly sends a student to school sick, the parent must return to pick up the student. To reduce the spread of germs that cause flu, colds, etc. in the classrooms as well as in the building, please use the following as guidelines:

1. If your child is running a temperature or a fever of 100 degrees or greater, the child should remain at home and not return to school until he/she has been without a fever for 24 hours **without** the use of any medications such as Tylenol, Advil/Motrin, etc.
2. If your child appears sleepy and without energy because he/she is not feeling well.
3. If your child vomits two or more times in the past 24 hours he/she should stay home until there is no vomiting for 24 hours in a row.
4. If your child has had three or more watery or loose stools in the past 24 hours, he/she should stay home with no watery stools for 24 hours in a row.

Sending children to school when they are not well not only risks prolonging the child's illness but also increases the chances of other students/staff becoming ill.

Your cooperation is greatly appreciated. Please feel free to contact our health office if you have any questions regarding this matter. The number is 708-895-2450.

Required Health Examinations and Immunizations -

All required health and immunization forms are located on our District website. For the health and well-being of all children, Sandridge School District 172 enforces Illinois student health requirements. These requirements consist of health, dental, and eye exams and immunizations specific to grade and age.

Communicable Diseases -

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 and or head lice.
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.

Health exams are required for students entering preschool, kindergarten, and sixth grade, and those who are new to the school.

The *Certificate of Child Health Examination Form* is available at https://www.isbe.net/Documents/health_exam_form_sp.pdf and in the school office.

The exam form completed and signed by a licensed healthcare provider, must be dated within one year before the first day of school and must include lead screening for children who are six years or younger and diabetes screening for all children. A tuberculosis (TB) skin test is recommended. The Health History section of the form must be completed and signed by the parent/guardian.

According to Sandridge School Board Policy, students who do not provide proof of receiving the required immunization and/or exam are excluded from school by October 15th of the current school year. Students will need to provide proof of required health exams and immunizations at registration. Students who do not provide the required documentation will be excluded starting the 1st day of enrollment. Exceptions will be applied as required by law for homeless students.

Students new to Illinois schools, who register by midterm, are allowed **30** days following registration to comply with the health requirements. If a medical reason

prevents a student from receiving a required immunization by the deadline, the student must present by the 10th day of enrollment, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and medical reasons must be signed by the appropriate medical professional.

Immunizations -

Each student should have the immunizations required by law or have an authorized waiver. Unless given a waiver, students must have received those immunizations against preventable communicable diseases as required by the rules and regulations of the Illinois Department of Public Health.

If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and per State law. Any questions about immunizations or waivers should be directed to the office of the school principal.

Examination Requirements (physical requirements due upon enrollment) -

Physical exam, including immunizations (and lead screening through age 6) must be completed within one year prior to the student's start date:

- Any student entering an Illinois school for the first time
- Kindergarten
- 6th grade
- Transfer students - required to submit a copy of the last physical exam completed

All updated health requirements due upon enrollment, no later than October 15th of current school year. If your child does not have all necessary immunizations, health examinations etc on file by October 15 of the current school year, they will be excluded from school until the necessary documentation is sent in and verified.

Vision Examination -

Vision requirements due upon enrollment, no later than October 15th of current school year.

- Entering the State of Illinois for the first time at any grade level.
- Entering Kindergarten

Eye exams are required for students entering Kindergarten and entering Illinois

schools for the first time.

The *State of Illinois Eye Examination Report* and waiver form are available at <http://www.dph.illinois.gov/sites/default/files/forms/eye-examination-report-050216.pdf> , the District website, and in the school office.

If a student fails to present proof of an eye exam or waiver form by October 15th, the school may withhold the student's report card until the student presents proof: (1) of a completed eye exam, or (2) that an eye exam will take place within 60 days after October 15th.

Dental Examination -

Dental requirements are due upon enrollment, no later than May 15th of the current school year for Kindergarten, 2nd, and 6th grades

Dental exams are required for students in kindergarten, 2nd grade, and 6th grade.

The dental examination must have taken place within 18 months before May 15th of the school year.

The *IDPH Dental Examination Form* and the waiver form are available at http://www.dph.illinois.gov/sites/default/file/forms/dentalexamproof10_0.pdf , the District website, and in the school office.

If a student fails to present proof of a dental exam or a waiver form by May 15th, the school may withhold the student's report card until the student presents proof: (1) of a completed dental exam, or (2) that a dental exam will take place within 60 days after May 15th.

Guidelines Applicable to Medical and Religious Immunization Exemptions -

Religious exemption: Requires the State of Illinois form with a physician-signed statement explaining the objections to physical exams, health screenings, and/or immunizations on religious grounds. General philosophical or moral reluctance will not provide a sufficient basis for exemption. In case of a disease outbreak, students not up to date on immunizations must be excluded from school for 14 to 21 days of school, as mandated by IDPH.

Religious objection to immunization and examination: Under Illinois law, parents or legal guardians who object to immunizations and/or health, dental, or eye examinations, or any part thereof, on religious grounds are not required to submit their children to the examinations or immunizations.

When the parent(s) or legal guardian(s) is requesting a religious exemption from a vaccine requirement, a *Certificate of Religious Exemption Form* signed by a healthcare provider licensed under the IL Medical Practice Act is required. The instructions for completing the *Certificate of Religious Exemption Form* can be found at [Certificate of Religious Exemption Form](#). Medical exemption: Under Illinois law, exemptions from student health requirements are allowed.

The examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form or in a statement attached to the student's *Certificate of Child Health Examination Form* indicating an immunization is medically contraindicated.

Statements from physicians indicating a specific medical condition that predisposes a student to a potential health risk if vaccinated are forwarded to the IDPH Immunization Program Representative for review. If the statement is not approved, a copy of the IDPH explanation will be forwarded to the student's parent(s) informing them that the student must receive the required immunization(s).

Medical objection: A statement from the MD, DO, APN, or PA indicating that an immunization is "medically contraindicated" is acceptable and will be attached to the student's physical exam form in place of the vaccination.

In case of a disease outbreak, the student must be excluded from school for 14 to 21 days of school, as mandated by IDPH. Should the condition of the child later permit immunization, the requirement will then have to be met.

Vision and Hearing Screenings -

Screenings for vision and hearing are provided following the Illinois Department of Health and District 172 guidelines. Students who do not pass the school screenings are referred for medical follow-up. Parents or legal guardians who

object to screenings for their child on religious grounds may contact the school nurse for additional information.

NOTE: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Exemptions -

A student will be exempted from the above requirements for:

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

Blood-Borne Pathogens -

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Haemophilus influenzae type b (HIB) in the workplace.

These regulations are designed to protect employees of the district who are or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIB, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district requests the person who was bleeding to consent to be tested for HBV and HIB. The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent.

Student Health Forms -

All required health and immunization forms can be located on our District

website. <https://www.sandridgesd172.net/>

Guidance & Counseling -

The school provides a guidance and counseling program for students.

Mandated Reporters -

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

Suicide and Crisis Lifeline: 988

Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor

Safe2Help Illinois Helpline: 1-844-472-3345

Erin's Law -

The District curriculum includes the state-mandated Erin's Law, which was adopted in January 2013.

The Health Education program will include age-appropriate sexual abuse, assault awareness, and prevention education for Pre-K through eighth grade students.

Erin's Law requires that health classes educate students on safe touches and unsafe touches; safe secrets and unsafe secrets; and how to "get away and tell a trusted adult today." This program will teach children to recognize child sexual abuse and will equip them with skills to reduce their vulnerability, as well as to encourage them to report abuse. The curriculum is developmentally appropriate per grade level. Parent(s)/guardian(s) may examine the instructional materials to be used in any District health education class or course. A parent(s)/guardian(s) may request that his/her child be exempt from using a particular instructional material or program by submitting a written objection via email to the Director of Curriculum and Instruction.

To read Erin's Law, please visit:

<https://www.isbe.net/Documents/erins-law-final0512.pdf#search=Erin%27s%201>

Tobacco-Free School Zone -

Use of tobacco products in any form, including any electronic vaping devices, on school grounds is strictly forbidden. Anyone using tobacco or any electronic vaping device on school property at any time (including after-school programs or sporting events) will be asked to stop immediately or leave the premises. This includes staff members, parents/guardians, visitors, workers, or guests. It's the law, and it will be enforced. Illinois State Law Code 105ILCS5/10-20-5b-105 ILCS5/34-18-11

Student Athlete Concussions and Head Injuries-

Student-athletes must comply with the Illinois Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

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

A student, who for medical reasons, cannot participate in P.E. must have a doctor's note or parent note stating the reason for the exclusion. If a student cannot participate in P.E., he/she will not be able to participate in any extracurricular events that day that are inconsistent with the student's condition.

A student may be required to do written work, assigned by the teacher, for days missed due to medical exclusions. To ensure the safety of our students, it is a requirement that all jewelry be removed when participating in P.E. The only exception will be newly-pierced studded earrings if they are completely covered with tape.

Exemption from Physical Education Requirement -

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or 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 will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical and with a doctor's clearance.

A student who is eligible for special education may be excused from physical education courses in appropriate circumstances. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

All students are required to wear gym shoes to participate in P. E.

Sex Education -

Students will be taught 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 unless a class attendance waiver is signed and returned to the main office.

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.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected 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-endorse

Teacher Qualifications -

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

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

General Building Conduct -

- Students shall not arrive at school before 7:15 a.m. unattended by a parent or guardian.
- Students can get breakfast in the cafeteria from 7:15 a.m. until 7:40 a.m.
- Classes begin at 7:45 a.m. and students are dismissed at 2:15 p.m. each day.
- The following rules shall apply, and failure to abide by the rules may result in discipline:
- Hats, hoods, scarves, and bandanas shall not be worn in the building. Any hat, cap, scarf, or hood worn to school shall be removed before entering.
- All grooming items, such as brushes, combs, picks, etc. are to be left in lockers. No rattail combs allowed
- 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, floors, bleachers, computers, lockers, or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards and bikes are not permitted at school.
- Water guns, Gel blasters, Nerf guns, Paintball guns, BB guns, and/or real guns are not permitted at school.
- Bluetooth speakers, Bluetooth AirPods, earbuds, radios, tape players, CD players, or cameras are not permitted without permission from the principal.
- Cell phones and smart watches should be turned off or placed on silent upon entering the building.

Video & Audio Monitoring Systems -

A video and/or audio monitoring system may be in use on school buses and a video monitoring system will 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.

Search and Seizure -

Under Section 5/10-22.6. Paragraph E of the Illinois School Code, members of the School District's administrative staff may conduct a search of a student and his/her possessions at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student violates law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, lockers, desks, purses, wallets, knapsacks, book bags, lunch boxes, etc.) as well as personal effects left at the school by the student, without notice or consent of the student 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 building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, 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. Dog searches may be done randomly during the school year.

Students have no reasonable expectation of privacy regarding personal effects in their possession at school.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies, 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. The school district is not responsible for lost or stolen items.

Lost and Found -

Contact the main office for lost and found items. All unlabeled and unclaimed items found will be removed at the end of each month. Articles found may be turned in to the lost and found at any time.

Restroom Breaks -

Refer to the P.B.I.S. matrix for restroom expectations.

Students are afforded bathroom breaks throughout the day. In order to discourage excessive time out of the classroom and any bathroom vandalism, the school uses a school-wide bathroom pass system that is required for all students.

Lockers -

Theft/vandalism/slamming of lockers is not allowed and is a violation of student conduct.

- Students in grades 6 - 8 will receive a locker code at the beginning of the school year.
- 6 - 8 grade students are expected to memorize their combinations promptly and keep lockers neat. Clean any spill immediately.
- Sharing of student locker codes is strictly prohibited. Evidence of locker sharing will result in disciplinary action.
- Students in grades 3 - 5 have lockers without codes.
- Tampering with another student's locker is a violation of student conduct.
- Sandridge administration and the Lynwood Police Department reserve the right to check any locker at any time. For student safety, keep all cared for and expensive personal items at home. Sandridge SD 172 is not responsible for lost or stolen personal items, including cell phones and smart devices.

Birthday Celebrations -

No visitors and or distracting birthday items are permitted in the classroom, including parents and/or balloons. Only individually wrapped peanut free food items are permitted with notification to the teacher. No parents will be allowed in the classroom or able to interrupt instruction for birthday celebrations.

Invitations & Gifts -

Party invitations, gifts, bags, balloons, and all celebratory items for classmates should not be brought to school to be distributed.

If invitations are passed out at the school, everyone must get an invitation as not to single students out. If you would like for only a select few to attend the party, please have invitations handed out outside of the school. The District is not permitted to release addresses and phone numbers of classmates.

Recess -

Students in grades Kindergarten through fifth grade receive a 30-minute recess every day. Students should be prepared to go outside at no lower than 32 degrees. As circumstances warrant, such as inclement weather, recess be held for students inside.

Loss or Damaged Textbooks -

Textbooks are the property of the school district and must be returned in good condition to the school at the end of the school year or when a student is transferring out of the district.

Students will be required to pay for lost or damaged textbooks. Report cards/graduation may be withheld if textbook monies are owed. A teacher may loan a student an available textbook only for the amount of time necessary for another text to be purchased and only after payment has been made for the replacement text.

Emergency Procedures

School Cancellation -

In case of severe weather, mechanical breakdown, or other emergencies that may cause the closing of school, an official announcement will be made over Radio Station: WGN on 720 AM; WCGO on 1600 AM, and WBBM on 780 AM. School Messenger automated telephone calls will be made to each parent's/guardian's home phone and cell phone to report a school cancellation. In addition, the announcement will be posted on our school's web page at <https://www.sandridgesd172.net/>.

Weather -

- The cancellation of school due to inclement weather will be announced by 6:00 a.m. via the District website.
- Parents/guardians are responsible for checking the weather and dressing their children appropriately each day.
- Students are encouraged to wear a coat, gloves, scarves, and hats in the winter months especially.
- Sandridge SD 172 is not responsible for accidental damage of personal property due to inclement weather.

Safety Drill Procedures and Conduct -

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

Fire -

Fire drills are required by law. Fire drills will be scheduled regularly during the school year. The purpose of these drills is to ensure all students and staff members are familiar with the correct procedures and proper exits from various parts of the building in the event of a fire or another disaster.

1. The fire alarm is a loud, continuous sound. Student needs will be reviewed for support if needed. Teachers will model and explain which exit students should use. Students should walk quickly and quietly to the area designated by the teacher. These directions are posted in each room of the building.
2. When fire drills occur, students, staff, and all visitors are to move quickly and quietly to the exits and then proceed to the appropriate evacuation area or at least 200 feet from the building.
3. Teachers and staff members should have a printed or digital copy of their student roster and evacuation plan.
4. All students **MUST** remain quiet and stay with their teacher/staff member, so the teacher/staff member can take attendance.
5. Any student not in a classroom at the time of a fire drill should exit quietly through the nearest door.
6. Students who violate fire drill regulations will be disciplined.

Lockdown -

A lockdown will be announced when movement inside the building needs to be limited due to a medical or risky emergency situation.

A risky emergency is defined as a dangerous, unexpected situation that requires immediate action to prevent severe harm, to which the outcome is uncertain or the potential for a catastrophic result is high. It may also be used if there is a disturbance outside the building. During lockdowns, visitors and guests will be limited to emergency personnel only.

Teachers will explain lockdown procedures to students.

1. Students in the hallway or restroom must immediately go to the nearest classroom or office.
2. No guests or visitors will be allowed inside the building until the lockdown ends.
3. Students misbehaving during lockdown or drills will be disciplined. Misbehaving includes but is not limited to, talking, making noises, use of electronic devices, or causing any type of disruption. Misbehavior puts all people in extreme danger and can result in death.
4. All stakeholders will be notified once the all-clear has been given.

Tornado -

Students and staff members will be notified via the school intercom when an alert is in effect. A disaster plan for taking shelter has been developed. Directions are posted in each room.

1. The teacher will direct students to the designated area.
2. The all-clear signal will be given verbally over the intercom. In order to listen for further instruction, students should remain quiet.
3. Students who violate tornado drill regulations will be disciplined.

Evacuation -

The following plan will go into effect in case of an emergency evacuation:

1. The school will contact local authorities.
2. The building will be evacuated according to our fire drill procedures.
3. Students will be transported by bus to one of several safe locations.
4. Notification to parents/guardians of the situation will occur via cell phone and the District website, as soon as possible.
5. Students will only be released to the parent or legal guardian from the evacuation site. Securing staff and students until attendance can be taken

and performing an organized release is extremely important. Rescue efforts can be wasted looking for people that are not there. This can delay focus on those in severe need.

Animals on school property -

In order to assure student health and safety, pets/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. The building principal in the case of an educational opportunity may temporarily waive this rule 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.

Parking -

The school building has limited parking areas. There is no parking at any time in front of the building office entrance (Door 1), as this is a legal fire lane. Obey all parking regulations when on school property.

Equal Education

Opportunity/Non-Discrimination/Harassment/Retaliation -

It is the policy of this district to ensure equal education opportunities for all students. This district does not discriminate based on race, color, creed, age, mobility, disability, marital status, religion, religious affiliation, gender, ancestry, national origin, immigration status, or any other legally protected characteristic in its programs or activities. Further, no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance. Title IX prohibits sexual harassment in all school programs and activities in school facilities or other school-sponsored activities.

Any person who believes that the school or any staff person has discriminated against a student based on race, color, age, creed, mobility, disability, religion, gender, ancestry, national origin, immigration status, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint with the principal.

It is district policy to maintain an atmosphere free of harassment, retaliation,

including sexual harassment, and no student shall be subjected to such harassment.

Sexual harassment may include but is not limited to, oral or written harassment or abuse, pressure for sexual activity, unwelcome sexual advances or behavior, demeaning sexual or gender-based comments, and other unwanted actions based on one's gender.

A student or parent should contact the school principal immediately with a complaint regarding any of the above, or a formal complaint can be made in writing to the officials designated in district policy.

Bullying/Harassment -

Bullying is contrary to State law and the policy of Sandridge School District. No person, including a District employee agent, or student, shall harass, intimidate, or bully a student.

Bullying is defined as... an intentional, repeated act which may include verbal, physical, and/or emotional abuse committed by one or more individuals against another or others. Students who harass and/or bully other students, with the intent to harass, ridicule, humiliate, or harm the other students or staff will be subject to disciplinary action.

Bullying based on actual or perceived race, color, religion, sex, national origin, immigration status, ancestry, age, status of being homeless, actual or potential marital or parental status, including pregnancy, order of protection status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the above actual or perceived characteristics, or any other distinguishing characteristic, is prohibited in all school districts.

Definition of Cyber-Bullying -

Under Section 105 ILCS 5/22-110 of the Illinois School Code, bullying includes *cyberbullying which is defined as bullying through the use of technology or any electronic communication. This includes any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed*

toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyber-bullying is defined as 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 wire, radio, electromagnetic Internet communications, instant messages, or facsimile communications. Cyber-bullying also includes the distribution by electronic means of 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 in [105 ILCS 5/22-110].

Teacher and Parent Recommendations For Support -

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing equipment/belongings, requests for extra money, damaged clothes, or bruising.)
- Take an active interest in your children's social life and acquaintances. Advise your child to tell a staff member about the incident. If possible, allow him/her to report and deal with the problem himself/herself.
- Keep a written record (who, what, when, where, why and how).
- Do not encourage your child to retaliate.
- Be willing to inform the school of any cases of suspected bullying, even if your own child is not directly affected.
- Contact the principal for support. There will be an investigation and parent contact will be made.

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

Teen Dating Violence Prohibited -

Engaging in teen dating violence that takes place at school, on school property, through the use of technology, 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.

Anyone with information about an incident of teen dating violence should report it to a school staff member or an administrator.

Sexual Harassment -

Sexual harassment of students is prohibited. Any person, including a district employee, agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sexual-based nature, imposed based on sex, that:

- 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
- Has the purpose or effect of
- Substantially interfering with a student's educational environment;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment; or
- Submitting to or the rejection of such conduct is 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 but are not limited to; touching, crude jokes, sexually suggestive noises/sounds, written/taped comments, images/pictures, use of social media, discussions of sexual experiences, teasing related to sexual characteristics, teasing/harassment related to sexual orientation, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint/Enforcement -

Students are encouraged to report claims or incidences of harassment, bullying, dating violence, sexual harassment, or any other prohibited conduct to a trusted staff member, or anyone on the administrative team: social worker, assistant principal, principal, or superintendent. 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.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student or individual shall be referred to the building principal for appropriate action.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including suspension and expulsion.

The District will not tolerate harassing, intimidating conduct, trolling, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive education environment.

Suicide and Depression Awareness and Prevention -

Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. This information is posted on the school district website. Information can also be obtained from the school office.

Bus Transportation -

Parents/guardians who choose to have their children ride the bus must sign a contract for that service.

If a student loses their bus privileges due to misconduct, parents/guardians must find an alternative form of transportation. Students who know that they may not

ride the bus, yet choose to, will receive a form of disciplinary action. Bus fees will not be refunded if applicable.

Bus Behavior Expectations -

Remember that bus transportation is a privilege.

- Treat the bus as an extension of school property, and act accordingly.
- Stay seated at all times.
- Do not distract the driver, keep voices quiet, and use appropriate language.
- Report unsafe activity to the bus driver.
- Respect everyone's personal space.
- Keep the aisle clear.
- When walking through the neighborhood, refrain from walking on private property. Use sidewalks safely.

A bus evacuation drill will be held annually at the school.

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

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

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

For questions regarding school transportation issues, contact Mr. Joe Kosina at

708-895- 2450.

Bus Violations -

Any bus report may result in the temporary or permanent loss of bus privileges. Buses are equipped with video cameras. Tapes of routes may be reviewed by the school administration to help determine follow-up action for bus violations. Bus violations will accumulate in the same way as other behavior violations, and parents will be notified in writing if a bus violation occurs.

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.

Student Bus Restorative Practices -

The District may choose the appropriate level of consequence based on the nature and severity of the misconduct. Students are also subject to disciplinary measures unrelated to exclusion from riding the school bus.

Field Trips -

Field trips are a privilege for students.

Students must abide by all school policies during transportation, 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. Field trips will not be allowed during the month of May, except for Kindergarten and 8th grade graduates.

Student Appearance -

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. The school does not prohibit hairstyles historically

associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

School Uniforms -

Students are required to wear school uniforms Monday through Friday. They may wear street clothes on designated dress-down days provided they adhere to the school dress code. All students must adhere to the school dress code (see below) when wearing street clothes on “dress-down” days. As a reminder, no denim pants may be worn during uniform days. Further questions will be dealt with by administrative discretion.

All Students (NO DENIM)

Bottoms -

- Navy, black, or khaki school pants.
- No logos or insignias.
- Navy, black, or khaki cargo pants are acceptable
- No sweatpants, jogging pants, or leggings as pants.
- Skirts, shorts, skorts, jumpers must be finger-tip length or longer in length
- Navy, black, or khaki jumpers must be finger-tip length or longer and worn with appropriate collared polo shirts underneath

Tops -

- Collared polo shirt short or long sleeve.
- No logos or insignias.
- Light blue, navy blue, white, gray, white or black.
- Solid light blue, navy blue, white, gray, or black long-sleeve shirts may be worn underneath a short-sleeve uniform polo shirt.

Sweaters -

- No large writing or distracting designs.
- Solid light blue, navy blue, white, gray, or black.
- Crew neck, cardigan, and sweaters with hoods **are** acceptable within dress code colors.

Shoes -

- Gym shoes must be worn in P.E.
- All shoes must have a back.
- Sandals, slides, houseshoes, or Crocs are not

allowed.

Dress Down Days -

If there is a dress down day, the prevailing guideline for dress is that it is not disruptive to the educational process as determined by District 172. If dress violations cannot be remedied at school, parents may be contacted to bring a change of clothing to the school.

If student dress is found to be blatant and the parent is unable to bring a change of clothing to school, the student may be referred for positive support center placement.

- Garments will not be flimsy or transparent. Undergarments should not be displayed.
- Clothing that permits display of the midriff, navel, belly, bottom, or bare shoulders is not permitted. This includes but is not limited to cut-off t-shirts, halters, thin/spaghetti straps, and tube tops. Shirts must have sleeves. No low-cut clothing is allowed. There should be no visible chest or cleavage.
- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. This includes drugs, alcohol, or tobacco logos with inappropriate suggestions.
- Garments will not be excessively short. (Garments will be finger-tip length or longer.)
- Tight clothing is inappropriate and will not be acceptable. Girls will not wear leggings unless their top garment is finger-tip length or longer. Students will not wear jeggings or yoga pants unless their top garment is fingertip length.
- Shirts will not be bound/tied.
- All pants must be worn at the waist. All waistbands must be worn appropriately with no undergarments visible. No underwear showing or pants worn inappropriately.
- Parents will be required to bring in a belt for students who are not wearing their pants correctly. Apparel and/or jewelry that could be harmful or cause injury are unacceptable. Chains on clothing are not to be worn.
- Hats, bandanas, head coverings, headbands with costume protrusions that are disruptive to the learning environment, and/or sunglasses of any kind are not to be worn in the building.
- Feet must be protected. Footwear must be secured to the foot. Sandals must

be securely fastened to the foot with a strap around the back of the heel.

- “Flip flops” and slippers are not permitted.
- Shoes with wheel apparatus are not permitted. High heels and wedge sneakers are not permitted. Shoes that light up, or make any noise or sound are not allowed.
- Pajamas and pajama-like outfits are inappropriate for the educational setting and will not be allowed in school. The only exception will be a PBIS reward day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin, and/or undergarments may not be worn at school.
- Coats, jackets, and outdoor attire are to be placed in lockers at the beginning of the day. Coats are not to be worn during the school day.
- Hair or eyebrows that display gang letters, gang symbols, or gang designs will not be permitted. Violations will result in the student being sent home, and the situation must be corrected before the student may return to school. Administration reserves the right to make judgments as to whether the design(s) is appropriate or not.
- No body piercing other than ears is allowed, with a limit of two piercings in each ear: for safety reasons, hoops and gauges must be modest in size.
- Cosmetic jewelry for the nose is not permitted.
- Tattoos and body art are not to be exposed; writing on any part of the body is not allowed.
- Backpacks and other personal devices are to be stored in lockers or backpacks and not carried by students during the school day. Medical items are stored in student lockers or with the school nurse.
- Students must have gym shoes to participate in physical education. Students are asked to keep a pair of gym shoes at school for gym class if not worn to school.
- Administration reserves the right of discretion on acceptable attire.

Picture Day Dress Code -

There are two opportunities for students to have their pictures taken, in the fall and in the spring.

During the first picture day, in the fall, all students will have their picture taken

for the school composite. Students may wear a shirt of their choice, as long as it adheres to the school dress code.

During the second picture day in the spring, only those students who choose to have their picture taken may adjust their dress as follows:

- Students who dress down for spring pictures must abide by the rules of the Sandridge School Dress Code.
- Students are not required to wear uniform bottoms for Spring pictures as full pictures will be taken.

Electronic Devices -

Illinois Senate Bill 2427 requires all public and charter school districts to adopt policies that prohibit students from using personal cell phones and other wireless devices during the school day, from the first bell to dismissal, often referred to as a “bell-to-bell” ban. Families take full responsibility for theft or damage of their student’s electronic devices while at school.

- Students are prohibited from using electronic devices during the school day.
- An electronic device includes but is not limited to, the following: cell phone, smartphone, smartwatch, electronic pedometer, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device.
- Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.
- All electronic devices of any type must be turned off upon entering school grounds and secured in student lockers and/or book bags until the conclusion of the school day (2:30 pm) 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.
- Failure to follow this policy will lead to devices being taken by the staff or the school administration, parents being notified, and disciplinary action.
- Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual

images (i.e., sexting).

- Students are encouraged to leave all electronic devices at home. By bringing these devices on school grounds or on the school bus, students give the school administration consent to access voicemails, text messages, call logs, picture galleries, memory cards, etc. to determine ownership (if lost) or when there is reason to believe they contain evidence of a school-rule or law violation.

School officials may conduct an investigation or require a student to cooperate in the 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.

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

Telephones -

Office telephones are for school personnel use only. In emergency situations, students may be allowed to use the office phone. Forgotten lunches, reminders of after-school activity, or homework do not constitute emergencies.

Cell Phones -

Students that choose to bring a cell phone to school will use a Yonder pouch.

Students are prohibited from contacting parents using a cell phone during school hours without permission and supervision from an appropriate staff member.

In cases of emergency, parent/guardian contact may be made with the teacher's permission and supervision.

Student Safety-

Weapon Identification -

In the event that any Sandridge School employee sees anyone on school grounds with a weapon or lookalike weapon, the incident should be reported to the principal immediately.

Students found in possession of a weapon or lookalike weapon will receive disciplinary action.

Community Notification Act (Sex Offender & Violent Offender Information) -

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Sex Offender Notification Law -

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made concerning 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 – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and 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 wearing their visitor's badge.

Information Regarding Asbestos Plan -

The Asbestos Hazard Emergency Response Act requires certain actions by school districts regarding the presence of asbestos in school buildings, including air samples and planning as may be required.

Pesticide Exposure -

In conformance with the Structural Pest Control Act the district follows procedures to control structural and landscape pests while working to minimize the exposure of students and staff to pesticides. Issues or questions regarding the district-integrated pest management program should be directed to the Director of Building and Grounds.

Homeless Students -

The residency, enrollment, and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of house, financial hardship, or similar causes, or those who lack a regular, fixed, and adequate nighttime residence.

Homeless students are generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which they were last enrolled, or the school in the attendance area where the homeless student(s) currently lives.

Contact Mr. David Hook, Director of Student Services at 708-895-2450 for additional information regarding support for homeless families and students.

Spare Clothing -

Students in our early childhood and kindergarten programs are required to bring a spare set of clothing in case of an emergency. Students without a spare set of clothing must be picked up by a parent/guardian should an “accident” occur.

Internet, Technology, and Publications -

Acceptable Use of the District's Electronic Networks -

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Chromebook repair program:

<https://www.sandridgesd172.net/important-documents/student-device-repair-program>

Terms and Conditions -

The term *electronic networks* includes all of the District's technology resources, including, but not limited to

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use -

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

Privileges -

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

Unacceptable Use -

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette -

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

No Warranties -

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

Indemnification -

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security -

Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the network

as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism -

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

Telephone Charges -

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

Copyright Web Publishing Rules -

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each republication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Email -

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety -

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet

access.

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

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

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

Extracurricular Activities -

The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of all genders will supersede an organization or club's recommendation. Students are permitted to alter their uniform for modesty, cultural values, or religious purposes.

- Any student failing in any subject area at the time of grade reporting (progress reports and report cards) will be ineligible to participate in any school-sponsored extracurricular activity until the grade in that subject area improves to passing.
- All students participating in any extracurricular activities including intramurals will receive weekly grade checks in ALL subjects. Grades will be given for all core and non-core specialty classrooms.
- Students who are not in good academic or behavioral status may not be allowed to participate in or attend activities.

- Athletes may participate in practices but will be ineligible to play until the student is passing all subjects.
- Coaches and sponsors will be responsible for providing staff with a list of students who will be participating in any sport or activity.
- Teachers will be responsible for emailing coaches and sponsors the names of participating students who are failing by the end of each Friday to determine students' eligibility for participation during the following week's activities. Students who are failing any subjects will be ineligible for two (2) weeks.

Fees -

Fees will be required of each student who participates in extracurricular activities. Fees are used to cover the costs of referees/officials for home games, league fees for outside leagues, and any outside tournament registration approved by the Sandridge School administration. Fees will be assessed according to the number of students participating in each sport and/or activity. Payment will be required at the time of the extracurricular registration if required and will be non-refundable. Fees must be paid before a student receives his or her uniform and before the student is allowed to participate in an extracurricular activity.

Conduct -

Sandridge students are representatives of the school and will be held to high standards of behavior. In general, all school behavior expectations and disciplinary consequences apply. The School Administration, at its discretion, may suspend a participant from an activity or sporting activity for improper conduct. No student may participate in an extracurricular activity on the day of an absence from school.

To sign up or try out for an activity, students should listen to the announcements for call-out meetings. Participants must maintain a 2.0 average or better in all classes with no F in any subject, and they may have no more than one (1) major discipline infraction as determined by the school administrator. If a student fails to meet either of these standards, he/she will be placed on probation until the next grade check. If the student's grades have not improved, he/she will be ineligible to participate in the activity.

Extracurricular participants are required to conduct themselves according to the rules listed in the "Sandridge Elementary School Rules and Standards of Student

Conduct.” Additionally, students are required to sign the "Sandridge School Extracurricular Activity Pledge," which is a year-round pledge, not a seasonal pledge. Upon signing the pledge, students will receive a copy of the policy governing adherence to the pledge.

For safety reasons, NO student will be allowed to attend practice who is not a player, i.e., friends, siblings, co-riders, etc.

Sports Physicals -

According to direction from the Illinois State Board of Education, a sports physical must be completed and on file in the school office before a student may practice or compete in a school-sponsored interscholastic sports activity. This physical must be dated to correspond with the current school year. All student-athletes must have a physical examination form on file dated after May 1st, of the current school year.

Basketball (Boys) -

A varsity and junior varsity team is chosen to represent Sandridge Elementary School in an interscholastic competition against local neighboring schools. The selection process is by trying out. This activity is open to 5th through 8th grade students and runs from approximately November to March. A sports physical is required prior to tryouts.

Basketball (Girls) -

The girls' varsity and junior varsity basketball season begins in September and runs through the end of November. The program stresses fundamental basketball skills and teamwork. The selection process is by tryout and is open to 5th through 8th-grade girls. A sports physical is required prior to tryouts.

Intramural Sports -

Intramurals are available for girls and boys, grades 3 through 8. A sports physical is required prior to tryouts. For safety reasons, a responsible adult must remain with any spectator children at games. Unattended children may not attend.

Volleyball -

The girls' volleyball program will accommodate both varsity (grades 7 & 8) and junior varsity (grades 5 & 6). The activity runs from February through April. A sports physical is required prior to tryouts.

Cheerleading/Dance -

The 5th and 8th grade cheerleading squads cheer at basketball and volleyball games. They also cheer at assemblies, and other events on behalf of Sandridge School. The selection process is by trying out. This activity is open to 7th and 8th-grade students and runs from August to June. A sports physical is required for this year-long activity.

Band -

The band meets on a regular basis for the development of instrumental skills. Band develops an appreciation for the art of band. The selection and try-out process is by interest. This activity is open to 5th through 8th grade students and runs year-round.

School Dances -

Attendance at school-sponsored dances is a privilege.

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

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

School dances are held for the enjoyment of our students. Once a student comes to the dance he/she will not be permitted to leave until the end, unless a parent comes into the school to pick up his/her child.

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 disciplines as outlined in the school's discipline code.

Student Council -

This is a service and social club for the school. Members must be self-directed, willing to put in long hours, and responsible to meet deadlines. The selection process is by application. This activity is open to 6th, 7th, and 8th-grade students and runs from September to May.

National Junior Honor Society -

Fourth - Eighth grade students must have a high academic standing in the first or second quarter of the school year to be eligible.

All eligible students must provide a letter of recommendation from a non-family member and not a school employee, and all components of the application process.

The student must also provide/write a statement of at least 250 words regarding why he/she/they should be considered for membership. Participation in NJHS school service projects is recommended.

Teachers/Coaches must forward a list of participants for any activities to the main office.-

NOTE: Only students who have signed up for after-school activities are allowed on the school premises when these activities meet/practice. School personnel who are coaching, tutoring, or sponsoring a club will devote their attention to those students who have signed up. No siblings, friends, or co-riders will be allowed to stay after school during these activities unless they are directly involved in the club, team, or tutoring activity.

Parent Organizations and Booster Clubs -

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.

3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club's websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of all genders will supersede an organization or club's recommendation.

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

8th Grade Activities

Graduation Participation -

Participation in the graduation ceremony is a privilege, not a right, which can be withheld for disciplinary reasons at the discretion of the School Administration. Students must meet academic, attendance, behavior requirements for promotion in order to participate in graduation.

In order for students to receive their diploma, all outstanding fees and/or fines, including but not limited to library fines and bus fines, must be paid in full. Students are not allowed to register for school until all fees are paid. Students may not participate in 8th grade activities and/or graduation until all un-waived outstanding fees are paid.

Valedictorian and Salutatorian -

The Valedictorian and Salutatorian decisions are GPA-based. Students transferring into Sandridge must complete a minimum of eight (8) complete quarters in order to receive Valedictorian or Salutatorian status.

Exclusion from 8th Grade Activities -

For every suspension (in-school or out-of-school), a student will lose an 8th grade privilege in the following order: dinner dance, class trip, pin & ribbon, graduation ceremony. However, there is one exception: Eighth graders involved in ONE fight may lose 8th grade privileges: dinner dance, pin & ribbon, class trip, graduation ceremony. (Administrative discretion)

Nonrefundable Fees -

Students who are removed from extra-curricular activities including but not limited to 8th grade graduation and field trips will not be eligible for reimbursement of fees already paid and/or earned during fund raising.

Rules & Standards of Student Conduct

Preamble -

The rules and standards of conduct hereinafter set forth are considered by the Sandridge School District to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient education system for all students.

The rules and standards adopted by Sandridge School District 172 shall be applicable to each and every student enrolled in the Sandridge School District.

The Sandridge School Board of Education reserves the right to alter or amend these rules and standards from time to time.

Rules of Conduct (See also Board Policy 7:190)

School Behavior -

All students are to demonstrate positive behaviors. When students fail to be self-disciplined, each administrator, teacher, or other staff member is responsible for carrying out the rules of student conduct adopted by Sandridge School and the Sandridge School District.

Since some behavior problems are more serious, they may require different approaches and actions. All federal laws, state laws, and city ordinances are rules of the Sandridge School District.

Behavioral Interventions -

Appropriate and available behavioral interventions shall be developed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District 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 applicable State and federal laws when disciplining special education students.

Referral to Administration -

Teachers will refer students to the administration when all reasonable measures, including parent contact, have been taken to improve student behavior and documented appropriately. An administrator will handle any behavioral situation not mentioned in this handbook.

Teacher Time Out -

A brief period of time whereby a student is removed from the activity at hand.

Withdrawal of Privileges -

Privileges will be taken away from the student for a determined period.

Teacher-Assigned Detention -

A teacher may assign detentions to be served with the teacher in his or her classroom. It is the teacher's responsibility to notify a parent of the detention and

the reason for it. The date of the detention may be changed by mutual consent of the teacher and parent. Students with unserved detentions may be sent to an administrator. The administrator will then determine disciplinary action.

Lunch Detention -

During lunch detention, students eat lunch seated at a table designated to be quiet. Students who receive lunch detention may not have recess. Students may also report to the Positive Support Room to serve lunch detention.

After-School Detention -

Students and parents will receive a written notice of a school detention. School detentions are held two days each week in an announced location starting promptly at 2:30 p.m. and ending at 3:15 p.m. The parent/guardian is responsible for arranging for transportation for their detained student. If the detention is not served as assigned, the student will receive positive support center placement. At the discretion of the issuer, the teacher may assign an alternative consequence to be served with them when the student is not in class (before school, lunch, recess). If the alternative time is not honored, the student will still receive a detention.

Cell phones and electronic devices are not permitted in detention. Detention is a consequence for students who violate school rules, are truant or tardy to class or are involved in other inappropriate behaviors as determined by school staff.

Any student not inside the assigned room at 2:30 p.m. is considered tardy. If any student is late, he/she may be assigned another detention. This may result in a suspension when the student returns back to school. As part of detention, the student may be asked to come up with a way to make restitution through some sort of community service, such as cleaning a teacher's classroom or - in the case of a food-throwing incident - helping the custodians clean the lunchroom. Students with unserved detentions may be sent to an administrator. The administrator will then determine disciplinary action.

Suspension -

An in-school suspension may be one to five days in length in the Positive Support Center (PSC). The suspended student will be placed in a designated room for the duration of the school day, and work will be requested from his/her teacher(s). Suspended students may not attend any after-school function while

suspended, which includes all clubs, activities, field trips, and athletic activities. An out-of-school suspension may be for a determined length of time not to exceed 10 consecutive school days.

An in-school or out-of-school suspension may be assigned by the administration. Students may not participate in or attend any school-related activity during the period of suspension. These suspensions may be assigned for major disciplinary infractions or for repeated minor infractions. Parent conferences at school are necessary prior to the student's return to school following a suspension.

Expulsion -

Following Board approval, a student will be removed from school for a long term; the student may not return until the student and parent/guardian meet with the School Board.

Referral to the Board of Education -

A referral to the Board of Education may lead to or be accompanied by an out-of-school suspension or expulsion. The suspended or expelled student may not attend school or any school-sponsored function while suspended/expelled. Work missed during suspension may be forwarded to the student or made up afterward.

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. 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 the school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered

to: (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct -

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

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

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

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

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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, smartwatches, and other electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies and scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an

educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel. If the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration (truancy).
24. Leaving school property for any reason during any school day without the express permission of the school administration.
25. Being late to the assigned school building or classroom.
26. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of controlled substances. Examples of these drug-related paraphernalia that are not to be possessed or provided to another person are
 - Pipes
 - Clips
 - Rolling papers
 - Needles/Syringes, etc.
 - Devices that are or can be used to ingest, inhale, or inject cannabis or controlled substances into the body and/or grow, process, store, or conceal cannabis or controlled substances.
27. Tampering with or misusing the firefighting equipment and fire alarm system of the school corporation
28. Violating any other rule or standard of behavior adopted by the School Board
29. Using cards, dice, or other instruments for the purpose of gambling

30. Blatant and gross insubordination toward staff
31. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
32. Wearing clothing and/or hairstyles that could cause bodily injury in such activities as shop, lab work, physical education, and art
33. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building and on school grounds
34. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
35. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
36. Fighting – initiating or participating
37. Horseplaying/fighting

Violating any student conduct provision contained in Board Policy.

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, students, 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 in the case of drugs and alcohol, substances ingested by the person.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student shall not constitute a violation of rules. Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate these rules should consult the building principal before possessing, using, or providing the medication or substance. Possession will also result in reporting to law enforcement agencies.

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 when the incident stems from something that occurred at school;
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.

Restorative Practices -

School officials should 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 suspension 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:

- Restorative conference with the student
- Restorative conference with the student and parent
- Withholding of extracurricular privileges
- Restorative conference in the positive support room
- Return of property or restitution for lost, stolen, or damaged property
- Positive Support Room placement

- After-school detention or Saturday detention provided the student's parent/guardian has been notified. (It is the responsibility of the parent to make transportation arrangements for the student.)
- Community service
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- Suspension of bus riding privileges
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
- 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 restorative practices 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 behavior 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:

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 another 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 alike" of any firearm as defined above.

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

Gang & Gang Activity Prohibited -

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

Re-Engagement of Returning Students -

The building principal or designee shall meet with a student and parent/guardian 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, without penalties.

Suspension Procedures -

1. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purpose. However, a student may be suspended by the superintendent until the date of the expulsion hearing if the superintendent determines that for safety reasons, such suspension is necessary.
2. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges and an opportunity for the student to explain his or her conduct.
3. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
4. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct, or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

Expulsion Procedures -

1. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- a. The student is brought before the Board of Education.
 - b. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the Board of Education. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights to contest the expulsion.
 - c. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
 - d. At the expulsion meeting, the principal (or designee), will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
2. After an expulsion meeting is held, the superintendent will make a written summary of the evidence heard at the meeting, and the board of education will make a decision. That decision will be communicated by the superintendent in accordance with applicable School Code requirements.

This handbook provides key provisions of board policy. The board policy manual should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.

Student and Parent Acknowledge Page

Student Acknowledge

Student Name _____ Grade _____

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 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 Signature _____ Date: _____